

# EXCLUSION ARRANGEMENTS

These arrangements should be read in conjunction with other academy policies: Behaviour, Safeguarding.

Exclusions at Coppice Spring School are rare. We have a strong and personalised ethos of restorative and solution focused approaches to enable vulnerable children to develop their own strategies for self-regulation. If any exclusions are necessary, our exclusion arrangements provide detailed information. However, the following is a quick guide:

1. A pupil who is excluded will be given work for the time they would be away from the school site.
2. Parents and carers are informed verbally and in writing the reason for the exclusion and are invited to a return to school interview to integrate the young person with their peers.
3. The Local Authority is informed of exclusions and as all pupils at Coppice Spring School have an Education Health Care Plan or Statement of Special Educational Needs, the Local Authority monitor and support exclusions.
4. If a challenge is made to an exclusion, the Academy's Exclusions Arrangements are adhered to and the Local Governing Body would be notified of the challenge.

## **Fixed Term Exclusion**

Fixed term exclusions will be used as a last resort for students who have been unable to respond to the school's positive behaviour strategies and continue to disrupt the learning of others or present a risk to themselves or others.

Behaviours that lead to exclusion may include:

- Threatening or intimidating behaviour to other students or staff
- Serious assault on a student or member of staff
- Serious damage to school property
- Possession of or being under the influence of illegal substances
- Possession of a weapon on school premises

The length of the fixed term exclusion will depend on the seriousness of the offence but will usually be limited to one session (a half day).

- All incidents will be fully investigated by a member of the Leadership Team. A decision about how to proceed is then taken. The decision to exclude is the Headteacher's or in his absence the Deputy Headteacher's.
- Once this decision has been taken parents will be contacted, and if possible, the student should be collected immediately.
- Confirmation in writing, giving details of the incident and the length of the exclusion will be sent as soon as possible. Parents will be informed of their legal rights. Copies of the documentation will be sent to the Local Authority.
- Suitable work will be provided by all teaching staff for collection by the parents / carers.

- In the event of an exclusion of more than two days, home tutor support will be provided whenever possible
- A re-admission meeting involving the student, parent or carer and the Head / Deputy Headteacher should take place before the student returns to school.
- Details of the timing of the meeting will be contained in the exclusion letter and advised by telephone.
- Prior to the meeting the school will collate a pack of information on the pupil's current progress and attendance
- The meeting should
  - review the reasons for the exclusion
  - review targets in the Individual Education Plan
  - identify additional support needs and strategies
  - agree a home-school contract to support improved behaviour for learning
  - discuss the possibility of a Personalised Support Plan (PSP) and review cycle
- Copies of all documents will be placed in the student file and provided to parents / carers after the reintegration meeting

### **Permanent Exclusion**

Permanent exclusions from school is a last resort when all attempts to meet a students' Social, Emotional and Mental Health needs have failed, he/she is unable to conform to school expectations and their behaviour is having a serious impact on the learning and safety of others. Prior to this action being taken the school should have involved a number of outside agencies including the Local Authority with whom an alternative placement should be discussed.

Permanent exclusions could also result from serious incidents such as:

- Dealing in illegal substances
- Assault on a member of staff
- Bringing a weapon onto school premises.

This decision can only be made by the Head teacher and then has to be ratified by the Local Governing Body and Trust Board.