



NEWBURY ACADEMY TRUST

Exclusions Policy

DATE APPROVED: December 2016

DATE FOR REVIEW: December 2018

A handwritten signature in black ink, appearing to read 'S. H. Way', is written over a dotted line.

SIGNED:

On behalf of the Board of Directors

Exclusions Policy – Newbury Academy Trust

Principles

Newbury Academy Trust has the highest expectations of all pupils within their community. The Trust believes that the pupils in our school community must reflect the Trust's values in all circumstances. We will ensure we have high expectations of all our pupils; meeting their education, social and behaviour needs by providing an appropriate curriculum and individual support. We will identify under achievement, make targeted early interventions, assess and create a positive climate of behaviour to assist pupils to become healthy, safe and achieve in their learning so they can make a positive contribution to society and achieve economic well-being and be well rounded citizens.

Rationale

Newbury Academy Trust aims to include, not exclude, and we will approach all challenging behaviour in a supportive and positive way. We recognise that poor behaviour can be symptomatic of a real, deeper need for our support or being influenced by external factors beyond the school's influence.

Newbury Academy Trust strive to never give up easily on a pupil as we recognise that each person has a unique contribution to make to school life and we will support them to achieve this.

Newbury Academy Trust will consider all potential exclusions on a case by case basis and there are two main reasons why an exclusion may occur;

- Serious breach of Newbury Academy Trust rules or policies.
- Serious risk of harm to the educational welfare of the pupil, other pupils or staff within the school environment. For both incidents this can either be for a very serious one off incident or the repetition of serious incidents over a period of time.

Any exclusions will be at the discretion of the Headteacher, usually in consultation with other members of the Senior Leadership Team who will then take the necessary actions to ensure the exclusion is in line with the Local Authority's exclusion regulations.

Types of Exclusion

Internal Exclusion

Internal Exclusion is when a pupil is excluded from the rest of the school and must work away from their class/classes for a fixed amount of time. This will be in a setting deemed appropriate by the Headteacher of each of the schools. An internal exclusion is a discretionary measure where a pupil's behaviour has escalated and more serious measures need to be taken beyond the normal classroom behaviour toolkit. When a pupil is internally excluded parents will be informed by the appropriate Class Teacher/Form Teacher or Pastoral Manager and in most cases an internal exclusion assists to prevent a Fixed Term Exclusion. Within all Internal Exclusion environments support will be

offered to the child through the relevant staff overseeing the Internal Exclusion to ensure class work is achieved and reparation work is carried out to ensure the pupil can return to the normal school community.

Fixed Term Exclusion

Fixed Term Exclusion is when a pupil is excluded from school and must remain home for a fixed amount of time. Newbury Academy Trust will ensure that this is for the shortest time necessary to ensure minimal disruption to the pupil's education however Newbury Academy Trust will also be mindful of the seriousness of the breach of policy and the seriousness of the pupil's behaviour in line with the Trusts' Exclusions Policy. It is the parent's responsibility to ensure that during the Fixed Term Exclusion the pupil is not seen in a public place during normal school hours as this would make the parent liable to a fine.

If a fixed term exclusion is longer than 5 days the Headteacher of the relevant school will ensure there is education provision provided for the pupil during this extended period. This can be in the format of an alternative education setting such as the Pupil Referral Unit. At Key Stage 2 this is The Oaks, at Key Stage 3 this is The Kingfisher and at Key Stage 4 this is The Key.

With all Fixed Term Exclusions the school will provide education materials for the parents to ensure the pupil will not fall behind in classwork and it is the parents' responsibility to ensure that this work is completed during the first five days. For the extended Fixed Term Exclusions the school will liaise with the alternative education provision to ensure appropriate work is provided and information about the pupil is shared to ensure the right differentiation of work is achieved.

Permanent Exclusion

A Permanent Exclusion is when a child is permanently excluded from school and not allowed to return. This is a very serious decision and the Headteacher will consult all Senior Leaders and the Chair of the Governing Body as soon as possible in such a case.

Reasons for Exclusion

A decision to exclude a pupil is always seen as a last resort by Newbury Academy Trust. The physical and emotional health of our pupils and staff is our primary concern and we therefore accept that in some serious situations exclusions may be necessary if all other strategies have been exhausted.

