

EXCLUSIONS POLICY

Policy Review

This policy will be reviewed in full every two years.

The policy was last reviewed and agreed in January 2017

It is due for review in January 2019

Related Policy:

- **Policy and Procedure for a Required Withdrawal**
- **Student Discipline and Behaviour Policy**
- **Illegal Substances Policy**

EXCLUSIONS POLICY & PROCEDURES

1. RATIONALE & GROUNDS FOR EXCLUSION

1.1 Excluding pupils, whether for a fixed-term or permanently, is the last resort for dealing with difficult, disruptive or dangerous behaviour.

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

- In response to a serious breach of the School's 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.

1.3 Exclusion 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 of Staff and others
- Verbal abuse of pupils
- Physical abuse of/attack on Staff
- Physical abuse of/attack on pupils
- Indecent behaviour
- Damage to property
- Use 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
- 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

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

1.5 The School also reserves the right to require the withdrawal of a pupil on the grounds of non-payment of fees or for other non-disciplinary situations. The rules governing this type of required withdrawal are described in the school's 'Required Withdrawal Policy'

2. TYPES OF EXCLUSION & PROCEDURES

2.1 There are three types of exclusion:

- **An internal exclusion** for a lesson or a specific number of school days.
- **A fixed-term exclusion** for a specific number of school days (formerly known as suspension). Under this option a pupil cannot be excluded for a period totalling more than 45 days in one year.
- **A permanent exclusion** (formerly known as expulsion).

2.2 Internal Exclusions

Internal exclusion is when a pupil is excluded from the rest of the school and must work away from their class for a fixed amount of time. This will be in a different classroom. An internal exclusion is a discretionary measure, where a pupil's behaviour is escalating and more serious measures need to be taken but there are not yet grounds for an external / fixed-term exclusion.

Internal exclusions for part of a lesson are usually the result of the application of the 1,2,3 system which is described in the Student Behaviour Policy.

2.3 Fixed-Term Exclusions

Fixed-term exclusions are used when other strategies and sanctions have not been effective over time or when there has been a single clear and serious breach of discipline. A period spent out of school is designed to give the excluded pupil time to reflect away from the school environment. It also enables those pupils that remain in the classroom to learn free from the unsettling behaviour of their excluded colleague.

Decisions on fixed-term exclusions will normally be made by the Class Teacher or Sponsor in association with a member of the pastoral care team and a member of the School Management Team; the Exclusion Team. Where possible the decision must be considered in relation to other similar incidences and their sanctions

2.4 After deciding to impose a fixed-term exclusion, the Class Teacher or Sponsor must:

- Inform the pupil's parents/guardians immediately, this information to include the reasons and the duration of the exclusion.
- Send the pupil to wait in Reception until arrangements are made for the pupil to leave the school premises.
- Record the exclusion on the blackboard in the Staff Room.
- Confirm the exclusion in writing to the parents/guardians. This communication must include
 - The reasons for the exclusion.
 - The duration of the exclusion.
 - The parents' right to make representation and who to contact if they wish to make representations about the exclusion.
 - Confirmation that the pupil is not allowed on the School Premises during the course of the fixed term exclusion.
 - Confirmation that during the course of the fixed term exclusion day time supervision is the parents' responsibility.

- Immediately place a copy of this, and any other correspondence, in the school pupil file
- Inform the relevant teacher meetings at the next available meeting.

2.5 The exclusion lasts until the next scheduled SMT or Lower and Upper school meeting whichever is the sooner. The relevant meeting will extend or end the exclusion.

2.6 Where a fixed term exclusion is longer than 5 days the school will provide suitable work for the pupil to complete at home and be sent to the school for marking.

2.7 All students returning from a Fixed Term Exclusion are required to attend a reintegration meeting, accompanied by a parent. This meeting will seek to establish practical ways in which further exclusion can be avoided and behaviour modified to acceptable standards in partnership between student, parent and school. Conditions may be demanded of the pupil before re-entry into the school and the pupil and parents may be asked to sign a re-entry agreement.

2.8 Permanent Exclusions

The school seeks to avoid permanent exclusions. These take place only for very serious incidents or when all other strategies have been tried and have failed over time.

Decisions on permanent exclusions will normally be made by the Class Teacher or Sponsor in association with a member of the pastoral care team and all teaching members of the School Management Team; the Exclusion Team. Where possible the decision must be considered in relation to other similar incidences and their sanctions

Decisions for permanent exclusion are always notified to the Council of Trustees.

