

Exclusion and Suspension Policy

Prepared with reference to the DfE publications:

- Exclusion from Maintained Schools, Academies and Pupil Referral Units in England
- Behaviour and Discipline in Schools Guidance for Governing Bodies - September 2015
- This policy is informed by the Equality Act 2010.

Introduction

The decision to exclude a pupil from school is a very serious one and will only be taken in response to a serious breach of discipline. Only the Head of College can take the decision to exclude a pupil. In all probability, there will have been earlier discussions or correspondence between parents and the school regarding the pupil's behaviour. The decision to exclude a pupil must be lawful, reasonable and fair.

Good discipline in school is essential to ensure that all pupils can benefit from the opportunities provided by education. The government supports schools in using exclusion as a sanction where it is warranted. However, permanent exclusion can only be used as a last resort, in response to a serious breach, or persistent breaches, of the school's Behaviour Policy; and where allowing the pupil to remain in school would seriously harm the education or welfare of the pupil or others in the school.

We have a statutory duty not to discriminate against pupils on the basis of protected characteristics, such as disability or race. We will also give particular consideration to the fair treatment of pupils from groups who are vulnerable to exclusion.

Exclusion

When a pupil is excluded, the Head of College must inform both the parents and the school management. It must be explained to the parents:

- why the school has decided to exclude the pupil
- the steps taken to try to avoid exclusion
- the arrangements for setting and marking the pupil's work during their absence from school
- the parents' right to state their case to school management or Trustees
- Their right to see their child's school record

There are two types of exclusion:

- Fixed term exclusion – no more than 15 school days in a term
- Permanent exclusion

Fixed Term Exclusion

Fixed term exclusion should be used only after an extremely serious breakdown in behaviour. If a pupil is excluded for a fixed period the school will inform the parents immediately of:

- the reason for the exclusion
- the date when the pupil may return
- their right to put their case in writing to the Head of College, the school management team or Trustees.

Prior to Permanent Exclusion

- If a pupil's behaviour has become untenable or the teaching staff feel that a child is not benefiting from Steiner education then this will have been discussed with the parents.
- Minutes will be taken during this meeting and all parties will receive a copy.
- If, after the meeting, the child remains in the school, the parents will be made fully aware in writing if an expulsion is to be the next likely step.

Permanent Exclusion

If a pupil is to be permanently excluded, the school will inform the parent(s) at once, by telephone if possible, of the exclusion and the specific reason for it.

The school will also provide parents with details of any relevant previous warnings, fixed period exclusions or other disciplinary measures.

Parents will be told of their right to put their point of view to the Head of College, the school management team and Trustees in writing.

If parents wish to receive further information or appeal against the decision to exclude their child, a meeting will be arranged in which the school management team / Trustees will hear the case for exclusion from the teachers and the appeal from the parent(s) or guardian(s).

When the discussion has taken place the school management team / Trustees will make their decision and will confirm this in writing, giving their reasons.

If the school management team / Trustees decides that the pupil should return to school, parents will be given the date of return in writing.

Exclusion, whether fixed term or permanent, may be used for any of the following, all of which constitute examples of unacceptable behaviour. This list is not exhaustive.

- Persistent disregard for the children's Code of Conduct
- Verbal abuse
- Physical abuse actual or threatened
- Indecent behaviour
- Damage to property
- Use/possession/supply of illegal drugs
- Misuse of other substances
- Theft
- Sexual abuse or assault
- Carrying an offensive weapon
- Cyber-bullying
- Peer to peer abuse
- Sexual harassment
- Up skirting
- Unacceptable behaviour which has previously been reported and for which school sanctions and other interventions have not been successful in modifying the pupil's behaviour.

Exclusion in Kindergarten

This policy is effective notwithstanding our duties under the requirements of the Equality Act and our endeavour to uphold the highest standards in this regard.

- If any staff notice behaviour from a child that causes concern they will fill out an incident report form and give this to a senior Kindergarten staff member. This behaviour can be from a range of issues such as developmental, violent behaviour, signs of abuse or physical. This list is not exhaustive and staff must use their knowledge of the child at all times.
- If this is a safeguarding concern then this is to go directly to the Designated Safeguarding Lead who will refer to the Safeguarding Policy and carry out their procedures.

Once in receipt of these forms the Kindergarten staff member will then arrange a meeting with the parents in the first instance to discuss this fully. This must be done within two working days of the staff member receiving the form.

During this meeting we will offer any help that we consider to be appropriate and openly discuss the child's behaviour. Staff will also consider ways in which to help support the parents and child. These can be:

- Parent notification and consultation on a regular basis with a manager
- Staff reviews on a regular basis (daily and/or weekly)
- Implementation of a behaviour plan to target a particular concern or problem
- Recommendation to consult with other professionals for help and support

Kindergarten considers the safety of the children as paramount, however, if a child has shown extreme behaviour that is putting the other children at risk, we may have to take immediate action to temporarily exclude that child. Such exclusion would be followed by discussion between staff and parents as indicated above.

However, the actions above will only be taken after staff and others responsible for staff have exercised their best endeavour to make all reasonable adjustment to manage the child's behaviour prior to exclusion.

Issue Date

This policy takes effect from September 2019.

Review Date

This policy will be reviewed and revised on a three yearly cycle.

Endorsement

Full endorsement to this policy is given by:

Name:	Mr Martin Taylor
Position:	Trustee
Signed:	
Date:	17 th September 2019

Related Policies

- Pupil Code of Conduct and School Rules
- Behaviour Policy
- Required Withdrawal Policy
- Admissions Policy

The Iona School