Decision to exclude will usually follow a range of strategies and be seen as a last resort or be in response to a very serious breach of school rules and policies or disciplinary offence such as:

- Serious act or threat of violence against another pupil or member of staff.
- Possession or use of an illegal substance on school premises, this includes alcohol.
- Persistent bullying.
- Persistent prejudiced based harassment.
- Persistent disruptive behaviour
- Damage to school property
- Theft

Exclusion may be the result of persistently poor behaviour or a serious single incident.

Exclusion Length

Decisions will be made in the best interest of the pupil whilst also mindful of the need to maintain order and reinforce the rules and expectations of the school in a clear and consistent way.

The Decision to Exclude

If the Headteacher decides to exclude a pupil he or she will:

- Ensure there is sufficient recorded evidence to support the decision.
- Assign a member of the Leadership Team to explain the decision to the pupil if the pupil is in an appropriate state of mind to listen.
- Assign a member of the Leadership Team to contact the parents and explain the decision and ask that the child is collected if it is during the school day.
- Send a letter to the parents explaining the reasons for the exclusion; whether it is a Permanent or Fixed Term Exclusion indicating the length of the exclusion and any terms or conditions agreed for the pupil's return.
- Ensure for cases where more than a day's exclusion that appropriate work is set and arrangements are in place for it to be marked.
- If the exclusion is greater than fifteen days or is a permanent exclusion a Governors Disciplinary Meeting (GDM) will be held in school to examine the exclusion. Parents are invited to GDMs.
- Plan how to address the pupil's needs for integration back into the school community.
- Plan a meeting with parents and the pupil on his/her return to be conducted by a suitable Senior Member of staff.

Re-Integration

After a Fixed Term Exclusion the pupil and the parent will be requested to attend a reintegration meeting with a senior member of staff. At this meeting the behaviour leading to the exclusion will be discussed and targets set for improvement. Support around behaviour will also be discussed. The meeting will be recorded on the school's reintegration form and a copy will be retained by the parent and pupil and the school. The pupil will not be able to return to school until the reintegration meeting is fulfilled.

Safeguarding

An exclusion will not be enforced if doing so may put the safety of the pupil at risk in cases where parents will not comply by; refusing to collect a pupil, the pupil's welfare is a priority. In this situation the school may consider an internal exclusion until the end of the day implementing the original exclusion decision from the time the pupil is collected from school; or in more severe cases the school may contact Social Services and/or the Police to safely take the pupil off site.

Behaviour Outside School

A pupil's behaviour outside school on any school based activity, e.g. sports events, school trips is subject to the School's Behaviour Policy. Unacceptable behaviour in such circumstances will be dealt with as if it had taken place within the school and additionally this includes any serious breach of policy which could bring the school into disrepute.

Pupils with Special Education Needs and Disabilities

Newbury Academy Trust will take into account any special educational needs when considering whether or not to exclude a child. The Headteacher should ensure that reasonable steps in line with the DDA have been taken by the school to respond to the pupil's disability and that the child is not treated less favourably for reasons related to the disability.

Managed Move

In cases where the Headteacher and parents agree that the progress of the child has been unsatisfactory and that the pupil is unwilling or unable to profit from the education of opportunities offered or if a parent's failure to engage in strategies implemented by the school are resulting in a continued pattern of poor behaviour the Headteacher may consult with the Local Authority and propose a managed move to another school. This is not an exclusion and in such cases the Headteacher will assist the parents in placing the pupil in another school in line with the Local Authority's Managed Move procedures (these can be found on West Berkshire Council Website).

Removal from school for other reasons

The Headteacher may send a pupil home, after consultation with that pupil's parents and a health professional as appropriate if the pupil poses an immediate risk to the health and safety of other pupil's and staff. For example, because of a diagnosed illness of a notifiable disease. This is not an exclusion and should be for the shortest possible time. A pupil cannot be sent home for other reasons including poor behaviour.

Equal Opportunities

Newbury Academy Trust recognise that it is unlawful to take into account any one's gender, marital status, colour, race, nationality, ethnic or national origin, disability, religious belief, age or sexual orientation. Full consideration has been given to this during the formulation of this Policy as it is the Newbury Academy Trust's aim that no one at the Trusts' schools should suffer discrimination either directly or indirectly or harassment on any of these grounds.

Procedure for Appeal

If parents wish to appeal the decision of exclusion the matter will be referred to the Governing Body and handled through the school and Local Authority appeal procedure. The Headteacher will ensure that the information regarding the appeal process will be included on the letter informing the parents of the exclusion.