# FPPF

## Exclusion Policy

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| 1.0              | Requirement for safeguarding and positive behaviour | Mike Wallace    | May 2017      | SLT and T&L committee made aware | May 2017 | As legislation changes  
Monitor every 3 years | FPJS FPIS website, School Policy Folder |

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**Introduction:**

The decision to exclude a pupil will be taken in the following circumstances:

(a) In response to a serious breach of the school’s Behaviour Policy

(b) If allowing the pupil to remain in school would seriously harm the education or welfare of other persons or the pupil him/herself in the school.

Exclusion is an extreme sanction and is only administered by the Executive Headteacher (Head of School in Executive Headteacher’s absence). Exclusion, whether for a 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 school’s Behaviour Policy:

- Verbal abuse to staff and others
- Verbal abuse to pupils
- Racist, sexist or homophobic abuse
- Persistent bullying
- Physical abuse to/attack on staff
- Physical abuse to/attack on pupils
- Indecent behaviour
- Wilful damage to property
- Misuse of illegal drugs
- Misuse of other substances
- Theft
- Serious actual or threatened violence against another pupil or a member of staff
- Sexual abuse or assault
- Supplying an illegal drug
- Carrying an offensive weapon
- Arson
- Continued defiance or rudeness towards a member of staff
- 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.

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

At times the Executive Headteacher will decide not to use the extreme sanction of an exclusion but will decide that a Pastoral Support Plan or behaviour contract should be drawn up to try avoid the sanction of an exclusion in the future. This might be accompanied by an internal isolation.

If the education of other mainstream children and their safety and well-being are affected then the ultimate sanction will be permanent exclusion. Before this process the Executive Headteacher will seek advice from the Local Authority and then notify the Chair of Governors.
Exclusion procedure:

Most exclusions are of a fixed term nature and are of short duration (usually between one and five days).

FPPF adheres to the DfE regulations (https://www.gov.uk/government/publications/school-exclusion); these regulations allow the Executive Headteacher to exclude a pupil for one or more fixed periods not exceeding a total of 45 school days in any one school year.

The Governors have established arrangements to review promptly all permanent exclusions from the school and all fixed term exclusions that would lead to a pupil being excluded for more than 15 days in a school term or missing a public examination.

FPPF adheres to the DfE regulations (link above) for Exclusions and, in line with this, the governors have arrangements to review fixed term exclusions which would lead to a pupil being excluded for more than five days but not more than 15 days in a school term where a parent has expressed a wish to make representations.

Following exclusion, where possible, parents are contacted immediately. A letter will be handed giving details of the exclusion and the date the exclusion ends. Parents have a right to make representations to the Governing Body and the Local Authority as directed in the letter. Exclusions do not require a set notice period before starting – the decision to exclude is based on the child not being able to remain on the school grounds due to their behaviour or impact on staff and/or pupils which results in a need for an immediate exclusion.

Records relating to exclusions will be stored confidentially.

Fixed term Exclusion:

This sanction may only be applied by the Executive Headteacher (or the Head of School in the Executive Headteacher’s absence). The main purpose is to provide a cooling off period – pending an agreement with parents about future conduct of their child. The minimum time will be half a day up to and including 45 days.

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.

After any fixed term exclusion, the parents of the child will be invited into school to discuss the re-integration of the child into school or to look for other options for their child’s continued education. At all times during the process the LA will be kept informed, however, it is ultimately and legally the decision of the Executive Headteacher to exclude.

When a child returns to school after a fixed term exclusion a PSP will be drawn up, or reviewed if already in place, between the school and parents; this will ensure that expectations of the school are clear for behaviour.

Where a school has concerns about a pupil’s behaviour it should try to identify whether there are any causal factors and intervene early in order to reduce the need for a subsequent exclusion. In this situation schools should give consideration to a multi-agency assessment that goes beyond the pupil’s educational needs. All agreed targets to be included on the PSP.

November 2019
**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 first is a 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 could include persistent and defiant misbehaviour which continually disrupts the learning of their class or other children, or continual and wilful rudeness to a member of staff.

2. The second is where there are exceptional circumstances and it is not appropriate to implement other strategies and where it could be appropriate to permanently exclude a pupil for a first or one off offence. These might include:
   - Serious actual or threatened violence against another pupil
   - Hits an adult, be it a single strike or a sustained attack
   - Ignores the instructions of the Executive Headteacher or Head of School and is a danger to themselves or others
   - Sexual abuse or assault
   - Supplying an illegal drug
   - Carrying an Offensive Weapon (Offensive weapons are defined in the Prevention of Crime Act 1993 as “any article made or adapted for causing injury to the person; or intended by the person having it with him for such use by him”.)
   - Arson
   - Behaviour which poses a significant risk to the child’s own safety

The school will involve the police for any relevant offences. These instances are not exhaustive but indicate the severity of such offences and the fact that such behaviour seriously affects the discipline and well-being of the school.

**General factors the school considers before making a decision to exclude:**

Permanent 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 Executive Headteacher will:

- Ensure appropriate investigations have been carried out, which includes allowing the pupil to give her/his version of events
- Consider a pupil’s Special Educational Needs and how these may have been a factor
- Explore the wider context, taking into consideration how much the incident may have been provoked (for example by bullying or by racial or sexual harassment)
- Consider all the evidence available to support the allegations taking into account the FPPF Behaviour Policy, Equal Opportunity and Race Equality Policies (both directly linked to the Equality act 2010).
- Explore a placement through fair access to RISE to avoid exclusion.
• Explore the possibility of a managed move. If a managed move cannot be agreed between
schools, then the school is to use Fair Access to request a managed move

If the Executive Headteacher is satisfied that on the balance of probabilities the pupil did what he/she is
alleged to have done, then Permanent Exclusion will be the outcome.

**Procedures for Permanent Exclusion:**

See [https://www.gov.uk/government/publications/school-exclusion](https://www.gov.uk/government/publications/school-exclusion) for full details or request a hard
copy from the school office.