



# **Exclusions Policy**

<b>Policy reviewed, updated and ratified by the GB</b>	<b>November 22</b>
<b>Date of Next review</b>	<b>November 23</b>

**Responsible: Headteacher**

**Scope: All staff**

The school has used the following guidance in writing this policy: :  
<https://www.gov.uk/school-discipline-exclusions>

### **Statement of Intent**

The Governing Body of Northwood School believe that in order to achieve its vision of success and fulfilment for every student and enable effective teaching and learning to take place, good behaviour in all aspects of school life is necessary. The decision to exclude any student, therefore, will only be taken having considered the circumstances and:

- In response to a serious breach or persistent breaches of the school's Behaviour for Learning Policy.
- If allowing the student to remain in the school would seriously harm the welfare or education of the students or others in the school community.

### **Roles and Responsibilities**

The decision to exclude a student from the school can and will only be taken by the Headteacher or a delegated member of the LG in the Headteacher's absence.

### **Deciding whether to exclude a student**

The decision to exclude a student is a matter of judgement for the Headteacher; the likely impact of the misconduct on the life of the school will be taken into account. This may include behaviour on the school premises or during school visits and residential activities that is in breach of the standards of behaviour expected by the school.

Before reaching a decision to exclude either permanently or for a fixed period, the Headteacher or delegated member of the LG will:

- Consider all relevant facts and such evidence as may be available to support the allegations made, taking into account the school's Behaviour for Learning and Equal Opportunities policies
- Allow the student to give their version of events
- Check whether the incident may have been provoked, for example by racial or sexual harassment.
- Consult others, (if necessary) being careful not to involve anyone who may have a role in any statutory review of the decision, for example members of the Governing Body's Review Panels
- Keep a written record of the actions taken, including any interview with the student

Before permanently excluding a "Looked After or Previously Looked After Child" the Headteacher or the delegated member of the LG will discuss with the appropriate LA officer the availability of suitable alternative provision elsewhere.

### **Student behaviour outside of school**

A students' behaviour outside the school will be dealt with in the same way as behaviour inside the school where it is considered that there is a clear link between the inappropriate behaviour and the impact on students within the school community.

A Students' behaviour in the immediate vicinity of the school or on the journey to and from the school may result in exclusion.

### **Permanent Exclusions**

Permanent exclusions will normally be used only as a last resort when a range of other strategies have been exhausted.

In exceptional circumstances, the Headteacher or the delegated senior staff member might consider it appropriate to permanently exclude a child for a first or one-off offence or persistent or significant disruption to learning. Such circumstances might include:

- Where there has been serious actual or threatened violence against another student or member of staff
- Sexual misconduct
- Supplying an illegal drug
- Carrying an offensive weapon
- Any severe form of bullying including racist or homophobic bullying
- Any action resulting in a serious health and safety issue

In cases where a criminal offence has taken place, the police may be informed and where appropriate, the Youth Offending Team, Social Services or any other outside agency involved with the student

Should the Headteacher or delegated senior staff member decide to permanently exclude a student the Local Authority will be informed at the earliest possible opportunity.

### **Drug Related Exclusions**

The decision to exclude for drug related offences will only be taken after consideration of the statement below. The precise circumstances of the offence and the evidence available will be carefully considered before a decision is made whether to:

- Permanently exclude
- Give a fixed term exclusion

Students found in possession of illegal drugs covered by the Misuse of Drugs Act 1971 and/or the Misuse of Drugs Regulations 2001 will be excluded for an appropriate number of days to ensure a thorough investigation can take place. The police and social services will be informed and any substances handed to the police. A permanent exclusion will result for any further incident.

Any pupil attempting to supply illegal drugs covered by the Misuse of Drugs Act or the Misuse of Drugs Regulations 2001 and/or drugs not being used in accordance with any officially issued prescription will be permanently excluded from the school. The police and social services will be informed and any substance handed to the police

Students involved in solvent misuse will be excluded for an appropriate number of days to ensure a thorough investigation can take place. Re-admittance and re-integration will include parent/carer meetings. Appropriate support for the student will also be put in place.

