



South Gosforth First School

'Roots to grow and wings to fly'

South Gosforth First School

Exclusions Policy

	Staff <ul style="list-style-type: none">• Read it• Chance for feedback	FGB/Sub committee <ul style="list-style-type: none">• Approved	Accessible <ul style="list-style-type: none">• Website link• Saved
Review Date:	February 2024	February 2024	February 2024
Next Review Due:	February 2025		

Key Changes to Policy Since Previous Version:

- Changes to Appendix 1 – Exclusion Procedures (Removal of forms listed as these are no longer used)

Member of staff with responsibility:

- Mr Adams (Head Teacher)
- Miss Rachael Blackburn (Deputy Head Teacher & KS1 Lead)
- Mrs Catherine Burnett (EYFS Lead)
- Mrs Amanda Logan (KS2 Lead)
- Miss Kate Rutherford (SENDCo)

Purpose of this policy

This policy is designed to briefly outline the school's approach to exclusions within the statutory framework as defined in the 'The School Discipline (Pupil Exclusions and Reviews) (England) Regulations 2012' and DFE Exclusions from Maintained Schools document 2017. It outlines only where the school applies its own additional guidance and policies, which complement and reinforce the statutory guidance, for purposes of clarity in the day-to-day operation of the school.

Principles

- 1) Exclusion is a sanction used by the school only in cases deemed as serious breaches of the Behaviour Policy. Exclusion is used as an absolute last resort and only when all other options have been exhausted. A student may be at risk of exclusion from school for:
 - Verbal or physical assault of a student or adult;
 - Persistent and repetitive disruption of lessons and other students' learning;
 - Extreme misbehaviour which is deemed outside the remit of the normal range of sanctions.
- 2) A Fixed Term Exclusion from the school can only be authorised by the Headteacher or the Deputy Headteacher acting on his behalf. If none are available to authorise the exclusion a decision should be deferred until the opportunity for authorisation is available.
- 3) In the case of a Permanent Exclusion this can only be authorised by the Headteacher and must only be done after consulting the Chair of Governors of the intention to impose this sanction, although the final decision rests with the Headteacher of the school.
- 4) The school seeks to reduce the number of incidents leading to exclusions by promoting a positive atmosphere of mutual respect and discipline within the school.
- 5) The school regularly monitors the number of Fixed Term Exclusions to ensure that no group of students is unfairly disadvantaged through their use and that any underlying needs of individuals are being fully met.

Notification of Exclusion

- 1) Parents will be notified as soon as possible of the decision to exclude a student and the reason for the exclusion. This will be done on the day of the exclusion being authorised by either direct phone contact or a face-to-face meeting. A written confirmation of the reason(s) for the exclusion will be sent to the parents.

- 2) In the case of a Permanent Exclusion parents will be notified by the Headteacher in a face-to-face meeting.
- 3) A student who has been excluded will have the reason for his/her exclusion explained to them by a member of staff so that they understand the nature of their misbehaviour.
- 4) The Chair of Governors, Local Authority Officer and relevant school staff will be notified of all Fixed Term Exclusions on the day of the production of the exclusion letter, which they will receive a copy of; it will clearly outline the reasons for the exclusion. All exclusions will be recorded on SIMS.

Students Returning from a Fixed Term Exclusion

- 1) All students returning from a Fixed Term Exclusion are required to attend a reintegration meeting, accompanied by a parent. This meeting will seek to establish practical ways in which further exclusion can be avoided and behaviour modified to acceptable standards in partnership between student, parent and school.

Appeals

All correspondence regarding an exclusion from the school will inform parents of their right to appeal to the Governing Body against the decision to exclude. This procedure is clearly set out in the statutory guidance. The person who should be contacted to initiate an appeal is the Clerk to the Governors.

Relationship to other school policies

The Exclusion Policy should be read in tandem with the school's Restorative Approach to Behaviour Policy and Anti-Bullying Policy as well as other relevant school policies, particularly Special Educational Needs Policy and Equalities Policy.

