

Holly Lodge College of Science



## Exclusion Policy

# Holly Lodge 11-19 Science College

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## EXCLUSION POLICY

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Exclusions from Holly Lodge 11-19 Science College will normally be used as a last resort rather than as a normal sanction for bad behaviour. It will be used when a range of other disciplinary procedures have been tried and found ineffective. Excluding a student from school is a serious measure and, as such, warrants very careful deliberation.

Student exclusions can be fixed (for a designated period) or permanent (where the student loses their place at school).

Only the head teacher or designate has the right to exclude a student and, when doing so, parents must be informed without delay. The head teacher can decide to exclude a student from school for a fixed period, the total number of days in one year not exceeding 45. For all exclusions the school informs parents / carers, the Chair of the Governing Body and the LA through the Pupil Referral and Exclusion Service.

Discretion will be used in determining the number of days of exclusion and will take into account several different factors. These include the severity of the offence, the students' age, the level of maturity and understanding, home circumstance and previous school record.

In most circumstances, students will be excluded for a maximum of five school days. Exclusions for longer periods will only be used under the following circumstances;

- To allow time for a full investigation to take place concerning the offence.
- To allow the school, family and outside agencies time to consider alternatives to permanent exclusion.

### **General Exemplar/ Guidance for Exclusion**

- Theft
- Violence to others
- Bullying / harassment
- Verbal abuse of students and adults
- Repeated disruption of teaching and learning
- Calculated abuse / intimidation of staff
- Racially motivated bullying / harassment
- Sexual harassment
- Possession of offensive weapon
- Possession of prohibited drugs
- Possession of New Psychoactive Substances i.e. "legal highs"
- Endangering the safety of self or others in school
- Deliberately setting off the school fire alarm
- Damage to school or property belonging to others

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- Damaging the school's reputation in the community
- Repetition of an earlier offence

## Length of Exclusion

Each offence will have a tariff ranging from 1-5 days to permanent exclusion.

## Return from Exclusion Meeting

The return from exclusion meeting will be conducted by the head teacher or a designated member of staff along with another member of staff with close knowledge of the student concerned. Where appropriate, SEN / outside agencies could be involved. A parent / carer or other responsible adult with the approval of the parent may also be in attendance.

A written record of the meeting will be kept on file; this will include behaviour targets as appropriate for the student to achieve on returning to school.

When the cumulative total number of days of exclusion for an individual student is more than 10 in any term, a return to school meeting will also be attended by the Chair of Governors (or representative). If there is a further excludable offence at any time following this meeting, the head teacher will consider permanent exclusion from the school.

## Permanent Exclusion

This will be considered following the procedure outlined above unless the excludable offence is so severe that it warrants immediate permanent exclusion.

## Exemplar Guidance for Permanent Exclusion

- Violence towards a member of staff
- Extreme violence and / or intimidation of bullying to other students
- Extensive damage to property
- Sexual assault
- Using, supplying or dealing prohibited drugs
- Arson or attempted arson
- Deliberately wounding another pupil
- In possession of an offensive weapon with intent to use
- Racial, homophobic abuse and harassment

The head teacher will take into account LA and DFE guidance, the Equality Act and the SEN Code of Practice.

Permanent exclusions will be considered at a meeting of the Governors Discipline

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Committee and will be conducted according to LA guidance.

All exclusions (permanent and fixed term) will be reported to the full Governing Body.

The Discipline Committee will meet to consider fixed term and permanent exclusions as determined by LA and DFE guidance.

Adopted by the Governing Body on 9<sup>th</sup> February 2017

Review Date February 2018