### **Fixed term Exclusions**

A student may be excluded for up to 45 days in any one school year. Generally fixed term exclusions will be for one to five days. For reasons of practicality, if an excludable offence occurs early on in the school day then the student will be sent home with work and the exclusion will begin on that day. If the excludable offence occurs during the latter part of the school day, then the student will be sent home with work and the exclusion will begin on the following day. No exclusion will be given for an unspecified period of time.

### **Procedures Following a fixed term exclusion**

The Headteacher or delegated person will inform the parent/carer of the period of the exclusion and the reasons for it. During this process the school will ensure that the parent or carer is informed of their responsibilities in the first five days.

Where the exclusion is for a period of between one and five days the school will set work and arrange for it to be marked.

Where a student is given an exclusion of six school days or longer the school will arrange suitable full-time education from and including the sixth day.

During the period of exclusion, the school will consider strategies to address the student's problems and identify any support that may be necessary to promote a successful reintegration.

The parent/carer has the right to make representations about the exclusion to the Review Panel of the Governing Body.

Should any parent/carer refuse to comply with the terms of an exclusion, the school may notify the Social Services Department and the Police if, in the Headteacher's view, the student or any other person may be at risk as a result of a failure to meet the terms of the exclusion. If the issues cannot be resolved, the Education Welfare Service will be contacted and the advice of the LA will be sought.

### **Reintegration**

A reintegration meeting with parents or carers will be held during or following the expiry of all fixed-term exclusions. The students should normally attend all or part of the meeting.

Upon return from fixed-term exclusion pastoral support will be discussed, agreed and signed by the student, parents/carers and the school. This will identify the issues leading to the exclusion and outline a clear set of expectations for a smooth and successful reintegration. A range of additional strategies and resources to support the reintegration process may be identified.

A fixed term exclusion may be extended because a meeting with parents/carers cannot be arranged, and/or because a parent/carer refuses to sign the reintegration paperwork. In the event that a meeting with parents cannot be arranged, the meeting will still be held with the student and an appropriate adult. The school will keep a record if parents or carers fail to attend and any reason given.

### **Lunchtime Exclusion**

Students whose behaviour at lunchtime is disruptive may be excluded from the school premises for the duration of the lunchtime period. Any lunchtime exclusion will be treated in the same way as any other fixed-term exclusion and parents will be informed in the same way. Any student entitled to a free school meal will be offered a packed lunch.

## **Other Considerations**

The school will implement its Behaviour for Learning Policy with due regard to the following guidance: <https://www.gov.uk/school-discipline-exclusions>

Northwood School will be sensitive to the needs of children in public care when excludable incidents occur. Professional advice will always be sought and social services will be kept informed at the earliest opportunity.

## **Alternatives to exclusion**

Northwood School will always consider alternatives before resorting to permanent exclusion. These alternatives may include:

- Restorative justice processes
- Isolation
- A managed move

No student will be excluded for:

- Minor incidents e.g. failure to do homework
- Poor academic performance
- Lateness or truancy
- Pregnancy
- Breaches of the school uniform rules except where these are persistent and/or in open defiance of the rules
- The behaviour of their parents e.g. parents' refusal or inability to attend meetings to discuss the behaviour of the student

## **Procedures for Review and Appeal**

The Governors of Northwood School will make provision for arrangements to review all permanent exclusions and all fixed-term exclusions as follows:

1. For exclusions totalling less than 5 days in one term a review is discretionary and requires a parental request.
2. For exclusions totalling between 5 and 15 days in one term a review will occur at parental request within the statutory time frame.
3. For exclusions totalling more than 15 days in a school term a review will occur within the statutory time frame.

## **Links with other Policies**

- Behaviour for Learning Policy

[https://www.northwood-school.org.uk/wp-content/uploads/2022/10/Behaviour\\_for\\_Learning\\_Policy\\_\\_2022.pdf](https://www.northwood-school.org.uk/wp-content/uploads/2022/10/Behaviour_for_Learning_Policy__2022.pdf)