

Oakfield House School

Exclusion Policy



Policy Document (2014-2015)

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Signed by:	



Oakfield House

Exclusion Policy

Introduction

This policy supports Waterloo Lodge School's ethos to strive to provide a caring, structured learning environment in which all pupils can develop academically, socially and emotionally, to their full potential, and in which pupils and staff feel safe, secure and valued.

This policy recognises that it is the Headteacher's responsibility to:

- Promote good behaviour and discipline on the part of the school's pupils;
- Secure an orderly and safe environment for pupils and staff.

This policy recognises that in order to meet these responsibilities the Headteacher may have to exclude pupils, whether for a fixed term or on a permanent basis, and seeks to clarify the circumstances under which this might take place and the procedures to be followed.

Aim

This policy aims to ensure that the exclusion of pupils operates in a fair and reasonable manner.

Objectives

The objectives of the policy are:

- To ensure a shared understanding of the exclusion of pupils;
- To identify the circumstances under which a pupil may be excluded;
- To identify the circumstances under which a pupil will not be excluded;
- To ensure a consistent approach to the exclusion of pupils.

Implementation

Only the Headteacher or, in his absence, a senior member of staff acting with his authority, can exclude a pupil from school. A decision to exclude a pupil will only be taken:

- In response to a serious breach or breaches of the school's discipline policy;
- If allowing the pupil to remain in the school would seriously harm the education and/or welfare of the pupil or others in the school.

The decision to exclude a pupil, whether for a fixed term or permanent, is a serious one. The decision to exclude on a permanent basis is extremely serious and should normally be the final step in the process when the use of a range of strategies has proved unsuccessful.

Permanent Exclusions (See Permanent Exclusion Policy)

In excluding a pupil permanently the school is acknowledging that it has exhausted all available strategies for dealing with that pupil. Hence it should normally be only used as a last resort.

There are, however, circumstances where a pupil may be permanently excluded for a first or one off offence. These include:

- Where there has committed actual or threatened violence against another pupil or member of staff;
- Sexual misconduct;
- Supplying an illegal drug. (*This should take account of how far the pupil might have been vulnerable to pressure and/or bullying from peers and/or others. However, where it is clear that drugs have been supplied for profit or repeated use has taken place on the premises then this constitutes both a serious breach of school rules and a danger to other pupils and as such justifies a permanent exclusion*);
- Carrying an offensive weapon.

The decision to exclude either permanently or for a fixed term should be based upon:

- A consideration of all the relevant facts and such evidence as may be available to support the allegations made, taking into account the school's behaviour and equal opportunities policies;
- A review of the pupil's version of events;
- Checking whether the incident may have been provoked, for example by racial or sexual harassment;
- A consultation with any other relevant parties.

A pupil should not be excluded for:

- Minor incidents;
- Poor academic performance;
- Lateness or truancy;
- Pregnancy;
- As a result of the behaviour of their parents, for example as a result of parental abuse or violence against members of the school community.

A pupil may be excluded for behaviour outside school if there is a clear link between the misconduct in question and the promotion of good behaviour and discipline in the part of the schools' pupils.

Once a decision has been made to exclude a pupil the Headteacher is responsible for:

- Deciding the nature of the exclusion either fixed term or permanent;
- The period of any fixed term exclusion;
- Informing the parents/carers, in writing, of the period of the exclusion, reasons for exclusion, any arrangements to hold a meeting regarding the exclusion;
- Informing the LA, in writing, of the exclusion, the period of the exclusion, reasons for exclusion, any arrangements to hold a meeting regarding the exclusion;
- Informing in writing, the relevant Children's Services Department, where appropriate, of the exclusion, the period of the exclusion, reasons for exclusion, any

arrangements to hold a meeting regarding the exclusion;

- Making arrangements to ensure the pupil can continue their education at home including the setting and marking of work.

Note:

Where the break of school rules has led to the involvement of the police, the Headteacher will need to consider the period of any exclusion in terms of:

1. How far a return to school whilst investigations are ongoing could affect the effectiveness and outcomes of the investigation.
2. How far a return to school either during or after ongoing investigations could affect the education of other pupils.

Where it is believed that an early return could impact on either (1) or (2) above, the pupil should remain at home with the school making arrangements for the pupil's education to continue.

Monitoring and evaluation

The success of the policy will be monitored and evaluated through an annual review of the number of exclusions, their nature and the reason for their imposition.