



BRADFIELD SCHOOL

POLICY AND PRACTICE

Exclusion Policy

Reviewed: July 2012

BRADFIELD SCHOOL EXCLUSION POLICY

It is the policy of Bradfield School that the exclusion of students will follow all current national legal requirements and also the advisory guidelines published by the Sheffield City Council.

Fixed term exclusions will be used systematically as one element in the school's strategy for managing student behaviour. Permanent exclusion will only ever be used as a last resort.

AIMS OF THE POLICY

1. To ensure that the Headteacher and Governing Body always manage exclusion within current legal and advisory frameworks.
2. To ensure that fixed term exclusion is managed consistently and fairly within the school's overall framework for managing student behaviour.
3. To ensure that permanent exclusion is only applied when every other realistic strategy for managing student behaviour has been tried and has failed.

POLICY INTO PRACTICE

A - FIXED TERM EXCLUSION

A1: Reasons for excluding students for a fixed period

Fixed term exclusion will be used in two contexts:

- as a result of cumulative misconduct over a period of time, when other support and disciplinary approaches have failed to achieve improvement;
- as a result of a student being involved in an isolated incident of particularly unacceptable behaviour.

Whilst it is impossible to list all the behaviours which may lead to fixed term exclusion some of the most common are: physical and/or verbal aggression towards other students; inappropriate behaviour towards staff", persistent disruption of the education of other students; persistent failure to conform to required reasonable standards of behaviour; theft in school; school-based incidents involving substance use or abuse.

Fixed term exclusion will be used as the second most serious measure within the School's behaviour management framework; only permanent exclusion being more severe. The school's disciplinary and support procedures are fully described in the document "Managing Student Behaviour".

A2: Warnings to students and parents

Students whose persistent misconduct is leading them towards fixed term exclusion will be warned of this. Parents will also be warned by letter or in conversation with a written record made of the warning.

A3: Decision Making

The decision to exclude a student for a fixed term will be taken by the Headteacher or in the absence of the Headteacher, by a member of the Senior Management Team.

The decision-maker will consult with appropriate colleagues before deciding to exclude. Consideration will be given to: the nature of the current incident and any relevant previous incidents, including previous exclusions. The length of the exclusion will also take these factors into consideration.

A4: Administration

Parent(s) will always be informed immediately of exclusion, either by a letter taken home by the student or by telephone before the student reaches home. A further copy of any letter taken by hand will be sent to the students' home by first class post if parent(s) have not also been informed by telephone.

The content of letters will meet legal requirements. A copy of the letter and the LEA's exclusion form will be sent to the LEA and Chair of Governors as required. Form tutors, year managers and other relevant staff will also receive copies of documentation and all staff will be informed of the exclusion.

A5: Re-admission of students

Parent(s) will normally be requested to bring their excluded son/ daughter to school during the exclusion period, in order that the reasons for exclusion can be discussed with the Headteacher and agreements made relating to future conduct.

Where appropriate, the key points agreed will be set down in an informal written 'contract'. This will be signed by the Headteacher, the parent(s) and the student. Staff will be informed about the content of such 'contracts' which will be reviewed with the student as appropriate, normally by the Year Manager.

B - PERMANENT EXCLUSION

B 1: Reasons for excluding students permanently

A student will only be excluded permanently as a last resort when;

- persistent misconduct has occurred over a period of time and the student has failed to respond to a wide-range of support and disciplinary measures which have been adopted in an attempt to improve his/her behaviour. These will almost always include an accumulation of previous fixed-term exclusions.
- a single incident of very extreme misconduct.

The types of misconduct leading to permanent exclusion will be as in A1 above, but over longer periods and/or relating to more serious incidents.

B 2: Decision-making

Other than in the event of long-term absence, the decision to permanently exclude will always be taken by the Headteacher.

In taking the decision to permanently exclude a student, the Headteacher will take advice from all relevant colleagues (this may include professionals not based on the school site); will consider carefully the student's record in school (and, where relevant, in primary school); will consider

carefully the adverse impact of the student concerned upon the learning and welfare of other students within the school, and on the school's staff.

If the Headteacher is unable to make an immediate decision as to whether to exclude permanently, a student will be excluded for a fixed term and parents informed that this may become a permanent exclusion when full consideration has been given to the student's record. Parents will always be informed of the final decision in writing within one working week.

B3: Warnings to students

When the cumulative misconduct of a student becomes such that permanent exclusion may be considered, the student and his/her parent(s) will always be warned of this in writing.

B4: Administration

All aspects of the permanent exclusion procedure will be administered strictly in accordance with legal requirements and LEA guidance. This includes written explanation to the parent(s), all documentation required by the LEA and any subsequent documentation required during a formal appeals process.

In addition, the Headteacher, in consultation with other colleagues, will always prepare a full written statement, addressed to members of the Governing Body Exclusions Sub- committee. This document will clearly set out the events leading to the permanent exclusion, the attempts made by the school to support and monitor the student in order to prevent permanent exclusion (except in the case of a single incident exclusion); a summary and conclusion which clearly states why the Headteacher is requesting the Governing Body to uphold her decision to permanently exclude the student.

B5: Involvement of the Governing Body

The Exclusions Sub-committee of the Governing Body will always meet to consider the Headteacher's case for permanent exclusion. The Sub-committee will follow all relevant legislative requirements and LEA guidelines in managing this process and any subsequent appeals.

MONITORING AND REPORTING OF EXCLUSIONS

A full record of all exclusions and associated paperwork will be kept in the Headteacher's office. All permanent exclusion documentation will be kept under lock and key.

In order that the Governing Body can monitor exclusions, the 'Headteacher's termly report to the Governing Body will include a detailed records of the exclusions which have taken place during the previous term. This will include: number, type and length of exclusions and a breakdown of these in terms of number, year group, sex and ethnicity of the students involved, plus a breakdown of the reasons for the exclusions,