



Puttenham
Church of England School

Exclusions Policy

Date of Policy: Spring 2024

Date of next review: Spring 2025

Governing Body responsible: Full Governing Body

'Our village school strives to provide the best possible education for all its children in a caring and happy Christian community.'

Our school mission and aims strive for children to be the best they can be. We encourage children to live their lives through our Christian values of hope, wisdom, love, resilience and respect. In our caring environment we nurture and support children as they learn. At Puttenham, we aim to create an inclusive culture which promotes a sense of belonging to a community. This is a reflection of our values and of the Equality Act 2010.

Good behaviour is essential in schools to ensure that all children can benefit from the opportunities provided by education. In this regard, the school recognises that no one should feel unsafe whilst at school.

At Puttenham C of E Infant School, we recognise that children may at times require support with their behaviour. We aim to do this with the contribution of the staff, SENco, parents and outside agencies. Our main aim is to keep children included as much as possible rather than exclude.

A decision to exclude a pupil, either for a fixed period or permanently will only be taken as a last resort. However, the physical and mental welfare of our children and staff is paramount and we accept that in some exceptional situations exclusions may be necessary.

1. Aims

Our school aims to ensure that:

- Pupils in school are safe and happy;
- The exclusions process is applied lawfully, reasonably and fair;
- The exclusions process is understood by governors, staff, parents and pupils;
- Pupils do not become NEET (not in education, employment or training).

2. Legislation and statutory guidance

This policy is based on statutory guidance from the Department for Education: Exclusion from maintained schools, academies and pupil referral units (PRUs) in England 2017.

It is based on the following legislation, which outline schools' powers to exclude pupils:

- Section 52 of the Education Act 2002, as amended by the Education Act 2011,
- The School Discipline (Pupil Exclusions and Reviews) (England) Regulations 2012,
- Sections 64-68 of the School Standards and Framework Act 1998.

In addition, the policy is based on:

- Part 7, chapter 2 of the Education and Inspections Act 2006, which looks at parental responsibility for excluded pupils,
- Section 579 of the Education Act 1996, which defines 'school day',
- The Education (Provision of Full-Time Education for Excluded Pupils) (England) Regulations 2007, as amended by The Education (Provision of Full-Time Education for Excluded Pupils) (England) (Amendment) Regulations 2014.
- Permanent exclusion of pupils. Guidance for Surrey Schools (Surrey County Council Inclusion Service December 2019).

3. The decision to exclude

Only the Headteacher, or Senior Teacher in their absence, can exclude a pupil from school. A permanent exclusion will be taken as a last resort. A pupil may be excluded for one or more fixed periods (up to a maximum of 45 school days in a single academic year). A fixed period does not have to be for a continuous period. Pupils whose behaviour at lunchtime is disruptive may be excluded from the school premises for the duration of the lunch period.

Our school is aware that off-rolling is unlawful. Ofsted defines off-rolling as:

"...the practice of removing a pupil from the school roll without a formal, permanent exclusion or by encouraging a parent to remove their child from the school roll, when the removal is primarily in the interests of the school rather than in the best interests of the pupil."

We are committed to following all statutory exclusions procedures to ensure that every child receives an education in a safe and caring environment.

A decision to exclude a pupil will only be taken:

- In response to serious or persistent breaches of the school's behaviour policy, and;
- If allowing the pupil to remain in school would seriously harm the education or welfare of others.

Before deciding whether to exclude a pupil, either permanently or for a fixed period, the Headteacher will:

- Consider all the relevant facts and evidence, including whether the incident(s) leading to the exclusion were provoked;
- Allow the pupil to give their version of events;
- Consider if the pupil has special educational needs and disabilities (SEND);

- Consider if exclusion is an appropriate sanction due to any contributing factors;
- Provide early intervention to address any underlying causes of disruptive behaviour. The Headteacher should consider the use of multi-agency assessment for any child who demonstrates persistent disruptive behaviour.

4. Statutory guidance on the exclusion of pupils with statements of SEND and looked after children

The Headteacher must ensure that the needs of children with SEND have the support that is required to keep them included in school. The school will encourage the engagement of parents in supporting the behaviour of the pupils with needs. We will also engage pro-actively with the foster carers or children's home workers and the local authority that looks after the child. If we have a concern about behaviour or where there is a risk of exclusion of children with SEND or a looked after child, we will consider in partnership with other agencies and the local authority what additional support or alternative placement is required.

