



THE HOLLINS

EXCLUSIONS POLICY

Date Agreed : Autumn 2020

To Be Reviewed : Autumn 2021

Version Number	Purpose of Change	Details of change	Author	Date
2.0	Reviewed Policy 2018/2019 – SCA/HDO	Pg.4. 4.5	C Burns	September 2018
2.1	Reviewed Policy 2019/2020 – HDO & PW Committee	Pg. 3. Not an exhaustive list	C Burns	January 2020

There may be occasions when the Headteacher will exclude a pupil for either a fixed term or permanently.

1 FIXED TERM EXCLUSION

- 1.1 A pupil may be excluded for a fixed term for an isolated incident or where normal sanctions have failed to improve behaviour over a period of time.
- 1.2 A fixed term exclusion may be from 1 day to 45 days, up to a maximum of 45 days in a given academic year.
- 1.3 The school is responsible for offering suitable education from the 6th day.
- 1.4 The decision to exclude will be made by the Headteacher, or person acting with the Headteacher's authority.

2 PERMANENT EXCLUSION

- 2.1 A pupil may be permanently excluded where a serious incident has occurred or where previous sanctions, including fixed term exclusion have failed to improve behaviour.
- 2.2 The decision to exclude will be made by the Headteacher, or person acting with the Headteacher's authority.

3 BEHAVIOUR THAT MAY RESULT IN EXCLUSION (this is not an exhaustive list)

- 3.1 Exclusion may be considered appropriate for incidents that occur:
 - On school premises
 - While travelling to and from school
 - On supervised visits from school
 - At any other such time, where the incident is clearly linked to the school
- 3.2 The list below sets out a range of incidents for which exclusion may be considered appropriate:
 - Verbal abuse towards a member of staff
 - Physical aggression towards a member of staff or another pupil
 - Threatening or bullying behaviour
 - Refusal to accept school rules
 - Refusal to follow instructions
 - Possession of a weapon(*) (see 3.4)
 - Theft
 - Damage to property
 - Sexually related incidents
 - Action that brings the school into disrepute
 - Racial incidents
 - Smoking during school hours, including travelling to and from school
 - Any other incident deemed serious by the headteacher

- Possession of illegal substances (see 3.3)

(* by weapon: - an object brought into school or used in school but taken without knowledge or permission which could, if used against another person, cause injury or harm.

- 3.3 The Governing Body has agreed that there should be clear guidelines with regard to illegal substances. Any pupil found to be possessing or under the influence of illegal substances during school hours, including while travelling to and from school, will result in a 5-day fixed term exclusion for a first offence and a permanent exclusion for a second offence. Anyone supplying an illegal substance will be permanently excluded. This policy can also be applied to legal 'drugs' or chemicals which can change the state of a person's mind without prescription.
- 3.4 The Governing Body has agreed that there should be clear guidelines with regard to weapons. Any pupil who chooses to bring a weapon onto the school premises or carries it while travelling to and from school will be permanently excluded. (Circumstances involving pupils with a statement of SEND will be considered individually).
- 3.5 The Headteacher may also notify the police of any incident that involves a breach of current legislation.

4 PROCEDURES FOR EXCLUSION

- 4.1 When a decision has been made to exclude a pupil the school will telephone the parent/carer and request that arrangements are made to collect their child from school immediately or the child will be supervised in the Respect room. The child must be accompanied from school by an adult or permission obtained by a legal guardian.
- 4.2 A letter will be provided to the parent/carer with details of the incident and full instructions of the procedures involved.
- 4.3 The letter will take account of Government and Local Authority Guidance and will include:
- The category of the exclusion and, for fixed period exclusions, the number of days that the exclusion is effective for and the date of return
 - The reason for the exclusion
 - The arrangements to provide work for the pupil if requested
 - The parent/carer's rights to either make representations to or request a review by the Governing Body of the decision to exclude, including time restrictions
 - The parent/carer's right to see the pupil's school record
 - Contact details for the Local Authority and the Advisory Centre for Education.
- 4.4 In all fixed term exclusions the parent/carer will be asked to attend a re-integration interview usually before the pupil's return to school. This will be stated in the letter.
- 4.5 Work may be provided for the pupil for the first 5 days of any period of exclusion if the parents request it. Every endeavour will be made to make this available promptly.
- 4.6 The Local Authority and the Chair of the Governing Body are to be informed immediately of all permanent exclusions and fixed term exclusions that exceed 5 days.

- 4.7 The Local Authority and the Governing Body will be informed termly of all exclusions.
- 4.8 Government and Local Authority Guidance will be followed with regard to the procedures that should be followed by the Governing Body in reviewing, where appropriate, any decision to exclude.