



TOWNSEND

CHURCH OF ENGLAND SCHOOL

POLICY ON EXCLUSIONS

Townsend Church of England School recognises that external exclusion is a very serious action with lasting consequences for the student involved has the highest concern for the safety and well-being of the whole school community. We work hard to ensure that our ethos and environment supports student learning and success. Permanent Exclusion is a sanction used only as a last resort, and we aim to reduce the need for the use of it as far as is possible. This policy outlines the school's use of exclusions and is supported by our school behaviour policy. (available on our website and by request in paper format)

The governing body can review the headteacher's decision to exclude for more than five days in a term or permanently, and they consider appeals from parents/carers of excluded pupils. Details of the rights of parents/carers will be communicated in the formal letter of notification of a fixed period or permanent exclusion.

Permanent exclusions will only be used as a last resort when there are no viable alternative courses of action.

Under the Special Educational Needs and Disability Code of Practice particular efforts will be made to avoid excluding students who are being supported through additional Learning Support, or who have an EHC (Education Health and Care) plan. We also acknowledge our legal duty under the Disability Discrimination Act not to discriminate against those with protected characteristics including those with a recognised disability by excluding them from school because of behaviour caused by their disability. When students with Special Educational Needs or Disability (SEND) need a Behaviour Support Plan (BSP) or a Pastoral Support Plan (PSP), it does not replace the Special Educational Needs and Disability (SEND) assessment process. We recognise that some students who need a BSP or PSP do not have particular SEND.

Types of exclusion

Fixed Period Exclusions

The school will make every effort to avoid external exclusions but there will be occasions when a fixed-period external exclusion will be the appropriate sanction due to either the seriousness or the persistent nature of the behaviour.

The decision to externally exclude a student for a fixed period exceeding five days can only be made by the Head Teacher unless the Head Teacher is absent for more than five working days when the Deputy Head Teacher in charge may exercise this authority. The authority to exclude for a fixed period of up to five days is extended to the Deputy Headteacher who would normally only exercise this authority with the agreement of the Head Teacher. If both the Head Teacher and Deputy Headteacher are absent, the authority to exclude for one day can be made by two Assistant Headteachers acting together in their place. Such exclusion can be extended if considered appropriate by the Headteacher or Deputy Headteacher on their return to school.

Permanent Exclusions

The school will make every effort to avoid permanent exclusion. However, it is recognised that there will be circumstances, including one-off incidents or persistent behaviour concerns, where a permanent exclusion may be the appropriate course of action.

Only the Head Teacher may permanently exclude a student unless the Head Teacher is absent for more than five working days when the Deputy Head Teacher in charge may exercise this authority.

Internal School Based Exclusions

If circumstances are appropriate the decision to internally exclude a child can be proposed by a school leader following a serious one off incident or a persistent breach of behaviour rules, however this should be discussed and agreed with their direct Senior Leadership Team Line Manger.

The main reasons for exclusion are a serious one off breach of the school's behaviour policy, or a situation where it is feared that the safety and wellbeing of students and staff, or education of other students is at risk, or for persistent or repeated bad behaviour affecting safety and well-being of students and staff, or the education of other students.

In line with the school's Behaviour Policy, the following are examples of actions that would constitute unacceptable behaviour and may result in a sanction, including internal, fixed period or permanent exclusion. This is not intended to be an exhaustive list but a list that is illustrative of unacceptable behaviour and it is not listed in order of priority or importance.

- Disruption to lessons, examinations, or school activities. This would include disrupting or affecting the learning of other students or behaviour disrupting the education of other students or disrupting the teaching provided by a member of staff.
- Failing to wear or to wear correctly school uniform.
- Name calling.
- Verbal abuse.
- Abusive or inappropriate language used directly or indirectly towards another person.
- Threatening language or behaviour.
- Intimidation
- Physical abuse, including fighting or other inappropriate physical contact. This would include a physical assault on another person.
- Use or threatening to use a weapon or a dangerous object or carrying an offensive weapon.
- Threatening behaviour towards a student or a member of staff.
- Dangerous behaviour.
- Sexualised behaviour or sexually orientated abuse or indecent behaviour.
- Bullying and harassment, including cyber bullying of another student or of a member of staff or member of the public.
- Misuse of social networking sites including Facebook, twitter, Instagram, Snapchat, MSN and other social media platforms.
- Discrimination, including racist, sexist, homophobic and transgender abuse or other discriminatory behaviour.
- Abuse related to disability, gender or sexuality.
- Vandalism or damage to school premises or property, the property of another student or of a member of staff. This would include damage to equipment or books and damage to the environment though graffiti or vandalism.
- Bringing of illegal drugs, dangerous substances, other illegal items or prohibited items on to school premises.
- Arranging for the supply of illegal drugs, dangerous substances, other illegal items or prohibited items
- Inappropriate use of the internet, mobile phones, cameras, and other recording or transmitting technology including other electronic/digital communication.
- Theft
- Arson
- Uncooperative, challenging, defiant or aggressive behaviour that includes disobedience

- Behaviour where it is judged to be in the interest of the excluded student for his/her own safety or for the protection or for the safety of other members of the school community.
- Behaviour that brings the school, its staff, image or reputation into disrepute.
- 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.

External exclusion should normally only be used for serious or persistent offences and/or as a last resort, when other methods of internal discipline and/or support have been tried, or as an appropriate response to a serious 'one off' incident.

Procedures

The school will consider the Guidance published by the Department for Education relating to external exclusions and will use as a guide the 'Guidelines for Exclusion' prepared by Hertfordshire County Council for all external exclusions. The Governing Body have adopted the County Guidance relating to exclusions.

If practically possible, parents/carers are to be contacted, before an external exclusion takes place, to be informed of the decision to exclude, the reason for the exclusion, and to be encouraged to collect their child from the school. All external exclusions will be confirmed in writing as soon as possible.

Readmission after a fixed period exclusion (or if a permanent exclusion is overturned by the Governing Body or an independent appeals panel)

Students will be readmitted after attending a readmission meeting. This would normally include the parent/carer for more serious or repeated poor behaviour leading to the exclusion. It is possible that a contract of future acceptable behaviour is used in the meeting. This contract will be signed by student, parent/carer and the Head Teacher or Deputy Head Teacher or senior member of staff conducting the readmission meeting.

All parents/carers must be informed of their right of appeal and other legal rights if their child is excluded for a fixed period or permanently.