

## The Warriner Multi Academy Trust

### Exclusion of Pupils Policy

#### Aims

The Directors of the Warriner Multi Academy Trust are committed to ensuring the safety and well-being of all members of its school communities and maintaining an appropriate educational environment in which all can succeed. Exclusion is viewed as a very extreme sanction to be used when all other available strategies have been exhausted or where there are exceptional circumstances and it is not appropriate to implement other strategies. The rationale underpinning this policy is outlined in Appendix 1.

#### Objectives

- To be well publicised (via the website) and easily accessible.
- To be fair and balanced
- To be used when all other avenues have been explored
- To ensure a fair investigation
- To allow for an appeal where appropriate

#### Roles and Responsibilities

##### Head Teacher

Exclusion is an extreme sanction that is only administered by the Headteacher (or, in the absence of the Head, the Deputy Head who is acting in that role). In reaching a decision on exclusion, the Headteacher will always look at each case on its own merits. The Headteacher will comply with guidance provided by Oxfordshire County Council's Social Inclusion Officer and follow the Department for Education statutory guidance; "Exclusion from maintained school, academies and pupil referral units in England"

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/269681/Exclusion\\_from\\_maintained\\_schools\\_academies\\_and\\_pupil\\_referral\\_units.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/269681/Exclusion_from_maintained_schools_academies_and_pupil_referral_units.pdf)

The exclusion protocol is outlined in Appendix 2.

##### Local Governing Body

The Governing Body will monitor the process followed and the number of exclusions.

The Governing Body will, in the case of permanent exclusions, convene a Governors Disciplinary Committee to review the Headteacher's decision and either uphold or reject the decision. In the case of the latter, the GDC can direct the Headteacher to readmit the student concerned or request that the Local Authority (LA) to provide alternative education elsewhere.

The Governing Body will also review the decision to exclude if it is a fixed term exclusion which would bring the pupil's total number of school days of exclusion to more than 15 in a term or if the exclusion would result in a pupil missing a public examination or national curriculum test.

Where the Local Governing Body is unable to form an independent panel without any prior knowledge of the pupil or the background to the exclusion, the panel will be formed from Directors of the WMAT and/or Governors from other WMAT schools.

#### Monitoring and Evaluation

The effectiveness of this policy will be monitored against the following criteria:

- Compliance with statutory requirements
- Number of and reasons for exclusions
- Outcome of reviews and appeals

#### Related Policies<sup>1</sup>

School Behaviour Policy.

Complaints Procedure Statement.

Drugs Policy.

**The WMAT Exclusion of Pupils Policy was considered and approved by the Directors Central Services Committee on 21<sup>st</sup> November 2017 for use in all WMAT schools.**

Signed; 

Date; 21/11/17

**Review Due October 2020.**

## Appendix 1 – Rationale

Exclusion is an extreme sanction that is only administered by the Headteacher (or, in the absence of the Head, the Deputy Head who is acting in that role). Exclusion, whether fixed term or permanent may be used for any of the following:

- Serious breaches of the school's rules
- Bullying
- Actions which put the student or others in danger
- Verbal abuse of staff or students
- Physical abuse of staff or students
- Inappropriate sexual behaviour
- Damage to property
- Theft
- Carrying an offensive weapon
- Arson
- Disruptive or defiant behaviour
- Unacceptable behaviour which has previously been reported for which interventions have been unsuccessful
- Other situations where the Headteacher makes the judgement that exclusion is an appropriate sanction
- Violent assault
- Possession of or under the influence of illegal substances

The decision to exclude a student permanently is taken very seriously. There are two main types of situation in which permanent exclusion may be considered;

- As a final formal step following the use of a wide range of other strategies that have been unsuccessful in dealing with disciplinary offences.
- Where there are exceptional circumstances and it is not appropriate to implement other strategies and where it would be appropriate to permanently exclude a student for a first "one-off" offence.

In all cases a decision taken to permanently exclude must meet the following DfE criteria;

- In response to a serious breach, or persistent breaches of the School Behaviour Policy.
- and
- Where allowing the student to remain in school would seriously harm the education or welfare of the pupil or other members of the school.

