



Exclusion Policy

Every reasonable effort will be made to avoid the exclusion of a pupil from School and exclusion will be seen as a last resort.

The School is responsible for communicating to pupils, parents, carers and staff its expectations in terms of standards and conduct. A range of policies and procedures are in place to promote good behaviour and appropriate conduct.

Exclusion from the School will be considered appropriate only when the School has exhausted other strategies or, in the case of a serious single incident, carried out a thorough investigation.

The school acknowledges a pupil's right to an education despite having been excluded, by ensuring that appropriate arrangements are in place. The school will make due provision for an excluded pupil through an Outreach programme.

Fixed term exclusion

In the event that such attempts to provide for a pupil within the confines of the School prove unsuccessful, the pupil will incur a fixed term exclusion. This is typically up to five days, and in any event sufficient to help secure a beneficial outcome without adverse educational or other consequences.

Reasons for exclusion include:

- serious breach of the School's rules or policies
- risk of harm to the welfare or education of the pupil or others in the School
- breakdown in the relationship between the School and parents and carers
- persistent or cumulative problems
- actual or threatened violence against another pupil or a member of staff
- possession or use of an illegal drug on the School's premises
- carrying an offensive weapon
- persistent bullying
- harassment
- attempts to harm self or others
- wanton vandalism.

Persistent or cumulative problems

Exclusion from the school site for persistent or cumulative problems will be imposed only when the School has already offered and implemented a range of support and management strategies through a child-centred support plan (see Behaviour Management Policy). These could include:

- discussions with pupil
- mentoring (key worker support)
- counselling
- successive efforts to reintegrate pupil into class and the School's social environment
- repair and rebuild
- communication with parents, carers and local authority

- agreed period of respite
- consultation with clinical psychologist
- intervention provided by The Bridge
- participation in anti-bullying initiatives
- checks for possible provocation
- any and all other internal measures, including those referred to in the 'A-Z of Behaviours in the Classroom'.

Exclusion will not be implemented for minor incidents; eg a lapse in behaviour which does not present harm to others or self, unless and except where these become persistent or cumulative and threaten to disrupt or harm others or the safe management of the School.

Interim review

In the event of a fixed term exclusion - or to avoid such an outcome - an interim review may be called to consider the pupil's changing needs.

If a pupil resumes his placement following an interim review, he will meet with leaders who will reiterate the terms for his return. The outcome will be reported to parents, carers and the local authority.

Single serious incident

Exclusion may be used in response to a serious breach of expected behaviours and policies or a disciplinary offence. In such cases, the incident will be investigated and evidence compiled in respect of the allegation, taking account of the School's policies. The pupil will be encouraged to give his account of the events. Checks will be made as to whether an incident may have been provoked by justifiable antecedents.

Permanent exclusion

A decision to permanently exclude is a very significant event. The Headmaster will consult with the Senior Leadership Team before enforcing it. Permanent exclusion will be regarded as a last resort and it will be in response to a very serious breach of expected behaviours and policies or a disciplinary offence.

Any decision made to exclude a pupil will be lawful, proportionate and fair, with respect to legislation relating directly to exclusions and the school's wider legal duties.

If a pupil's continuing attendance threatens the safety or welfare of himself or others, or threatens to undermine the prevailing safe culture of the school, he may be considered to have forfeited the opportunity for an interim review and his placement may be closed on safety grounds.

Exclusion – procedure

If the School excludes a pupil, the following measures will be taken:

- there will be comprehensive recorded evidence to support an exclusion decision;
- the decision will be explained to the pupil, unless to do so would risk still further breaches of expected behaviours and policies;
- parents and carers will be contacted to explain the decision;
- the decision will be confirmed in writing to parents, carers and the local authority;

- Outreach work will be set and arrangements put in place for it to be returned to the school for marking to safeguard the pupil's entitlement to continuing education;
- if the pupil is to resume his placement, further consideration will be given to addressing his changing needs;
- if the pupil is to resume his placement, every effort will be made to ensure a meeting is held at the point of return, involving pupil, parents, carers and/or local authority representative. If it is not possible for the returning pupil to be accompanied to such a meeting, he will meet with school leaders and the outcome will be reported to his parents/carers and the local authority;
- the terms for a pupil returning from a fixed term exclusion will be made explicit to him at the meeting held upon his return to the School.

Pupils' behaviour outside School

Pupils' behaviour outside School on School business, e.g. on School trips or expeditions, is subject to the School's behavior management policy. Unexpected behaviour in such circumstances will be addressed as if it had taken place in School.

For behaviour outside the School, not on School business, the School may exclude a pupil if:

- there is a clear link between that behaviour and maintaining expected behaviours, among the pupil group as a whole;
- it is deemed to be damaging to the reputation of the School.

The School takes account of pupils' special educational needs when considering whether or not to reach a decision to exclude.

