



### Rationale

Exclusion from school is the most serious sanction for poor behaviour available to a school. This policy sets out how the process of exclusion will be managed in accordance with the applicable legislation.

### Aims

The aim of this policy is to ensure that school staff and advisory board follow the exclusion process correctly and to explain the process that is followed to any parents or pupil who are affected by it. To that end the policy:

- describes the circumstances in which fixed term or permanent exclusions may be used
- explains the process that will be followed when exclusions are issued

The school is committed to educational inclusion, and it employs a range of strategies to reduce the risk of disaffection, truancy, absence and the need for fixed term and permanent exclusion.

Exclusion is regarded by all as a very serious matter. It happens rarely and only:

- In response to a serious breach or persistent breaches of the school's behaviour policy
- In the case of permanent exclusions, where allowing the pupil to remain in school would seriously harm the education or welfare of the pupil or others in the school.

In most cases exclusion will only be used when alternative sanctions and support have been tried and failed to improve a pupil's behaviour, including investigating any underlying problems which may be causing that poor behaviour. One exception to this may be if a pupil with no previous history of poor behaviour unexpectedly commits a very serious disciplinary offence which warrants exclusion. All exclusions of a pupil, even for short periods of time, will be formally recorded.

The threat of exclusion will never be used to influence parents/carers to remove their child from the school.

### The Exclusion Decision and Notification

The decision to exclude a pupil from the school will be at the discretion of the headteacher. Before any decision is made to exclude a pupil, an investigation will occur, usually led by the Senior Leadership Team. This may include taking accounts from other pupils, discussions with the teachers and support staff, a review of the pupil's file and past history at the school. The headteacher, deputy headteacher or a nominated member of senior staff may arrange a meeting with the pupil and her/his parents to investigate the case circumstances prior to making a decision about whether to exclude the child, or about the duration of the exclusion. The headteacher's decision will be based on considering the evidence presented against the behaviour standards in the school's behaviour policy. It will consider the best interests of the pupil involved and the effect of her/his behaviour on the rest of the school. In making their decision the headteacher will apply the civil standard of proof, (i.e. 'on the balance of probabilities' it is more likely than not that a fact is true) rather than the criminal standard of 'beyond reasonable doubt'.

In cases where a pupil's behaviour is serious enough that the headteacher believes it is possible that it may warrant a permanent exclusion, they may choose to issue a fixed-period exclusion on the basis of the initial evidence available while further investigation is carried out to obtain any more evidence that may be available. If, following the investigation and having considered its findings, the



## Exclusion and Programme Termination Policy

headteacher believes that a permanent exclusion is appropriate, this will be issued as a separate exclusion decision based on all the evidence available at that time. This permanent exclusion will usually start immediately upon the conclusion of the initial fixed period exclusion. When a decision is taken to exclude a child, the parents will be notified, by the headteacher:

- the reasons for the exclusion;
- the period of the exclusion and the reasons for it
- for fixed term exclusions, an invitation to a return to school interview with a member of staff at the end of the exclusion
- for a permanent exclusion, the fact that it is permanent;

### **Provision review and termination for a Pupil attending through a mainstream school.**

TLCIS has the right to terminate the provision of a pupil at any time where a pupil's is having their place reviewed due to:

- Attendance is less than 65% due to unauthorised absence
- Failure to complete work on a regular basis or persistent non-engagement in lessons
- In response to a serious breach or persistent breaches of the school's behaviour policy
- Where allowing the pupil to remain in school would seriously harm the education or welfare of the pupil or others in the school.

### **RELATED DOCUMENTS**

This policy should be read in conjunction with the following documents:

- The Behaviour policy of the school, which is available on the school's web site;
- Pupil Code of conduct

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