2.9 After deciding to impose a permanent exclusion, the Exclusion Team must:

- Inform the pupil's parents/guardians immediately, this information to include the reasons of the exclusion.
- Send the pupil to wait in Reception until arrangements are made for the pupil to leave the school premises.
- Record the exclusion on the blackboard in the Staff Room.
- Confirm the exclusion in writing to the parents/guardians. This communication must include
 - The reasons for the exclusion.
 - The duration of the exclusion; permanent.
 - The parents' right to make representation and who to contact if they wish to make representations about the exclusion.
 - Confirmation that the pupil is not allowed on the School Premises during the course of the fixed term exclusion.

- Confirmation that during the course of the exclusion day time supervision is the parents' responsibility.
- Immediately place a copy of this, and any other correspondence, in the school pupil file
- Inform the relevant teacher meetings at the next available meeting.

3. FACTORS THE SCHOOL CONSIDERS BEFORE MAKING A DECISION ON PERMANENT EXCLUSION

3.1 In considering whether permanent exclusion is the most appropriate sanction, the Exclusion Team will consider:

- the gravity of the incident, or series of incidents, and whether it constitutes a serious breach of the School's Behaviour Policy
- the effect that the pupil remaining in the School would have on the education and welfare of other pupils and staff

3.2 There are two main types of situation in which permanent exclusion may be considered:

3.2.1 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 would include persistent and defiant misbehaviour including bullying (which would include racist or homophobic bullying) or repeated possession and/or use of an illegal drug on School premises, or breaking the terms of a re-entry agreement following a return to school after a fixed-term exclusion.

3.2.2 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 or a member of staff
- Sexual abuse or assault
- Supplying an illegal drug
- Carrying an offensive weapon*
- Arson

**Offensive weapons are defined in the Prevention of Crime Act 1953 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."*

3.3 The School will consider police involvement for any of the above 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.

3.4 When a pupil is subject to permanent exclusion, the School will inform the Education Welfare Officer within the local authority covering the pupil's home address in case alternative arrangements need to be made for the pupil's continuing education.

4. BEHAVIOUR OUTSIDE SCHOOL

4.1 Pupils' behaviour outside School on school "business" - for example, school trips and journeys, away school sports fixtures or a work experience placement - is subject to the School's Behaviour Policy. Bad behaviour in these circumstances will be dealt with as if it had taken place in School.

4.2 For behaviour outside School but not on school business this policy will still have effect if there is a clear link between that behaviour and maintaining good behaviour and discipline among the pupil body as a whole. If pupils' behaviour in the immediate vicinity of the School or on a journey to and from school is poor and meets the School criteria for exclusion then the Exclusion Team may decide to exclude.

5. DRUG-RELATED EXCLUSIONS

5.1 In making a decision on whether or not to exclude for a drug-related offence the Exclusion Team will have regard to the School's published policy on Illegal Substances. The decision will depend on the precise circumstances of the case and the evidence available.

5.2 In some cases fixed term exclusion will be more appropriate than permanent exclusion. The Exclusion Team will make a judgement set against the criteria in the school's Illegal Substances Policy.

6. APPEALS AGAINST PERMANENT EXCLUSIONS

6.1 Parents have the right to appeal against the permanent exclusion of their child. If they wish to appeal, they must write within 15 days of receiving notice of the permanent exclusion to:

The Chair of the Council of Trustees,
c/o the School Office,
Rudolf Steiner School Kings Langley,
Langley Hill,
Hertfordshire
WD4 9HG

The letter should include the reasons why the decision to permanently exclude the child should be overturned.

6.2 Within 6–15 school days of the start of the exclusion, the Council of Trustees must meet to decide whether to uphold the exclusion decision. The parents are strongly advised to attend this meeting. They can present their case against the exclusion themselves, or ask a friend or legal representative to speak on their behalf.

6.3 The Council of Trustees has the power to:

- uphold the appeal and ensure that the child is immediately reinstated or reinstated at a future date (within a reasonable time frame)
- uphold the appeal but decide that it would not be appropriate for the child to return to the School
- dismiss the appeal and uphold the School's decision to permanently exclude the child.

If the appeal is upheld, details of this decision will be added to the child's pupil record file. Parents can appeal against an exclusion even if they do not wish their child to return to RSSKL.

The decision of the Council of Trustees is final.