



This policy is linked to and derived from the overarching curriculum policy. This policy has been reviewed by the SMT to ensure it does not undermine British Values of Democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs

PARK SCHOOL

EXCLUSIONS POLICY

ACADEMIC YEAR 2020- 2021

- *Linked with local Procedures*
- *Attendance*
- *Attendance Strategy*
- *Preventing and Managing Unauthorised Absence*



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Introduction

Park School has a responsibility to ensure that all students have access to a learning environment which is safe, supportive and non-threatening.

Park School also has a duty to provide a safe working environment for staff.

Where, in extreme circumstances, there is a risk of these factors being highly compromised by a student, Park School may, where no other option is reasonable or practicable, consider Fixed Term or Permanent Exclusion of the student.

Exclusion is however, always seen as the 'last resort'.

Aims

Park School aims to:

- * provide a safe, supportive and non-threatening learning environment for students;
- * maintain a well ordered environment through consistent application of the Behaviour Management Policy;
- * ensure that a thorough, balanced, fair approach is taken to decisions relating to exclusions, taking into account individual needs;
- * ensure that no students' behaviour is permitted to seriously compromise the safety, well-being or learning of others;



- * ensure that the education of any student subject to Fixed Term Exclusion is not unduly compromised;
- * ensure that students and their parents, carers and placing authorities are involved in the decision to permanently exclude a student;
- * ensure that where re-admission occurs the process is fully supportive, thereby facilitating the optimum opportunity for a positive outcome.

Types of Exclusion

Fixed Term Exclusion

Fixed Term Exclusions are made for short periods of time to allow students time away from the School to reflect on the incident(s) leading to Fixed Term Exclusion, and to consider how their return might be successfully facilitated.

Fixed Term Exclusions will not, in total, exceed 45 school days in any academic year per child.

Fixed Term Exclusions may occur following a previous warning of the risk of a Fixed Term Exclusion being imposed, or may occur as a result of a single event of sufficient seriousness. Park School has a behaviour policy that would normally be followed before any instance of Fixed term exclusions.

Permanent Exclusions

Permanent Exclusion has not been used and will only be implemented when there is, or is no longer any reasonable, viable alternative. This will be discussed with the Area Manager (Cliff James) before being implemented. Students leave the school as soon as the necessary practical arrangements have been made, though may return to say "Goodbyes"

Permanent Exclusions may be made following unsuccessful re-admissions after previous Fixed Term Exclusions, or may be made following a single event of extreme seriousness.

Reasons for Exclusion



Reasons for exclusion are variable and an individual approach is always taken in assessing the necessity and advisability of exclusion. In general, though this list is not exhaustive, exclusions may occur in relation to:

- Violent attacks on others (students, staff or visitors)
- Seriously endangering the health, safety or welfare of others (students, staff or visitors)
- drugs, alcohol or substance misuse, including use, possession, supply and distribution
- Illegal activities
- Prolonged or consistent and serious breaches of school rules
- Persistent or concerning patterns of absconding involving incitement of other students

Fixed Term Exclusion: Process

1. Where a Fixed Term Exclusion is under consideration the Head Teacher will make telephone contact with parents/carers to advise them of the situation and to invite their response except where due to a totally unexpected event. The Placing Authority and parents/carers will normally have been advised in advance of concerns relating to the students' behaviour.
2. The decision regarding whether a Fixed Term Exclusion should be made by the following:
 - Head teacher
 - Deputy Head Teacher in the absence of the Head Teacher

They will discuss and reach a decision regarding the possible Fixed Term Exclusion, considering also all possible reasonable alternatives.

3. Where the decision is to impose a Fixed Term Exclusion they should also identify the length of the Fixed Term Exclusion, identify a re-admission interview date, and identify who should attend the interview.



4. The Head Teacher will allocate as appropriate the tasks of:
 - informing the relevant parties (placing Authority Representatives, parents/carers) in writing of the decision reached;
 - informing the student of the decision reached;
5. The Office Manager will be responsible for ensuring that, as appropriate, all necessary information, personal items and appropriate schoolwork are provided for the period of exclusion.
6. Regular contact with the student and their parents/carers is maintained throughout the period of Fixed Term Exclusion by the Head teacher
7. At the end of the period of Fixed Term Exclusion the student, their parents/carers will be required to attend a re-admission interview. Re-admission to the school is dependent upon a successful interview, where the expectations and conditions of re-admission are mutually agreed. Often a contract to support the student will be created.

Should the re-admission interview be unsuccessful, the interview group may impose a further period of Fixed Term Exclusion and offer a further re-admission interview.

Alternatively, Permanent Exclusion may be recommended, and the Permanent Exclusion process should be followed.
8. Following three unsuccessful re-admission interviews, or Fixed Term Exclusions extending to six consecutive weeks an External Planning Meeting to review the student's placement will be requested by the Head teacher.
9. Agreed actions of all re-admission interviews are circulated to those present and a copy maintained in the student's case file.
10. Students subject to Fixed Term Exclusion when due to take examinations will be permitted to return to sit those examinations. Students subject to Fixed Term Exclusion should expect to sit such examinations in isolation from other candidates.



Permanent Exclusion: Process

1. Where a Permanent Exclusion is under consideration the Head teacher will make discuss initially with the Regional Manager. Relevant placing Authority Representatives, and parents/carers will then be advised of the situation and to invite their response.
2. The Head teacher and the Regional Manager/ Chair of Governors will discuss and reach a decision regarding the possible Permanent Exclusion considering also all possible reasonable alternatives. The final decision regarding a Permanent Exclusion will be made by the Head teacher.
3. The group identified above will allocate as appropriate the tasks of:
 - informing the relevant parties (placing Authority Representatives, parents/carers), verbally of the decision reached;
 - informing the relevant parties (placing Authority Representatives, parents/carers), in writing of the decision reached;
 - informing the student of the decision reached;
4. The Office Manager will as appropriate ensure that any necessary departure arrangements are made for the student.
5. The Office Manager will ensure that all necessary information, including medical details is forwarded immediately to the relevant parties.

EXCLUSION POLICY



KEY POINTS



Park School has a responsibility to ensure that all students have



access to safe, supportive and non-threatening learning and living environments.

- ⇒ Fixed Term Exclusions are avoided wherever possible.
- ⇒ Re-admission following Fixed Term Exclusion requires a successful re-interview.
- ⇒ Permanent Exclusion is considered to be a "last resort", and has never been used.
- ⇒ Students who seriously compromise the healthy, safety and welfare of others, or who undertake illegal activities run the risk of Fixed Term or Permanent Exclusion.

Example Letter

**Social Worker
Carers
Parents**

**Hillcrest Park School
Southcombe
Chipping Norton
OX7 5QH
Tel: 01608 644621**

Date First Issued: January 2020,
Reviewed November 2020
Next Review Date: November 2021



joy.price-bish@oxfordhsireparkschool.co.uk

Dear

Date

I write to inform you that on **date name of student** was involved in a serious incident **where and when**

Description of incident

Impact on the efficient running of the school students or staff

impact on other

Name of student will be on a length of fixed term exclusion on date/dates. I will meet with name of student before his return to class at time and date with name of persons invited to meeting to discuss expectations regarding his/her behaviours.

A Behavioural Contract outlining school expectations (and agreed strategies with the student to help them avoid further periods of FTE) will be discussed or updated as a key part of the meeting.

Yours sincerely

Joy Price Bish

Acting Head
Park School