5. Definition

For the purposes of exclusions, the school day is defined as any day on which there is a school session. Therefore, INSET or staff training days do not count as a school day.

6. Roles and responsibilities

6.1. The Headteacher

Informing parents

The Headteacher will follow the guidance in the 'Exclusion from maintained schools, Academies and Pupil referral units in England' 2017

The Headteacher or Senior Teacher in their absence will immediately provide the following information, in writing, to the parents of an excluded pupil:

- The reason(s) for the exclusion;
- The length of a fixed-term exclusion or, for a permanent exclusion, the fact that it is permanent;
- Information about parents' right to make representations about the exclusion to the governing board and how the pupil may be involved in this;
- How any representations should be made; and
- Where there is a legal requirement for the governing board to meet to consider the exclusion, that parents have a right to attend a meeting, be represented at a meeting (at their own expense) and to bring a friend.
- Notify parents by the end of the afternoon session that for the first five school days of an exclusion (or start date of any alternative provision where this is earlier) parents are legally required to ensure that their child is not present in a public place during school hours without reasonable justification, and parents may be given a fixed penalty notice or prosecuted if they fail to do so.

If alternative provision has been arranged the following information must be included:

- The start date for any provision of full-time education that has been arranged
- The start and finish times of any such provision, including the times for morning and afternoon sessions, where relevant
- The address at which the provision will take place
- Any information required by the pupil to identify the person they should report to on the first day
- Where this information on alternative provision is not reasonably ascertainable by the end of the afternoon session, it may be provided in a subsequent notice, but it will be provided no later than 48 hours before the provision is due to start. The only exception to this is where alternative provision is to be provided before the sixth day of an exclusion, in which case the information can be provided with less than 48 hours' notice with parents' consent.

Informing the governing board and local authority

The Headteacher or Senior Teacher will immediately notify the governing board and the local authority (LA) of:

- A permanent exclusion, including when a fixed-period exclusion is made permanent,
- Exclusions which would result in the pupil being excluded for more than 5 school days (or more than 10 lunchtimes) in a term,
- Exclusions which would result in the pupil missing a public examination or national curriculum test/assessment.
- For a permanent exclusion, if the pupil lives outside the LA in which the school is located, the Headteacher will also immediately inform the pupil's 'home authority' of the exclusion and the reason(s) for it without delay.
- For all other exclusions, the Headteacher will notify the governing board and LA once a term.

6.2. The governing body

The governing body has the responsibility of exclusions. However, it may delegate to a sub-committee consisting of at least three governors.

The governing body has a duty to consider the reinstatement of an excluded pupil (see section 6 in the DfE guidance 2017).

6.3. The Local Authority (LA)

For permanent exclusions, the LA is responsible for arranging suitable full-time education to begin no later than the sixth day of the exclusion.

7. Considering the reinstatement of a pupil

The governing body will follow the guidance in the 'Exclusion from maintained schools, Academies and Pupil referral units in England' 2017.

8. An independent review

If parents apply for an independent review, the LA will arrange for an independent panel to review the decision of the governing board not to reinstate a permanently excluded pupil.

The school will follow the guidance in section 8 and 9 of the 'Exclusion from maintained schools, Academies and Pupil referral units in England' 2017.

9. School registers

A pupil's name will be removed from the school admissions register if:

- 15 school days have passed since the parents were notified of the exclusion panel's decision to not reinstate the pupil and no application has been made for an independent review panel, or
- The parents have stated in writing that they will not be applying for an independent review panel.

Where an application for an independent review has been made, the governing board will wait until that review has concluded before removing a pupil's name from the register.

Where alternative provision has been made for an excluded pupil and they attend it, code B (education off-site) or code D (dual registration) will be used on the attendance register.

Where excluded pupils are not attending alternative provision, code E (absent) will be used.

10. Returning from a fixed-term exclusion

Following a fixed-term exclusion, a re-integration meeting will be held involving the pupil, parents, a member of senior staff and other staff, where appropriate.

11. Monitoring arrangements

The Headteacher monitors the number of exclusions every term and reports back to the governors. They also liaise with the local authority to ensure suitable full-time education for excluded pupils.

This policy will be reviewed each year. At every review, the policy will be shared with the governing board.

Links with other policies:

This exclusions policy is linked to our

- Anti-bullying
- Behaviour policy
- Child protection and safeguarding policy
- Health and safety policy
- SEND policy

Signed

Date:

Chair of Governors