

Alternative Exclusion Protocol

Secondary - South

Revised September 2016

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Rational

Exclusions are always a last resort for pupils who have seriously or significantly broken the School's Behaviour Policy. All schools try to reduce the number of exclusions and keep them to a minimum. This protocol is intended to help Schools reduce their number of exclusions even further by making local arrangements to add another layer of sanctions before the need to exclude a pupil.

Terminology and Levels of Sanctions

Generally there is a hierarchy of Sanctions that will be similar in the majority of Schools. Initially schools will use Detentions – for low level disruption dealt with by Class Teacher/HoD's/SMT; Reports – for on-going monitoring of pupil behaviour/attendance; PSPs/PEPs/mentoring/MABS support.

The key issue comes with the next tier. Usually schools will take the following actions for more serious breaches of the School Behaviour Policy:

- Inclusion – the pupil is taught within an area of the school without contact with peers; the times of this provision might be different to the School day.
- Exclusion – pupils are formally excluded from the school and are not allowed within the vicinity of the school grounds during the School day. These formal exclusions form the basis for the data sets that are recorded in RAISEonline and with the Local Authority.

It is intended that this Alternative Exclusion Arrangement would fit in between Inclusion and Exclusion, thus reducing the number of formal Exclusions for the school.

Definition of Alternative Exclusion

If AE is appropriate for the individual pupil, then it is intended that the pupil will spend the duration of the AE attending another school. This should be no more than 3 days and should not be used for situations of physical aggression towards a teacher or drugs related exclusions. The Host school may wish to house the excluded pupil in their Inclusion facilities or their Alternative Provision area. The AE would not count as a formal Exclusion, but would be recorded by the excluding school on the pupil's behaviour logs as such. This should be recorded as a 'B' by the home school on the attendance certificate.

Practical Arrangements for AE

The following arrangements should be adhered to for the AE.

- The Excluding school will need to contact the Host school by 4pm the day before the AE provision starts. On confirmation of the placement an email should be sent to exclusions@portsmouthcc.gov.uk outlining the arrangement and a copy of any letter sent to the parent in relation to the AE should be

placed on SSE (pathway Documents > Exclusions > Exclusion Notification Forms and Letters > Alternative Exclusions) This will enable data collection for either data analysis, use in Admissions In-Year Fair Access Protocol Data checks or for Inclusion Support Panel.

- It is the responsibility of the excluding school to ensure that the work and contact details for the excluded pupil are with host school before the arrival of pupil on their first day. This may be enough work for the first day, with additional work provided for the remaining days supplied by the end of the first day. It may be enough work to last the duration of the AE. It is recommended that this work can be completed without the need for IT.
- It is the responsibility of the excluding school to ensure that the pupil is aware of the venue for the AE and the time they should arrive (this should be to the school reception for 9am unless otherwise arranged). For most pupils the excluding school may wish to transport the pupil to the Host School, however they may expect the pupil to make their own way there. This will be at the discretion of the excluding school.
- It is the responsibility of the host school to notify the Excluding School if the pupil does not arrive by the designated time.
- It is the responsibility of the host school to provide appropriate supervision at all times.
- It is the responsibility of the excluding school to inform the host school if the excluded pupil is entitled to Free School Meals (FSM). The host school will then provide a meal.
- It is the responsibility of the host school to contact the excluding school immediately if the behaviour of the excluded pupil is in any way inappropriate (breaching the host school's Behaviour Policy). If it is decided that the AE has failed then the excluding School will collect the pupil and take them back to School. They should then remain on site until the end of the School day. The excluding School will need to decide if an fixed period exclusion should be put in place. If this is the case, then the host school will need to provide a written report of the incident.
- It is the responsibility of the host school to outline their Behaviour Policy and expectation to the excluded pupil at the start of the first day of the AE. The report card in Appendix A should, if appropriate, be completed and returned to the Excluding School either via email or via the excluded pupil upon their return to the Excluding School, to provide feedback on their work and behaviour whilst at the host school.
- The Portsmouth Academy will only be able to accommodate girls within this arrangement (until September 2017 when year will accommodate boys, as will following year groups subsequently. Likewise Trafalgar school will only be able to accommodate girls into year groups where applicants from girls have been part of that cohorts admissions policy.
- A Risk Assessment is attached to this document. Completion of the form will be left to the discretion of the excluding school and only completed if they deem it necessary.

As a general rule, if a school cannot host an AE then they should not participate in this arrangement.

Monitoring and Reviewing

Data will be monitored and reviewed by the Behaviour and Attendance Group, Secondary Lead Links and Primary Behaviour and Pastoral Strategic Leads as appropriate

Helpful Contacts

For advice and to discuss any particular circumstances please contact:

Neil Stevenson - Admissions, Attendance, Exclusions and Reintegration Service Manager - neil.stevenson@portsmouthcc.gov.uk - 023 92 841229

Stuart Wilkinson - Deputy Head Teacher, St Edmund's Catholic School, Portsmouth AE Protocol Initial Developer- swilkinson@saintedmunds.org.uk - 023 92 823766

School Contacts

Charter Academy

Lead Link - Lucy Owoh - l.owoh@charteracademy.org.uk

Alternative Exclusion Contact - L.Headland@charteracademy.org.uk - 023 92 824204

Miltoncross Academy

Lead Link - Alison Busby - a.busby@miltoncross.portsmouth.sch.uk

Alternative Exclusion Contact - afaye@miltoncross.portsmouth.sch.uk - 023 92 738022 ext. 212

Priory School

Lead Link - Lisa Kent - lkent@priorysouthsea.org

Alternative Exclusion Contact - Hayley Carmen - hcarman@priorysouthsea.org - 023 92 819115

St Edmund's Catholic School

Lead Link - Fiona Lunn - flunn@saintedmunds.org.uk

Alternative Exclusion Contact - Danny Salter - dsalter@saintedmunds.org.uk - 023 92 823766

The Portsmouth Academy

Lead Link - Dean Jenkins - djenkins@pafg.org.uk

Alternative Exclusion Contact - Claire Rhodes - crhodes@pafg.org.uk - 023 92 812822

Alternative Exclusion Notification Contact

Sarah Jetten - Senior Admissions Assistant (Exclusions and Reintegration) exclusions@portsmouthcc.gov.uk - 023 92 841568

REPORT CARD

Name: Excluding School: Host School: Date:

PERIOD	WORK COMPLETED	COMMENT ON BEHAVIOUR
1		
2		
3		
4		
5		
6		

Signed: (Pupil)

Signed: (Supervisor)

RISK ASSESSMENT AND RISK MANAGEMENT PLAN

Name : _____ Completed on: _____ Completed by : _____ Review
date: _____

BEHAVIOUR(S) CAUSING CONCERN (include frequency, probability and seriousness)	ENVIRONMENT(S) WHERE IT IS LIKELY TO BE SHOWN	KEY PREVENTATIVE STRATEGIES	KEY REACTIVE STRATEGIES	MONITORING and RECORDING ARRANGEMENTS

Signed:

Child/young person: _____ Parent/carer: _____ Person responsible: _____