



St Peter & St Paul
Catholic Voluntary Academy
Pro Petro Paulo Patria

Policy Document
Status: Approved
Confidentiality level: Public

Exclusion Policy

Policy Ref No. PEX 01

'I have come that they may have life and have it to the full'

John 10:10

The Ethos of St Peter and St Paul

"Our academy is a community where Jesus Christ is our role model and his message the guiding principle behind all we do.

Every member of our community is responsible for creating an environment that is caring, fair and respectful of each individual.

We develop our potential, celebrate our talents and go forward together in faith."

Christ is the foundation of everything we do and the Gospels provide us with our influence and inspiration. We are therefore committed to promoting:

The uniqueness of the individual

We believe that every person is a unique individual, created in God's image and loved by Him. We are therefore committed to treat every person with equality of esteem and the respect and dignity due to a child of God.

The search for excellence

We are called to seek perfection in all aspects of our lives. We celebrate the enrichment of the total community, which flows from diversity of age, gender, racial and social origins, abilities, culture and religion. We are therefore committed to ensure that all are to be given every opportunity to develop their talents to the full.

The education of the whole person

We offer young people the experience of life in a community founded on Gospel values and working in harmony. Through this and a variety of educational experiences and interactions we aim to prepare young people for a life working with others in communities which maybe diverse socially, culturally and religiously. We recognise that it is also important to help pupils to understand their own ethnic identity and cultural heritage as well as helping them to understand that of others irrespective of whether the academy serves or is located in an ethnically diverse community.

The education of all

We have the duty of care for all to ensure that we provide for those who are socially, academically, physically, emotionally or financially disadvantaged.

Moral principles

Our belief in the Gospel message commits us to be in the forefront of the movement for social and racial justice and harmony. We believe this is fundamental to the common good. We aim to prepare our young people to serve as witnesses to these moral and spiritual values in the wider world.

Consequently, we still strive to ensure that:

Any person recruited to the service of the academy, whether as a member of staff or as a volunteer, is made fully aware of our aims and objectives and required to support them;

Children who are admitted to the academy and their families are fully aware of our aims and objectives and undertake to support them;

All of our structures and policies are evaluated and kept under constant review in order to see that no individual is subject in any way to unlawful discrimination, whether intentional or unintentional, and to ensure that all are enabled to reach their full potential.

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Introduction

The decision to exclude a student will be taken in the following circumstances:

- In response to a serious breach of the Academy Behaviour Policy;
- If allowing the student to remain in Academy would seriously harm the education or welfare of the student or others in the Academy.

Exclusion is an extreme sanction and is only administered by the Headteacher (or, in the absence of the Headteacher, a senior leader who is acting in that role). Exclusion, whether fixed term or permanent may be used for any of the following, all of which constitute examples of unacceptable conduct, and are infringements of the Academy Behaviour Policy:

- Verbal abuse to Staff and others.
- Verbal abuse to students.
- Physical abuse to/attack on Staff.
- Physical abuse to/attack on students.
- Indecent behaviour.
- Damage to property.
- Misuse of illegal drugs.
- Misuse of other substances.
- Theft.
- Serious actual or threatened violence against another student or a member of staff.
- Sexual abuse or assault.
- Supplying an illegal drug.
- Carrying an offensive weapon.
- Arson.
- Unacceptable behaviour which has previously been reported and for which Academy sanctions and other interventions have not been successful in modifying the

This is not an exhaustive list and there may be other situations where the academy makes the judgment that exclusion is an appropriate sanction.

Rationale

This policy is an appendix of a redrafted Student Behaviour Policy and deals with the policy and practice which informs the academy's use of exclusion. It is underpinned by the shared commitment of all members of the Academy community to achieve two important aims:

- The first is to ensure the safety and well-being of all members of the Academy community, and to maintain an appropriate educational environment in which all can learn and succeed.
- The second is to realise the aim of reducing the need to use exclusion as a sanction.

Exclusion Procedure

Most exclusions are of a fixed term nature and are of short duration (usually between one and three days). The DfES regulations allow the Headteacher to exclude a student for one or more fixed periods not exceeding 45 Academy days in any one academic year.

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The Governors have established arrangements to review promptly all permanent exclusions from the Academy and all fixed term exclusions that would lead to a student being excluded for over 15 days in a Academy term or missing a public examination.

The Governors and SLT have established arrangements to review fixed period exclusions which would lead to a student being excluded for over five days and made arrangements for working in partnership with alternative providers to provide for education on the sixth day.

Following exclusion parents are contacted immediately where possible. A letter will be sent by post giving details of the exclusion and the date the exclusion ends. Parents have a right to make representations to the Governing Body and the LA as directed in the letter.

A return to Academy meeting will be held following the expiry of the fixed term exclusion and this will involve a member of the Senior Leadership Team, the appropriate House Leader and other staff as appropriate.

