

# Oak Lodge Primary School

## Exclusion Policy

	Name	Date
Policy written by	Matthew Apsley	September 2017
Agreed by committee	Teaching and Learning	October 2017
Reviewed by committee		
<b>Next Review October 2018</b>		

## **Oak Lodge Primary School Exclusion Policy**

### **Aim:**

To enable all children to learn to their full potential in a caring environment.

### **Purpose of this policy:**

This policy is designed to briefly outline the school's approach to exclusions based upon the guidance as defined in *Exclusion from maintained schools, academies and pupil referral units in England 2017*.

### **Principles:**

1) Exclusion is a sanction used by the school only in cases deemed to be serious breaches of the School Behaviour Policy. A child may be at risk of exclusion from school for:

- Verbal or physical assault on a child or adult;
- Persistent and repetitive disruption of lessons and other students' learning;
- Extreme misbehaviour which is deemed to be outside the remit of the normal range of sanctions.

For a more complete list of behaviour breaches, please refer to the School Behaviour Policy

2) A Fixed Term Exclusion from the school can only be authorised by the Headteacher or a person acting with the Headteacher's authority.

3) In the case of a Permanent Exclusion this can only be authorised by the Headteacher and must only be done after consultation with the Chair of Governors/Governing Body.

4) The school seeks to promote a positive atmosphere of mutual respect and discipline through its Behaviour Policy and ensure that any underlying needs of individuals are being fully met.

5) The school monitors any Exclusions to ensure that no group of children is unfairly disadvantaged.

### **Notification of an 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. Written confirmation of the reason(s) for the exclusion will be sent to parents the same day.
- 2) In the case of a Permanent Exclusion, parents will be notified by the Headteacher in a face-to-face meeting.
- 3) A child 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 and relevant school staff will be notified of all Fixed Term Exclusions on the same day the exclusion letter is produced. All will receive a copy of the letter which will clearly outline the reasons for the exclusion.

### **Returning from a Fixed Term Exclusion:**

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

**Appeals:**

All correspondence regarding an exclusion from the school will inform parents of their right to appeal to the Governing Board against the decision to exclude on the grounds of flawed procedure. This procedure is clearly set out in the statutory guidance. Persons wishing to lodge an appeal should contact the Clerk to the Governing Board.

**Records:**

Records of external exclusion will be kept by the Headteacher.

**Relationship to other school policies:**

This Exclusion Policy should be read in tandem with the school's Behaviour Policy as well as other relevant school policies, particularly, Special Educational Needs Policy and the Equality & Diversity Policy.