Monitoring and Review

- 1) The impact of this policy will be reviewed by the governing body.
- 2) The Headteacher will provide the governing body with regular monitoring reports which will help it to evaluate the effectiveness of the policy and procedures.
- 3) The policy and procedures will be reviewed and amended in the light of such evaluation and in consultation with representatives of all key stakeholders.

Applications for an independent review

The deadline for applications for an independent review in relation to permanent exclusions is 15 school days from the date of the exclusion. Applications for an independent review must be made within 15 school days from the date on which notice of the governing board's decision is given in writing to parents.

Schools must allow 15 school days to pass without an application having been made before deleting the name of a permanently excluded pupil from their admissions register. This is in accordance with the Education (Pupil Registration) (England) Regulations 2006.

APPENDIX 1

SCHOOL HEAD TEACHER: EXCLUSION PROCEDURES

Any Fixed Period or Permanent Exclusion (including where the pupil will lose the opportunity to sit a statutory assessment)	Fixed Term Exclusions			Permanent Exclusions
	Totalling 5 school days or less in a term	Totalling 5.5 to 15 school days in a term	Totalling more than 15 school days in a term	
<p>When the decision to exclude is made:</p> <p>Immediately:</p> <ul style="list-style-type: none"> • Notify parent / carer, ideally by phone or in person • Inform the school governing body • Inform the Local Authority and send a copy of the exclusion letter to the Access and Inclusion Team • For permanent exclusions only establish arrangements for Day 6 provision with the Local Authority <p>Within 1 school day</p> <ul style="list-style-type: none"> • Send written notice to parents to confirm the exclusion details and confirm that the pupil will not be allowed to take their statutory assessment. 	<p>When the decision to exclude is made:</p> <p>Immediately:</p> <ul style="list-style-type: none"> • Notify parent / carer, ideally by phone or in person <p>Within 1 school day:</p> <ul style="list-style-type: none"> • Send written notice to parents to confirm the exclusion details. • notify the school governing body and send a copy of the exclusion letter to the access and inclusion team at the Local Authority. • Record the exclusion on the schools SIMS system 	<p>When the decision to exclude is made:</p> <p>Immediately:</p> <ul style="list-style-type: none"> • Notify parent / carer, ideally by phone or in person <p>Within 1 school day:</p> <ul style="list-style-type: none"> • Send written notice to parents to confirm the exclusion details. • notify the school governing body and send a copy of the exclusion letter to the access and inclusion team at the Local Authority. • Record the exclusion on the schools SIMS system 	<p>When the decision to exclude is made:</p> <p>Immediately:</p> <ul style="list-style-type: none"> • Notify parent / carer, ideally by phone or in person <p>Within 1 school day:</p> <ul style="list-style-type: none"> • Send written notice to parents to confirm the exclusion details. • notify the school governing body and send a copy of the exclusion letter to the access and inclusion team at the Local Authority. • Record the exclusion on the schools SIMS system <p>Within 3 school days: (for exclusions of more than 15 consecutive school days only)</p> <ul style="list-style-type: none"> • Send parents / carers a completed Exclusion Form and supporting documentation 	<p>When the decision to exclude is made:</p> <p>Immediately:</p> <ul style="list-style-type: none"> • Consult with the Chair of Governors on the decision to exclude • Notify parent / carer, ideally by phone or in person • Inform the rest of the school governing body • Inform the Local Authority and send a copy of the exclusion letter to the Access and Inclusion Team • Establish arrangements for Day 6 provision with the Local Authority • (or within 1 school day**) send written notice to parents to confirm the exclusion details and that the pupil will not be allowed to take their statutory assessment.

			<ul style="list-style-type: none"> • Send copies of these forms to the Local Authority / Access and Inclusion Team 	<p>Within 1 school day</p> <ul style="list-style-type: none"> • Send written notice to parents to confirm the exclusion details <p>Within 3 school days</p> <ul style="list-style-type: none"> • Send parents a completed Exclusion Form and supporting documentation • Send copies of these forms to the Local Authority / Access and Inclusion Team
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