

## **Ludgvan School** **Exclusion of Pupils Policy**

### **Rationale**

Ludgvan School has a school discipline policy that aims to ensure that our children develop good emotional, social and behavioural skills that will equip them well for life and has procedures in place to ensure the safety and well-being of all members of the school community. The discipline policy includes strategies to help improve the behaviour of individual pupils and consequently avoid exclusion.

However in rare cases it may be necessary to exclude a pupil:-

- In response to a serious breach of the School's discipline policy;
- If allowing the pupil to remain in School would seriously harm the education or welfare of the pupil or others in the School.

Exclusion is an extreme sanction and is only administered by the Principal (or, in his absence, the Vice Principal and Senior Leadership Team).

### **Procedures for exclusion**

There are two types of exclusion:-

- Fixed Period Exclusion
- Permanent Exclusion

Exclusion, whether fixed period or permanent may be used for unacceptable behaviour and serious infringements of the school's discipline policy. Please see the appendix for the national standard list of reasons for exclusion.

This is not an exhaustive list and there may be other situations where the Principal makes the judgment that exclusion is an appropriate sanction.

### **Fixed period exclusion**

Fixed period exclusions are of short duration (usually between one and three days). The DfE regulations allow the Principal to exclude a pupil for one or more fixed periods not exceeding 45 school days in any one school year.

The length of the exclusion will be determined by the Principal depending upon the severity of the misconduct. This may be lengthened by up to 5 days to give more time to meet with parents and other professionals in order to put appropriate plans in place to support the pupil on their return to school.

Procedure for fixed period exclusion:

- Following exclusion parents are contacted immediately by telephone to arrange collection and supervision of the pupil. A letter will also be sent giving the reason for the exclusion and the date the exclusion ends. Ludgvan School uses the model letter supplied by the local authority which also gives information to parents regarding their rights to contact the Governing Body, the Local Authority and national support services if they wish to do so. This letter follows the DfE legal requirements.
- The Principal will also inform the Local Authority of any fixed period exclusion using the form provided by Cornwall Attendance and Exclusion team.
- The Principal will make arrangements for the excluded child to receive schoolwork to do at home until he/she returns to school.
- Educational provision must be made from the first full day of exclusion for all Looked After Children (LAC) and from the sixth full day of exclusion for all other pupils.
- A reintegration meeting will be held at school for the parents, pupil and appropriate school

staff, including a member of the Leadership team when the pupil returns to school.

- The Principal must inform the Governing Body if a pupil is excluded for more than 15 days in one term.

### **Permanent Exclusions.**

Procedures for permanent exclusion:

- The Principal informs the parents/carers of the exclusion both verbally and in writing. Ludgvan School uses the model letter supplied by the Local Authority that inform the parents/carers of their rights to make representations to the school's Governing Body and Local Authority.
- The Principal will notify the Local Authority and the schools Governing Body within one day.
- The Governing Body's Pupil Care and Discipline Committee will convene a meeting within 15 school days of notification to consider the case. They will invite the parent/carers, Principal and a Local Authority officer.
- The child remains on the school register until the appeals procedure is completed or until the parents/carers confirm that they accept the exclusion and intend to make other arrangements. The Principal will arrange for work to be set and monitored during the first 5 days of the exclusion and then this responsibility is taken over by the Local Authority.

A child will only be excluded from school as a last resort.

### **Alternatives to Exclusion**

Alternative strategies to exclusion are included in the Discipline policy. The threat of a permanent exclusion will never be used as the means to coerce parents to move their child to another school.

### **Lunchtime Exclusion**

The school's Discipline policy states the response for pupils whose behaviour at lunchtime is unacceptable on several occasions. This includes withdrawal and supervision in school over lunchtime for fixed periods.

### **Behaviour Outside School**

Pupils' behaviour outside School on school activities, for example school trips or sports events, is subject to the School's Discipline policy and unacceptable behaviour will be dealt with as if it had taken place in School. For behaviour outside School but not on linked to a school activity this policy will still have effect if there is a clear link between that behaviour and maintaining good behaviour and discipline in school. If pupils' behaviour in the immediate vicinity of the school or on a journey to and from school is poor and meets the school's criteria for exclusion then the Principal may decide to exclude.

### ***Appendix***

*National Standard List of Reasons for Exclusion*

Reviewed: July 2019

To be reviewed by Staff and Governors: July 2021

## **NATIONAL STANDARD LIST OF REASONS FOR EXCLUSION**

### **PP - Physical assault against pupil**

Includes:

- Fighting
- Violent behaviour
- Wounding
- Obstruction and jostling

### **PA - Physical assault against adult**

Includes:

- Violent behaviour
- Wounding
- Obstruction and jostling

### **VP - Verbal abuse / threatening behaviour against pupil**

Includes:

- Threatened violence
- Aggressive behaviour
- Swearing
- Homophobic abuse and harassment
- Verbal intimidation
- Carrying an offensive weapon

### **VA - Verbal abuse / threatening behaviour against adult**

Includes:

- Threatened violence
- Aggressive behaviour
- Swearing
- Homophobic abuse and harassment
- Verbal intimidation
- Carrying an offensive weapon

## **BU - Bullying**

Includes:

- Verbal bullying
- Physical bullying
- Homophobic bullying
- Racist bullying

## **RA - Racist abuse**

Includes:

- Racist taunting and harassment
- Derogatory racist statements
- Swearing that can be attributed to racist characteristics
- Racist bullying
- Racist graffiti

## **SM - Sexual misconduct**

Includes:

- Sexual abuse
- Sexual assault
- Sexual harassment
- Lewd behaviour
- Sexual bullying
- Sexual graffiti

## **DA - Drug and alcohol related**

Includes:

- Possession of illegal drugs
- Inappropriate use of prescribed drugs
- Drug dealing
- Smoking
- Alcohol abuse
- Substance abuse

## **DM - Damage**

Includes damage to school or personal property belonging to any member of the school community:

- Vandalism
- Arson
- Graffiti

## **TH - Theft**

Includes:

- Stealing school property
- Stealing personal property (pupil or adult)
- Stealing from local shops on a school outing

- Selling and dealing in stolen property

**DB - Persistent disruptive behaviour**

Includes:

- Challenging behaviour
- Disobedience
- Persistent violation of school rules

**OT - Other**

Includes incidents which are not covered by the categories above, but this category should be used sparingly.