It is Academy practice to have a readmission meeting with the parents and, where it is deemed necessary, a Pastoral Support Plan will be drawn up. This needs to be agreed with the Academy, student and parents. Intensive individual work with support staff is sometimes used as a means to reintegrate a student who has served an external exclusion.

Whenever a fixed term exclusion is considered there will always be the opportunity to consider whether an internal exclusion is more appropriate. This could result in attendance in the Reflection Room or isolation internally on the academy Site. In all cases, the severity of the incident and the individual needs of the student are considered.

During the course of a fixed period exclusion where the student is to be at home, parents are advised that the student is not allowed on the Academy premises, and that daytime supervision is their responsibility, as parents/guardians.

However, in some circumstances, either because of the severity of the incident or because of practical or logistical constraints, such an exclusion will result in the student being required to remain at home.

During the course of a fixed term exclusion where the student is to be at home, parents are advised that the student is not allowed on the Academy premises, and that daytime supervision is their responsibility, as parents/guardians.

Permanent Exclusion

The decision to exclude a student permanently is a serious one. There are two main types of situation in which permanent exclusion may be considered:

- The first is a final, formal step in a concerted process for dealing with disciplinary offences following the use of a wide range of other strategies, which have been used without success. It is an acknowledgement that all available strategies have been exhausted and is used as a last resort. This would include persistent and defiant misbehaviour including bullying (which would include racist or homophobic bullying) or repeated possession and or use of an illegal drug on Academy premises.
- The second is where there are exceptional circumstances and it is not appropriate to

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implement other strategies and where it could be appropriate to permanently exclude a student for a first or 'one off' offence. These might include:

- Serious actual or threatened violence against another student or a member of staff.
- Sexual abuse or assault.
- Supplying an illegal drug.
- Carrying an offensive weapon*.
- Arson.

*Offensive weapons are defined in the prevention of crime act 1953 as "any article made or adapted for causing physical injury to the person; or intended by the person having it with him for such use by him"

The Academy will consider police involvement for any of the above offences. These instances are not exhaustive but indicate the severity of such offences and the fact that such behaviour seriously affects the discipline and wellbeing of the Academy.

General factors the Academy considers before making a decision to exclude

Exclusion will not be imposed instantly unless there is an immediate threat to the safety of others in the Academy or the student concerned. Before deciding whether to exclude a student either permanently or for a fixed period the Headteacher will:

- Ensure appropriate investigations have been carried out.
- Consider all the evidence available to support the allegations taking into account the Behaviour Policy and Single Equality Scheme.
- Allow the student to give her/his version of events.
- Check whether the incident may have been provoked for example by bullying or by racial or sexual harassment.

If the Headteacher is satisfied that on the balance of probabilities the student did what he or she is alleged to have done, exclusion will be the outcome.

Exercise of discretion

In reaching a decision, the Headteacher will always look at each case on its own merits. Therefore, a tariff system, fixing a standard penalty for a particular action, is both unfair and inappropriate.

In considering whether permanent exclusion is the most appropriate sanction, the Headteacher will consider:

- the gravity of the incident, or series of incidents, and whether it constitutes a serious breach of the Academy's Behaviour Policy.
- the effect that the student remaining in the Academy would have on the education and welfare of other students and staff.

Nonetheless, in the case of a student found in possession of an offensive weapon, whether there is an intention to use it or not, it is the Academy's usual policy in this particularly serious matter to issue a permanent exclusion.

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In line with its statutory duty, these same two tests of appropriateness will form the basis of the deliberations of the Governors Pupil Discipline Committee when it meets to consider the Headteachers decision to exclude. This Committee will require the Headteacher to explain the reasons for the decision and will look at appropriate evidence, such as the students Academy record, witness statements and the strategies used by the Academy to support the student prior to exclusion.

Lunchtime Exclusion

Students whose behaviour at lunchtime is disruptive may be excluded from the Academy premises for the duration of the lunchtime period.

This will be treated as fixed term exclusion and parents will have the same right to gain information and to appeal.

Behaviour Outside Academy

Students behaviour outside of the Academy, on 'Academy business' for example, Academy trips and journeys, away Academy sports fixtures or a work experience placement, is subject to the Academy Behaviour Policy. Bad behaviour in these circumstances will be dealt with as if it had taken place in Academy.

For behaviour outside Academy but not on Academy business this policy will still have effect if there is a clear link between that behaviour and maintaining good behaviour and discipline among the student body as a whole. If students behaviour in the immediate vicinity of the Academy or on a journey to and from Academy is poor and meets the Academy criteria for exclusion then the Headteacher may decide to exclude.

Drug Related Exclusions

In making a decision on whether or not to exclude for a drug-related offence the Headteacher will have regard to the Academy's published policy on drugs and will also seek advice from the LA's Drugs Education Advisor. The decision will depend on the exact circumstances of the case and the evidence available.

In some cases fixed term exclusion will be more appropriate than permanent exclusion. The Headteacher will make a judgment set against the criteria in the academy Substance Misuse Policy.