



Willow Wood Community Primary School Policy for Exclusion and Suspension

This policy should be read in conjunction with the following policies:

- Policy for Self-regulation and Behaviour Policy
- Policy for PSHE
- Anti-Bullying Policy

PLEASE NOTE

THIS POLICY WILL ALWAYS BE READ IN CONNECTION WITH THE MOST UP TO DATE GUIDANCE FROM THE DEPARTMENT FOR EDUCATION WHICH WILL TAKE INTO ACCOUNT ANY CHANGES IN LEGISLATION THAT MAY NOT BE COVERED IN THIS POLICY.

The school's policy for exclusion is part of the school's safeguarding systems

Willow Wood Community Primary School is committed to the protection and safety of its pupils and staff.

This policy is an appendix of Willow Wood Community Primary School Self-regulation and Behaviour Policy; it deals with the policy and practice which informs the school's use of exclusion and suspension. It is underpinned by the shared commitment of all members of the School community to achieve a very important aim;

To ensure the safety and well-being of all members of the school community, and to maintain an appropriate educational environment in which all can learn and succeed. Suspensions and exclusions are a serious response to poor behaviour choices and removing a pupil from school will always be a last resort decision.

Willow Wood Community Primary School recognise that when pupils are sent home, they can miss learning and fall further behind. This is exacerbated by the access that pupils have to social media, gaming and the online world which risks further disengagement from education and learning; especially when pupils are sent home from school.

Internal Suspension

An internal suspension is when a pupil is removed from their usual classroom for a short period but remains in school. Instead of being sent home, the pupil works in a separate, supervised space. They continue with their school work and are supported to reflect on their behaviour before returning to lessons. Internal suspensions are intended to:

- Reinforce clear behaviour expectations
- Keep pupils learning
- Reduce disruption for other pupils
- Avoid the risks that can come with being sent home
- Be a short-term measure, not a long-term placement.

Where possible and only if necessary, school will always opt to suspend pupils internally in order to keep pupils safe, supervised and learning. Willow Wood Community Primary School believe that this still makes clear to the pupil that their behaviour is not acceptable and warrants a sanction.

Internal suspension is not isolation. Isolation means that the pupil is placed alone with limited interaction. Internal suspension, by contrast is,

- Supervised
- Structured
- Time-limited
- Focused on learning and re-integration
- Supportive

Internal suspensions will not replace external suspensions. The Headteacher will continue to decide when a pupil needs to be suspended from school or permanently excluded. Internal suspension is another option, not a replacement. It may be used when behaviour is disruptive or escalating but does not meet the threshold for sending a pupil home. It is part of our wider approach which focuses on early support, fairness and inclusion.

Serious or violent behaviour will continue to result in pupils being removed from the school environment where appropriate.

Exclusion

The decision to exclude a pupil will be taken very seriously and only in the following circumstances:

- In response to a serious breach of the School's Self-regulation and Behaviour Policy
- If allowing the pupil to remain in school would seriously harm the education or welfare of the pupil or others in the school.

Exclusion is an extreme sanction and is only administered by the Headteacher (or, in the absence of the Headteacher, the member of the Senior Leadership Team who is acting in that role). Exclusion, whether fixed-term or permanent may be used for any of the following, all of which constitute examples of unacceptable conduct and are infringements of the Self-regulation and Behaviour Policy

- Unacceptable behaviour which has previously been reported and for which school sanctions and other interventions have not been successful in modifying the pupil's behaviour.
- Verbal or physical abuse of other pupils or school staff
- Aggression towards other pupils leading to the possibility of physical or emotional harm
- Indecent behaviour

This is not an exhaustive list and there may be other situations where the Headteacher makes the judgment that exclusion is an appropriate sanction.

An exclusion will always be categorised using one of the following codes:

	Pupil Exclusion Reason	Applicable Collection – School Census
PP	Physical assault against a pupil	
PA	Physical assault against an adult	
VP	Verbal abuse / threatening behaviour against a pupil	
VA	Verbal abuse / threatening behaviour against an adult	
OW	Use or threat of use of an offensive weapon or prohibited item	Valid from 20/21
BU	Bullying	
RA	Racist abuse	
LG	Abuse against sexual orientation and gender identity	Valid from 20/21
DS	Abuse relating to disability	Valid from 20/21
SM	Sexual misconduct	
DA	Drug and alcohol related	
DM	Damage	
TH	Theft	
DB	Persistent or general disruptive behaviour	
MT	Inappropriate use of social media or online technology	Valid from 20/21
PH	Wilful and repeated transgression of protective measures in place to protect public health	Valid from 20/21
OT	Other	Valid until end of 2019/20

Exclusion procedure

Most exclusions are of a fixed term nature and are of short duration most commonly up to 5 days.

DFE regulations allow the Headteacher to exclude a pupil for one or more fixed periods not exceeding 45 school days in any one school year.

The Governors will ensure there are arrangements in place to review promptly all permanent exclusions from the School and all fixed term exclusions that would lead to a pupil being excluded for over 15 days in a school term or missing a public examination.

If the intention is to exclude as there are no other options the headteacher will always contact the Chair of Governors or the Vice Chair of Governors to make them aware of the intention to exclude.

The Governors will make arrangements to review fixed term exclusions which would lead to a pupil being excluded for over five days but not over 15 days in a school term where a parent has expressed a wish to make representations

Following exclusion parents are contacted immediately [where possible]. A letter will be sent by post or handed to parents giving details of the exclusion and the date the exclusion ends. Parents have a right to make representations to the Governing Body and the LA as directed in the letter.

A return to School meeting will be held following the expiry of the fixed term exclusion and this will involve a member of the Senior Leadership Team and other staff where appropriate with the pupil and their parents.

During the course of a fixed term exclusion where the pupil is to be at home, parents are advised that the pupil is not allowed on the school premises, and that daytime supervision is

their responsibility, as parents/guardians. The DfE guidance states that pupils should not be in a public place and school will advise parents of this verbally and in the exclusion letter.

Work will be provided by the class teacher and it is the expectation that this work is returned to school at the end of the period of exclusion and is completed to minimise lost learning.

Permanent Exclusion

The decision to exclude a pupil permanently is a serious one. There are two main types of situation in which permanent exclusion may be considered.

1. The final, formal step in a concerted process for dealing with disciplinary offences following the use of a wide range of other strategies, which have been used without success. It is an acknowledgement that all available strategies have been exhausted and is used as a last resort. This would include persistent and defiant misbehaviour including bullying (which would include racist or homophobic bullying).
2. When a serious criminal act has been committed, the school will involve the police in any such offence.

General factors the School considers before making a decision to exclude

Exclusion will not be imposed instantly unless there is an immediate threat to the safety of others in the School or the pupil concerned. Before deciding whether to exclude a pupil either permanently or for a fixed period the Headteacher will;

- Ensure appropriate investigations have been carried out
- Consider all the evidence available to support the allegations taking into account the school policies
- Allow the pupil to give her/his version of events
- Check whether the incident may have been provoked.

Pupils with SEN / Medical Needs

The headteacher will take into consideration a pupil's SEND need and will pay due attention as to whether these were a factor in the incident / incidents possibly leading to exclusion. These will be reviewed on an individual basis.

If the Headteacher is satisfied that on the balance of probabilities the pupil did what he or she is alleged to have done, exclusion will be the outcome and the headteacher will inform the Chair / Vice chair of governors as soon as possible.

The headteacher will provide anonymised data to governors periodically through headteacher reports, safeguarding reports and where part of DfE / LA data sets as to any permanent/fixed term exclusions and steps taken to provide for their ongoing education where this is appropriate.