The school recognises its duty not to discriminate against pupils with disabilities by excluding them from School for behaviour related to their disability.

The School will ensure that reasonable steps have been taken to respond to a pupil's disability so he is not treated less favourably for reasons related to his disability.

Reasonable steps include:

- a behavior management policy that is appropriate for the needs of pupils who have social, emotional and mental health difficulties;
- developing and applying a range of strategies to prevent pupils' unexpected behaviour
- the involvement of other agencies to support the pupil:
 - internal support and intervention via The Bridge
 - external local authority resources, CAMHS, drugs advisory groups, Youth Offending Team, etc
- staff training.

Where reasonable adjustments to the School's policies and practices have been made to accommodate a pupil's needs and to avoid the necessity for exclusion as far as possible, exclusion may be justified if there is a material and substantial reason for it.

Managed Transfer

In cases where the School, the Local Authority or the parents/carers consider that the placement is not proving satisfactory and the pupil is unwilling or unable to benefit from the educational and

social opportunities available, or if a parent/carer has treated the School or members of its staff unreasonably, the School may require the pupil to be removed. This is not an exclusion. In such cases, the School will assist the local authority in their efforts to place the pupil in another provision. The school will provide Outreach Support to the pupil while an alternative provision is being sought.

Removal from the School for other reasons

A pupil may be sent home, after consultation with his parents/carers and a health professional as appropriate. This will occur if the pupil poses an immediate and serious risk to the health and safety of himself, other pupils and staff (e.g. diagnosed illness such as a notifiable disease). This is not an exclusion.

Procedure for application to the Board of Governors for pupil re-admission

If a pupil is permanently excluded from St Edward's School, the parents/carers or the Local Authority may apply to the Chair of Governors for the pupil to be re-admitted.

An application for readmission must be submitted within three weeks of the School's letter confirming exclusion. In exceptional circumstances, the Chair, or a nominated delegate, may elect to extend the time frame for reapplication. The matter will then be referred to the Board of Governors.

In no circumstances will the School or its staff be required to divulge to parents/carers or others any confidential information on, or the identities of, pupils or others who have given information which has led to the exclusion to be considered at a Readmission Hearing or which the School has acquired during an investigation.

The Board will appoint a minimum of two Governors to serve on a Readmission Panel. The request will be acknowledged and a Readmission Hearing will be scheduled to take place as soon as is practicable.

The Panel will meet with the pupil, the parents or carers, the Headmaster, or his nominated designate, and/or a Local Authority representative. Parents may be accompanied by a relative or friend. The pupil concerned is encouraged to attend and/or to write to the Board.

The Panel will deal with the application on the basis that the decision to exclude was correct. The availability of this procedure must not be seen as establishing a presumption in favour of re-admission. The Panel has an independent unfettered discretion as to how to proceed in the interests of the pupil and the School.

Those present will have had access to a written chronology containing:

- relevant details from the pupil's original admission profile;
- pupil details such as adults at home, siblings, legal status, etc;
- brief details of all disciplinary incidents;
- brief description of the circumstances precipitating exclusion;
- a summary of the pupil's most recent assessment.

The Chair of the Panel will describe the procedure and advise that the Panel will try to make a decision and inform the parties that day, or explain otherwise if unable to do so. The Chair will

invite the School's representative to add anything to the statement, and will allow the Appellant to ask relevant questions. The Appellant and any other interested party present will be invited to support the application, and the Chair will allow the School's representative to ask questions. It would be desirable that the pupil should be prepared to talk to members of the panel about the incident which led to his exclusion and to share any further information about his time at the school to date. The Panel will have discretion to vary this procedure if considered appropriate.

The Panel will consider the application in private. If possible, the Panel will make a decision without the need for further investigation. Where further investigation is required, the Panel will decide how this should be carried out. After due consideration of all the facts considered relevant, the Panel will decide whether or not the pupil may be re-admitted, and if so upon what conditions. In the event the Panel does not resolve the matter on the day, a decision will be made within ten days of the hearing.

The Panel will write to the parents or carers, copied to Local Authority, informing them clearly and succinctly of the decision and the reasons for it. The findings of the Panel and recommendations, if any, will be communicated in writing to the parents or carers, the Headmaster and the Senior Leadership Team.

If the Panel decides to re-admit the pupil, the notification of the decision will set out any conditions. The actual return procedure will normally be left to the School to manage with the parents, carers and/or Local Authority, in accordance with the **Exclusion Procedure** above.

The decision of the Panel will be final and reported to the Board of Governors at its next meeting.

If the application is refused, or a re-admitted pupil is excluded again within twelve weeks, no further application for re-admission will be entertained without the permission of the Chairman of the Board, Vice Chairman or other Governor nominated by the Chairman, whose decision shall be final.

This review: SLT November 2022

Approved by the Board: December 2022