



Headstart School Exclusion Policy	
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Author	Headteacher
Reviewer	Headteacher
Approver	Governor Advisory Board
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Incidents that could Lead to Exclusion

The Department of Education has a standard list of reasons for exclusions from school, but please bear in mind that not every behaviour on this list will automatically result in exclusion. Other behaviour not covered in this list can also be a reason for exclusion, but it is recommended this category is used sparingly. Only the head teacher has the power to exclude a child. Possible reasons for exclusion are:

- **Physical assault against another pupil or an adult**, which includes fighting, violent behaviour, wounding, obstruction and/or jostling
- **Verbal abuse and/or threatening behaviour against another pupil or an adult**, which includes threatened violence, aggressive behaviour, swearing, homophobic abuse and harassment, verbal intimidation, or carrying an offensive weapon
- **Bullying**, which can be verbal or physical, and this category includes homophobic and racist bullying
- **Racist abuse**, which includes racist taunting and harassment, derogatory racist statements, swearing that can be attributed to racist characteristics, racist bullying and racist graffiti.
- **Sexual misconduct**, which includes sexual abuse, assault and/or harassment, lewd behaviour, sexual bullying and sexual graffiti.
- **Drug and alcohol-related behaviour**, which includes possession of illegal drugs, inappropriate use of prescribed drugs, drug dealing, smoking, alcohol and/or other substance abuse
- **Damage**, which includes damage to school or personal property belonging to any member of the school community e.g. vandalism, arson, graffiti
- **Theft**, which includes stealing school property, stealing personal property from a fellow pupil or an adult, stealing from local shops on a school outing, and/or selling and dealing in stolen property.
- **Persistent disruptive behaviour**, which includes challenging behaviour, disobedience and/or persistent violation of school rules.

There are 2 types of exclusion ('Exclusion' means that a child is sent home or excluded from school because of unacceptable behaviour).

Fixed term exclusion

Is a short-term, temporary measure (from one day) and cannot last for more than 45 school days in the school year. Fixed term exclusion is a measure the school takes very seriously and avoids at all costs. There are many other measures and strategies that we use before a fixed term exclusion such as sanctions, loss of activities, and 1:1 support.

Permanent exclusion

Means the pupil cannot return to the same school this used to be known as being expelled.

Exclusion Procedure

The school will inform the parents/carers explaining the reasons for the exclusion and how long it is to last. For the first five days, the school should provide resources / activities for the pupil. If the exclusion is for more than five days, the school (Governing Board) must make arrangements for alternative education for the pupil, as from the sixth day.

During the exclusion, the pupil must not be in a public place during school hours and the parents are responsible for the whereabouts of the pupil.



Parents may have a right to challenge the exclusion through written representation to the Governing Body. Parents may at a later stage request a meeting with the Governing Body Representative. Members of the Local Advisory Board may then decide whether or not to reinstate a pupil and if the Head /Director for School's decision to exclude was justified based on the evidence.

The offence should be recorded in the pupil's file and on Behaviour Watch.

On returning to school, there will be a re-integration meeting, in which all those concerned can discuss the best way forward for the pupil. Parents/carers will be expected to return the pupil to the school to meet with the head teacher or one of the school management team.

Permanent Exclusion.

In the case of a permanent exclusion the same procedure must be followed. The head teacher will arrange a meeting between parents/carers, a member of the SEN team and the School Governing Advisory board. All interested parties will be given details of such a meeting.

Parents/ carers may put their case to the school team, in writing or in person.

After such a meeting the panel will make a decision which will be final.

All parties will also be informed in writing within seven days of the final decision to exclude.

Appeal

Fundamental to the fairness of any exclusion process is the right to appeal. Parents or guardians may apply for a review of the decision to exclude a pupil permanently from the School. This should occur within five school days.

Appeals should be in writing and addressed to

The Clerk to the Governors
Headstart School
Crouch Lane
Ninfield
East Sussex
TN33 9EG