

The headteacher's role and responsibilities

The headteacher has sole responsibility for exercising the power to exclude a child. In the absence of the headteacher the deputy will assume this responsibility. The headteacher will monitor all potential exclusions.

Whenever exclusion is considered, the headteacher will evaluate the following:-

- a. The age, intellectual ability and health of the child.
- b. The child's previous record.
- c. The child's domestic situation.
- d. Parental or peer pressure being a contributory factor.
- e. The likelihood of the recurrence of the offence.
- f. Where the offence took place.
- g. The likelihood of the offence putting others in danger.
- h. The degree of supervision when the offence occurred.
- i. Who else was involved.

The headteacher will consider whether the offence(s) was/were the result of emotional/behavioural difficulty giving rise to Special Educational Needs and, if necessary, will act in accordance with the school's SEN policy.

Our school's exclusions policy

A child will be excluded from school only as a last resort as a result of serious breaches of our behaviour policy or of the criminal law. A child would be excluded when allowing him/her to remain in school would be seriously detrimental to the education or welfare of the child or others in school.

Serious misbehaviour which may result in exclusion

- a. Physical assault against a pupil:
 - ◆ Fighting, violent behaviour, wounding, obstruction and jostling
- b. Physical assault against an adult
 - ◆ Violent behaviour, wounding, obstructing and jostling
- c. Verbal abuse / threatening behaviour against a pupil
 - ◆ Threatened violence, aggressive behaviour, swearing, verbal intimidation, harassment, carrying an offensive weapon
- d. Verbal abuse / threatening behaviour against an adult
 - ◆ Threatened violence, aggressive behaviour, swearing, verbal intimidation, harassment, carrying an offensive weapon
- e. Bullying
 - ◆ Verbal bullying, physical bullying, homophobic bullying, racist bullying
- f. Racist abuse
 - ◆ Racist taunting and harassment, derogatory racist statements, swearing that can be attributed to racist characteristics, racist bullying, racist graffiti
- g. Sexual misconduct
 - ◆ Sexual abuse, sexual assault, sexual harassment, lewd behaviour, sexual bullying, sexual graffiti
- h. Possession or misuse of drugs or other illegal/dangerous substances
- i. Damage to school or personal property belonging to any member of the school
- j. Theft
- k. Persistent disruptive behaviour
 - ◆ Challenging behaviour, disobedience, persistent violation of school rules

Other circumstances may arise when the headteacher decides it would be appropriate to exclude a child. In all cases the parents/carers of any excluded child will be fully informed of the reason(s) for exclusion.

Types of Exclusion

There are two types of exclusion

a. Fixed Period Exclusion b. Permanent Exclusion

a. Fixed period exclusion

This is limited up to 15 school days in any one term. The length of the exclusion will be determined by the headteacher depending upon the severity of the offence. The first exclusion will usually last between 2 and 5 days. This may be lengthened by up to 5 days to give the headteacher more time to talk to parents and set out appropriate plans. It may be appropriate to establish a series of short fixed periods of exclusion within one term, the aggregate exclusion not exceeding 15 days.

Procedure for fixed period exclusion

1. On the day of (or day after) the offence the child's parents/carers will be informed of the exclusion, its length and the specific reason for it. This will be communicated by letter and, if possible, by talking to the parents/carers. Parents/carers will be informed in writing that they have rights to make representations to the governing body and Kirklees LEA.
2. The headteacher will inform the school's governing body and the LEA of all exclusions.
3. The headteacher will make arrangements for the excluded child to receive schoolwork to do at home until he/she returns to school.

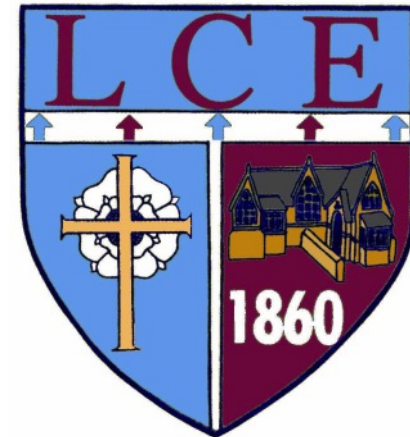
b. Permanent Exclusion

Procedures for permanent exclusion

1. The headteacher informs the parents/carers of the exclusion both verbally and in writing.
2. The headteacher will inform in writing the parents/carers of their rights to make representations to the school's governing body and Kirklees LEA.
3. The headteacher will notify, in writing, the LEA and the school's governing body.
4. The school's governing body appeals committee will convene a meeting within 14 days of notification to consider the case.
5. The child remains on the school's register until the appeals procedure is completed, or until the parents/carers confirm that they accept the exclusion and intend to make other arrangements.
6. The headteacher will arrange for work to be set and monitored during the period of appeal.

This policy follows guidelines issued by Kirklees LA. It will be monitored termly and will be reviewed by the Governors in the summer term of 2012.

**Lepton CE (VC)
Junior, Infant & Nursery
School**



**BEHAVIOUR
POLICY**
Exclusions Policy