

Exclusion Policy

Policy: September 2020
Policy to be reviewed: September 2022

Introduction

At PHOENIXPLACE the decision to exclude a child for a fixed period or permanently is a **last resort** and will normally only be taken after the full range of alternative strategies have been tried and have failed or would be likely to fail, and only:

- when there has been a serious breach of discipline (please see Management of Behaviour Policy) , and
- if allowing the student to remain in school would seriously harm the education, safety or welfare of that student or others in the school.

Guidance from DfE 'Exclusion from maintained schools, academies and pupil referral units in England Statutory guidance for those with legal responsibilities in relation to exclusion September 2017' can be found [here](#)

Fixed Period Exclusions

A student may be excluded for one or more fixed periods (each to a maximum of 15 school days) not exceeding 45 school days in any one school year.

Reintegration meetings

The school considers it good practice to have reintegration meetings directly after a fixed period exclusion. These are to be attended by the student, parent/carer and any relevant stakeholder that the parent/carer wishes to attend. In the case that parents/carers are unable to attend a meeting will still take place between the student and a senior leader or mentor to discuss the exclusion. **A reintegration meeting must take place before the student returns back to school.**

Timetable adjustment

The school may adjust the student's timetable on return from exclusion if this is deemed necessary. These may mean that the student accesses a shorter timetable or is removed from certain curriculum areas. These adjustments are always time scaled and discussed with the parent/carer and reviews held to assess progress.

Behaviour Plans

PHOENIXPLACE reserves the right to put a young person on a Behaviour Plan at any time. We believe this is an effective way of improving areas of concern as it allows the young person to understand, and focus upon, what needs to change. The young person will continue on the plan until they;

- a) Show significant signs of improvement in the areas outlined on the plan and
- b) There are no other remaining behaviour concerns.

Behaviour plans will be reviewed every half term or sooner as agreed with parent/carer and referring authorities.

Students who do not show respect to school staff or follow the targets/expectations of the plan will not be removed from a plan.

Parent(s)/Carer(s) Obligations

Parents must sign the plan to show that they have read the comments and will discuss them with their child. If parents have any concerns then they can request a meeting at any time to review the plan.

Internal Exclusions

In some circumstances where it is felt an exclusion from PHOENIX PLACE would be highly detrimental to the emotional well-being of a student and where the school feels it could safely accommodate the student, internal exclusion is used. Our internal exclusion provision is provided off site at a local library where students are supported on a 1:1 basis to complete work missed and discuss and reflect on their behaviour and ways of avoiding repetition are provided during this time. This is called being 'educated off site' (EOS).

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Parents/Carers and other stakeholders would be informed if this is a plan of action.

Permanent Exclusion

The decision to exclude a child permanently is a final and serious phase in the process of dealing with disciplinary offences and would normally only be used when a range of other strategies have failed.

Responsibilities of the Head Teacher

When excluding a student, whether for a fixed period or permanently, the Head Teacher has a duty to inform the parents/carers without delay. This will normally only be done by telephone, and the telephone call will be followed by a letter posted First Class within one school day as well as emailed.

The letter will include information about:

- the reason(s) for the exclusion;
- the period of a fixed-period exclusion or, for a permanent exclusion, the fact that it is permanent;
- parents' right to make representations about the exclusion to the governing board (in line with the requirements set out in paragraphs 52 to 60) and how the pupil may be involved in this;
- how any representations should be made; and
- where there is a legal requirement for the Strategic Advisory Panel to consider the exclusion, that parents have a right to attend a meeting, to be represented at that meeting (at their own expense) and to bring a friend.
- the arrangements for the continuing education of the student, including setting and marking of work.

'Exclusion from maintained schools, academies and pupil referral units in England Statutory guidance for those with legal responsibilities in relation to exclusion September 2017'

Exclusion Meetings

The exclusion meeting will normally take place within the school site and will be led by Head Teacher, Pastoral manager and/or additional senior leadership where necessary.. All relevant parties will be invited to the meeting. The meeting will allow the parent/carers to state their case and in the case of a permanent exclusion give them an opportunity to make an appeal against the decision.

If the Head Teacher extends the fixed period or converts it into a permanent exclusion following the Exclusion Meeting, they will write again to the parents/carers with this information. The Head Teacher also has a duty to inform the Strategic Advice Panel of all exclusions and relevant referring authorities.

Removal from the Admissions Register

The name of a student who has been permanently excluded from the school will not be removed from the Register until after the Exclusion Meeting has taken place and Local Authority contacted and confirmation received.

This policy should be read in conjunction with

- Management of Behaviour Policy
- Anti-bullying Policy
- Safeguarding Policy