



**TRINITY COLLEGE**

## **EXCLUSIONS POLICY**

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## 1. UNDERLYING PRINCIPLES

Horizon schools are inclusive schools committed to equal opportunity for all. We recognise that our pupils, due to their social, emotional and mental health difficulties, require considerable amounts of support and guidance around appropriate behaviour – our curriculum and all approaches are designed and implemented with this in mind. It is felt that exclusions of pupils from the school, whether fixed term or permanent, are the very last resort.

Consequently, a pupil will only be excluded when other strategies and sanctions have not been effective over time, or when there has been a single, clear and serious incident which cannot be managed safely, and if allowing the pupil to remain in the school would seriously harm the education or welfare of the pupil or other pupils in the school.

Our schools are inclusive, so excluding a pupil is a very last resort; it is a serious and extreme sanction. However, reserving this as an option in our school demonstrates our commitment to whole school safety and learning. This also reflects the expectations of our society in terms of boundaries of acceptable conduct and consequences for which we are preparing our pupils.

**When deciding if and when to exclude, the Head Teacher will consider the following:**

- The learning and behavioural needs of the child, including their cognitive abilities
- Any mitigating and contextual circumstances, including any relevant factors that may be impacting from outside of school
- The attitude of the pupil concerned following the incident(s)
- The support strategies utilised prior to the incident(s) and the ability to engage the pupil in these successfully
- The likely impact on the individual pupil and his/ her family and local community
- The likely impact on the whole school community of both the incident(s) and decision to exclude or not

Our Positive Behaviour Policy provides detailed guidance about our approaches to supporting pupils to manage their behaviour positively.

This policy follows all the key aspects of the DfE best practice guidance.

## 2. AUDIENCE

This policy is available in the Head teacher's Office and at Reception. It will be displayed on the School website where available.

### 3. OVERVIEW

A pupil can be excluded if:

- The pupil has committed a serious disciplinary offence, notably incidents involving threatened or actual violence towards others
- The pupil has been involved with using items as weapons, sexual abuse, criminal damage, actual or threatened violence, carrying an offensive weapon or illegal drugs and this cannot be managed safely in school or by using off-site education to reduce risks to self/ others.

The exclusion of a pupil is an extreme sanction and is only administered by the Head Teacher, with the approval of the Managing Director, or in the absence of the Head Teacher, the Deputy Head Teacher.

### 4. REACHING A DECISION

Before reaching a decision to exclude the Head Teacher will:

- Consider all the relevant facts
- Listen to the pupil, allowing them to give their version of events and act upon any anomalies
- Check whether the incident was provoked, e.g. by racial/sexual harassment
- Consult others, particularly witnesses as necessary
- Ensure all other strategies have been exhausted

It is important to note that it is not good practice to exclude a student for an offence being dealt with by the police as this can be interpreted as double jeopardy.

### 5. IMPLEMENTATION OF EXCLUSION

Single, temporary exclusions will normally be between 1 day, which will allow the school to review and put in place measures to safely transition the pupil back to school.

Parents/carers are obliged to ensure that the pupil is not present in public during normal school hours without reasonable justification. Failure to comply with this may lead to prosecution.

During the exclusion period, the school will set work for the pupil and arrange for it to be marked. Parents/carers are obliged to ensure that there is an appropriate level of supervision for their child and in ensuring timely completion of the work set.

The school will be in daily contact with the pupil/family/carers to support this learning and offer support and guidance as needed remotely.

Work must be set for the period of a fixed term exclusion.

Once the decision to exclude a pupil has been made the letter to parents/carers will explain:

- The type of exclusion given
- The reason for the exclusion
- The length (number of days) of exclusion
- Where applicable, the start and end date of the exclusion
- How the pupil's education will continue during the exclusion
- The right of and final date for appeal
- The process for making a complaint
- The length of the exclusion and date of return to be included in letter

Parents/carers should ensure that their pupil does not enter the school premises for the duration of the exclusion, unless authorised to enter the grounds. Parents/carers should be aware that the Head teacher could take out legal action against any trespassers, including excluded pupils and the Police may be involved.

The Local Authority should be notified immediately of an exclusion

In the case of Looked After Children the Social Worker and Virtual Head Teacher should be notified immediately of an exclusion.

## **6. POST EXCLUSION**

The Head will arrange a reintegration interview with the parents/carers of the excluded pupil to welcome them back into school for a 'fresh start' and confirm expectations around behaviour for learning. The pupil should be present for all or part of the interview.

For some pupils a phased re-integration into school may be appropriate to ensure that they have maximum chance of going forward successfully and this can be discussed during the reintegration meeting. Return and on-going support strategies will also be discussed and in some cases pupils may still be required to complete reparation or restorative tasks regarding the exclusion incident.

## **7. BEHAVIOUR OUTSIDE SCHOOL**

Behaviour outside school, whilst on school trips, placements or other visits, are covered by the school's Exclusions policy. Behaviour, which is considered to be unacceptable, will be dealt with as if it had taken place in school.

## 8. PERMANENT EXCLUSION

The school does not permanently exclude students as part of the ethos. Should there be extreme circumstances where it is deemed the only outcome the following would apply:

- Warning must be given by Head Teacher to parent/ carer stating that permanent exclusion is possibility if behaviour does not improve.
- A Professionals' Meeting must be convened by the Head Teacher at the earliest opportunity, to discuss alternative methods of providing education or termination of placement, where no alternative can be found.
- Letter to contain information as for fixed term exclusions.
- All this information should be covered in the exclusion letter

## 9. APPEALS AGAINST EXCLUSION

- The College is responsible for arrangement of appeals.
- Appeals must consider broad interest of those in school as well as that of the excluded pupil.
- If a decision is to reinstate, date to be determined by panel but no more than 5 school days from decision date.