

# Leek High School



## Exclusions Policy

### Introduction

Leek High School, through effective and positive behaviour management, aims to avoid students being excluded from school and actively seeks ways of reducing exclusion rates. It should, however, be recognised that serious breaches of school discipline are unacceptable, and the school will apply a serious sanction where these do occur. This policy aims to give governors, staff, students and parents/carers an understanding of the kinds of behaviours that may well result in exclusion and how these are managed.

This policy was drawn up through reference to these documents:

- Behaviour and Discipline in Schools, a guide for Headteachers and school staff (DfE 2011)
- Behaviour and Discipline in schools, guidance for governing bodies (DfE 2012)
- Exclusions from Mainstream Schools, Academies and Student Referral Units in England (DfE 2012)

### Fixed Term Exclusions

Exclusions are used where a breach of school discipline occurs or where a student is persistently disrupting learning. The school uses internal and external fixed term exclusion to reflect not only the seriousness of the breach of school discipline, but also the previous behaviour of the student concerned and the context. Each situation is judged on a case by case basis.

Internal fixed term exclusion is used where a breach of school discipline occurs, but an incident is not judged to be serious enough to require external exclusion. Internal fixed term exclusions may also be used where a student would normally be externally excluded but they have special educational needs or if they could be put at potential risk by not being in school.

External fixed term exclusions are used for one-off serious breaches of school discipline or where a student has a record of previous serious incidents or persistent disruption to learning. Students returning from external fixed term exclusion will have a readmission meeting in school with their parents/carers and may be placed on a Pastoral Support Plan (PSP) or other interventions designed to prevent further exclusions.

Decisions about fixed term exclusions are taken by the Headteacher and senior staff, after considering evidence gathered by staff that have investigated the incident. The Headteacher has the power to exclude if satisfied that there is a balance of probability the student has been responsible for a serious breach of school discipline.

The list below outlines the kinds of serious incidents/behaviour that may result in fixed term exclusions. This is not an exhaustive list but gives an indication of the types of serious breaches of school discipline which may lead to exclusion.

- Verbal abuse, including swearing or abusive language, directed at students or staff.
- Peer-on-peer sexual harassment, sexual violence and online sexual abuse
- Physical assault.
- Possession of drugs or alcohol.
- Being under the influence of alcohol or drugs.



- Threatening behaviour.
- Using social media to bully, intimidate or humiliate others.
- Using social media to damage the reputation of the school.
- Using racist language or behaviour.
- Using homophobic language or behaviour.
- Using transphobic language or behaviour.
- Possession of a weapon or dangerous object.
- Theft or damage to property, belongings and school equipment.
- Behaviour that puts the student or other students at risk of serious harm.

### **Incidents Outside of School Hours**

If a serious incident occurs whilst on a school trip/visit, then the student(s) concerned may be excluded and banned from future school trips/visits.

If an incident occurs either on the way to or from school, the Headteacher has the right to apply sanctions such as exclusions.

If an incident occurs outside of school hours, in the evenings or at weekends, the Headteacher will consider whether the presence of a student in the school building is likely to have an impact on the smooth running of the school or on the safety and well-being of other students or staff. If this is the case exclusion can be applied.

### **Governor Discipline Committee Meetings**

Governor discipline committee (GDC) meetings are held for the following reasons:

- To discuss the behaviour of individual students who have been involved in very serious incidents or excluded from school several times.
- If a student is excluded for more than 15 days in one term.
- To hear the case of a student who has been permanently excluded from the school.

These meetings enable the governing body to ensure that appropriate levels of support are in place and to discuss with the student and parents/carers the steps the Headteacher may have to take if behaviour does not improve.

Governors do not have the power to overturn the Headteacher's decision to exclude a student unless:

- The exclusion is permanent.
- The exclusion results in a student missing a public examination.
- The exclusion results in the student being excluded for more than 15 days in one school term.
- A student has been excluded for more than 5 days in one term and parents/carers have requested a governing body meeting.

A checklist of the evidence pack documents that should normally be made available to the GDC is set out in Appendix 1. This should be provided to the parents/carers of the student, and the GDC governors at least 5 days in advance of the meeting.



## Permanent Exclusions

Students may be permanently excluded for a serious one off incident or for persistent breaches of school discipline. Only the Headteacher can decide to permanently exclude a student.

Where a permanent exclusion is considered, the Headteacher may exclude for a fixed period initially to be sure that as much evidence as is reasonably possible has been gathered and considered.

The Headteacher will consider a managed move to another school as an alternative to permanent exclusion in the following circumstances:

- The student would benefit from a move of school to be away from disruptive influences that may have influenced their behaviour.
- Where a single serious one-off incident occurs where returning to the school may have a significant impact on another student or group of students, but in the opinion of the Headteacher is not likely to re-occur in another school.
- The Headteacher is confident the student does not represent a threat to the health and safety of students or staff at another mainstream school.

Any managed move must meet the criteria set out in the Local Authority guidance and must be with the consent of the parent/carer and student concerned. If the managed move is unsuccessful the Headteacher may decide to permanently exclude the student concerned.

Other alternatives to permanent exclusion, including managed moves, may also be explored through referral to the District SEND and Inclusion Hub with the agreement of parents/carers.

This policy will be reviewed at regular intervals by the Local Governing Body/Academy Trust and amended in the light of any new published guidelines from the DfE.

Headteacher

Date: 21-10-21

Chair of governors

Date: 21-10-21

**POLICY REVIEW DATE: October 2022**



## Appendix 1

GDC Evidence Pack Document Checklist	Page
<b>Information about the Permanent Exclusion</b>	
Permanent exclusion notification form	
Permanent exclusion letter to parents	
<b>General exclusion/attendance information</b>	
PARS individual student behaviour record	
Letters to parents regarding all past exclusions	
Readmission forms from past exclusions	
Record of attendance	
<b>Evidence relating to the permanent exclusion</b>	
Investigation report (including chronology of events)	
Student's statement	
Staff witness statements	
Student witness statements	
Behaviour Policy	
<b>SEND support</b>	
SEND Policy	
Pupil Passport	
Individual Education Plan (IEP)	
Pastoral Support Plan (PSP)	
Education Health and Care Plan (EHC)	
<b>External agency support</b>	
TAF or other social care plans	
Referrals to outside support agencies and outcomes for student	