

# **Unity Learning Centre**

## **Fixed Term Exclusion Procedure for Alternative Providers**

**Lead Responsibility: Luke Sisson – Achievement Manager**

**Date Reviewed: April 2015**

**Date of Next Review: September 2015**

**Date Ratified by Governors:**

A copy of this Procedure is available on the staff share Z drive at Unity Learning Centre and a paper copy is also retained in the Achievement Managers office for reference.

## Introduction

A Fixed Term Exclusion is one of the most serious interventions a learner may receive and should only be used in instances where it is felt other interventions are either not appropriate or have failed previously.

## Lines of Action

- The types of behaviour where fixed term exclusion may be required are detailed in our behaviour policy under 'Level 2 behaviours'. A serious incident should be reported to the Achievement Manager (Behaviour) verbally if an immediate response is required.
- The Achievement Manager will discuss with the provider the intervention possibilities.
- If it is agreed by the Head Teacher, the student may be sent home immediately – this **MUST** be agreed by Unity Learning Centre (ULC) first and the parents/carers contacted before the student can leave site in order to fulfil ULC's and the alternative providers legal safeguarding responsibility for the student.
- The reporting person will complete a serious incident report and send this to the Achievement Manager responsible for behaviour at ULC as soon as possible including any witness statements from other staff, volunteers or students.
- If not done so already the students allocated Achievement Mentor (AM) will endeavour to get a statement from the student before a decision is made on further action.
- The student may be excluding pending investigation whilst statements are collected from witnesses. This time will be taken off any Fixed Term Exclusion that may be issued once that investigation is complete.
- ULC will aim to discuss interventions with the provider but a decision may need to be made before this can happen i.e. if the incident report is not received until the next morning and the student's parents/carers need to know whether to send them to provision or not or there are no staff available to discuss interventions with.
- If it is decided that a Fixed Term Exclusion will be applied then this will be reported to the student and parents/carers by their AM or the Achievement Manager (Behaviour). This will be followed up with a letter from ULC stating the reason for and the length of exclusion. The letter will confirm when and where the readmission meeting will take place unless this is yet to be agreed – the learner's AM will liaise with parents and staff to agree a readmission meeting which should take place before the student returns to provision.
- The students AM will give an exclusion pack with worksheets/books from their providers to last them throughout the exclusion period in order that minimal disruption is caused to their learning.

- It is not a statutory requirement that parents/carers attend a readmission meeting but it is good practice.
- In the readmission meeting it is important that the student has the opportunity to discuss their version of events and all will discuss how the situation can be avoided/responded to differently if it were to happen again.
- Other interventions can be included at the readmission meeting including a 'time out' agreement, de-escalation techniques, referrals to other appropriate agencies for support, passing on costs to parents/carers for damages caused, behaviour monitoring report and reviews, parent/carer meeting, Acceptable Behaviour Contract, and other interventions that are appropriate to the situation at the time.