



Exclusions Policy

Policy Reference: S5

To be reviewed: Student Services Committee

Policy Owner: Richard Potter

Policy Progression: Revisions		
Date	Reviewed by	Description of changes
2/2/15	Student Services Committee	Cost changes and some amendments to criteria.
23/3/15	Full Governors	Ratification

Date Approved	23/3/2015
Date Reviewed by	Spring 2017 (normal period every 3 years)
Signature of Chair	
Print Name	Vicky Read

EXCLUSIONS POLICY

Sir Harry Smith Community College is an inclusive college, committed in policy and practice to recognition of the equal value of each member of the community and to equality of opportunity for all. We recognise that exclusions from the College community, whether fixed term or permanent, is damaging to a students' self esteem, and diminishes the sense of belonging to our community. As such, they are used sparingly and only as part of an overall behaviour strategy, which seeks to develop a culture of inclusion, ownership and responsibility for one's own behaviour.

The College seeks to avoid permanent exclusions. These take place only for very serious incidents or when all other strategies have been tried and have failed over time. Fixed term exclusions are used when other strategies and sanctions have not been effective over time, or when there has been an isolated breach of discipline of a serious nature. Exclusion is an extreme sanction and is only administered by the Principal (or, in the absence of the Principal, a Deputy Principal).

Exclusion, whether fixed term or permanent may be used for any of the following, all of which constitute examples of unacceptable conduct, and are infringements of the College's Student Behaviour Policy:

- ❖ Verbal abuse to staff and others.
- ❖ Verbal abuse to students.
- ❖ Physical abuse to/attack on staff.
- ❖ Physical abuse to/attack on students.
- ❖ Indecent behaviour.
- ❖ Damage to property.
- ❖ Misuse of illegal drugs.
- ❖ Misuse of other substances.
- ❖ Theft.
- ❖ Serious actual or threatened violence against another student or a member of staff.
- ❖ Sexual abuse or assault.
- ❖ Supplying an illegal drug.
- ❖ Carrying an offensive weapon.
- ❖ Arson.
- ❖ Unacceptable behaviour which has previously been reported and for which College sanctions and other interventions have not been successful in modifying the student's behaviour.

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

Behaviour Outside College

Students' behaviour outside College on College "business", for example trips and journeys, sports fixtures or a work experience placement is subject to the College's Student Behaviour Policy. Unacceptable behaviour in these circumstances will be dealt with as if it had taken place in College. For behaviour outside College, but not on College business, this policy will still have effect if there is a clear link between that behaviour and maintaining good behaviour and discipline among the student body as a whole. If students' behaviour in the immediate vicinity of the College or on a journey to and from College is poor and meets the College criteria for exclusion then the Principal may decide to exclude.

Lunchtime Exclusion

Students whose behaviour at lunchtime is disruptive may be excluded from the College premises for the duration of the lunchtime period. Lunchtime exclusions are counted as one half of a College day for statistical purposes. Lunchtime exclusions are not counted towards the College's duty to provide full-time education from day six of a fixed period exclusion.

Students with Special Educational Needs and Disabled Students

The College must take account of any special educational needs when considering whether or not to exclude a student. We have a legal duty under the Disability Discrimination Act 1995 not to discriminate against disabled students by excluding them from College for behaviour related to their disability. The Principal should ensure that reasonable steps have been taken by the College to respond to a student's disability, so the student is not treated less favourably for reasons related to their disability. 'Reasonable steps' could include:

- ❖ Differentiation in the school's Behaviour Policy.
- ❖ Developing strategies to prevent the student's behaviour.
- ❖ Requesting external help with the student.
- ❖ Staff training & awareness.

Where reasonable adjustments to policies and practices have been made to accommodate a student's needs and to avoid the necessity for exclusion as far as possible, exclusion may be justified if there is a material and substantial reason for it. A specific incident affecting order and discipline in the school may be such a reason.

Please note:

- ❖ Most exclusions are of a fixed term nature and are of short duration (usually between one and three days);
- ❖ The DCSF regulations allow the Principal to exclude a student for one or more fixed periods not exceeding 45 school days in any one school year;
- ❖ The Governors have established arrangements to review promptly all permanent exclusions from the College and all fixed term exclusions that would lead to a student being excluded for over 15 days in a College term or missing a public examination;
- ❖ Following exclusion, parents are contacted immediately, where possible. A letter will be sent by post giving details of the exclusion and the date the exclusion ends, along with notification of the reintegration meeting (in the case of lunchtime exclusion, the number of lunchtimes for which the student is being excluded and, if applicable, the arrangements for the students to receive free school meals);
- ❖ A return to College reintegration meeting will be held following the expiry of the fixed term exclusion. This should involve a member of the Senior Leadership Team and/or the Year Team Leader and other staff, where appropriate. The student should normally attend all or part of the interview;
- ❖ During the course of a fixed term exclusion where the student is to be at home, parents/carers are advised that the student is not allowed on the College premises and that daytime supervision is their responsibility, as parents/carers. Work will be set for completion during the first five school days;
- ❖ When a student is given a fixed period exclusion of duration of six College days or longer, the College has a duty to arrange suitable full-time educational provision from and including the sixth school day of the exclusion.

The College follows Cambridgeshire's County Council guidance together with the DFE. For further guidance on permanent and fixed exclusions, please refer to DCFS 'Improving behaviour and attendance: guidance on exclusion (fixed and permanent) from schools and Pupil Referral Units' DCSF-00573-2008