The Warriner Multi Academy Trust has a zero tolerance policy on drugs. All cases where students are found with, or under the influence of, illegal substances, new psychoactive substances or other unauthorised substances will result in an immediate fixed term exclusion to allow for the full facts to be investigated and may result in permanent exclusion.

**Appendix 2**  
**The Warriner – External Exclusions Protocol**

The following procedures must be completed for External Exclusions:

Student Name: \_\_\_\_\_ Tutor Group: \_\_\_\_\_ Date: \_\_\_\_\_

1. The student must have the opportunity to put his/her case with a signed written statement being obtained if at all possible. **(Intervention Department ID)**
  2. Witness statements must be obtained whenever possible/necessary. **(ID)**
  3. The ID and the Head of Year must consult on the facts and present them to The Assistant Headteacher of either KS3 or KS4 so that a decision can be reached. Where appropriate the following should be consulted. **(ID/HoY)**
- SENCO  Tutor  Student Support Services SSS Manager
4. The relevant Assistant Head Teacher recommends to The Headteacher/Deputy Head the appropriate number of days based upon the evidence. The student's attendance and behaviour records must be considered. Alternative sanctions may be considered. **(Headteacher / SLT)**
  5. The Headteacher (or Deputy Head) will satisfy themselves that this protocol has been followed before making the final decision and requesting the Headteacher's PA (HPA) to type the exclusion letter(s). **(Head/Deputy Head)**
  6. If an external exclusion is decided upon, parents, carers or guardians must be contacted immediately by phone **(Head/Deputy Head)** a letter is sent by post and a re-admission meeting booked with the parents, student, a member of the Senior Leadership Team (usually the Headteacher), a representative of the Intervention Department and the Head of Year. *(see appendix 4 for link to standard letters)*
  7. Where applicable the victim's parents, carers or guardians should be informed **(ID)**
  8. One copy of exclusion letter to be sent by first class post **(HPA)**
  9. One copy of exclusion letter handed to student to take home when collected/sent away from the site **(HPA)**
  10. One copy of exclusion letter to be given to Year Administrator and HOY **(HPA)**
  11. Set a time for a strategy meeting where necessary **(Head/Deputy Head)**
  12. Where applicable feedback to member(s) of staff involved as to what sanction was applied. **(Head/Deputy Head)**

**Appendix 3**  
**The WMAT Primary Schools – External Exclusions Protocol**

The following procedures must be completed for External Exclusions:

Student Name: \_\_\_\_\_ Class: \_\_\_\_\_ Date: \_\_\_\_\_

1. The student must have the opportunity to put his/her case with a signed written statement being obtained if at all possible. For younger students where this is not possible all effort must be made to hear the pupil voice, for example through a verbal statement taken by a trusted adult.
2. Witness statements must be obtained whenever possible/necessary.
3. The Class Teacher, Head Teacher (and SENCO where appropriate) must consult on the facts.
4. The Head Teacher will seek advice from the CEO of the WMAT and the Local Authority Exclusion and Reintegration Officer.
5. The student's attendance and behaviour records must be considered. Alternative sanctions may be considered.
6. The Headteacher must satisfy themselves that this protocol has been followed before making the final decision and notifying the CEO of the decision taken.
7. If an external exclusion is decided upon, parents, carers or guardians must be contacted immediately by phone a letter is sent by post and a re-admission meeting booked with the parents, student, and the Head Teacher. *(See Appendix 4 for link to standard letters)*
8. Where applicable the victim's parents, carers or guardians should be informed
9. Exclusion letter to be sent by first class post
10. Set a time for a strategy meeting where necessary
11. Where applicable feedback to member(s) of staff involved as to what sanction was applied.

#### **Appendix 4 – Exclusion Letter templates**

See OCC Exclusion and Reintegration website for standard letters to be used when communicating with parents during the exclusion process;

<http://schools.oxfordshire.gov.uk/cms/content/exclusion-documents>