

South Bromsgrove High

Exclusions Policy

Reviewed by Governors
Next review due
COVID-19 Annex reviewed
COVID-19 Annex review due
Policy responsibility

September 2019
September 2020
15th June 2020
24th September 2020
Headteacher

Exclusions Policy

Introduction

The Governing Body recognise that, on occasions, it may be necessary to exclude an individual or individuals either for a fixed period, not exceeding forty five days in any one academic year, or, in very infrequent circumstances, permanently.

Our school uses exclusions as a last resort and when other sanctions have been unsuccessful resulting in an undermining of the school's Behaviour Policy or if an incident has crossed the threshold when an internal sanction would normally be applied.

Conduct of students in the immediate vicinity of the school may be relevant and can be considered as grounds when considering the case for an exclusion.

The school recognises the need to be able to demonstrate with adequate evidence that all reasonable steps have been taken and/or that the presence of the student is likely to be severely detrimental to his/herself, other students or staff.

In determining an exclusion as a school we will take due consideration of the Equality Act and the SEN Code of Practice.

Procedures

It is the Headteacher's responsibility to exclude a student. However, in the absence of the Headteacher, the Deputy Headteacher (Pastoral) will take on delegated duty on behalf of the Headteacher.

Students will be given an opportunity to give their account of the incident before a decision is made about an exclusion.

When the decision is made to exclude a student, the following process will occur:

1. The student's parents or carers are informed by telephone as soon as possible after the decision has been made.
2. A date for a reintegration meeting will be arranged – often during the phone call to inform parents/carers of the exclusion.
3. The student may take a formal notification letter home indicating brief details of the reason for exclusion, the period of exclusion, the right of parents/carers to appeal, details of work set, and the date for re-admission.
4. The same letter will be posted first class.
5. Work will be arranged for the students to take home or for the parent/carer to pick up from school.
6. The Chair of Governors will always be provided with the relevant information in the case of all exclusions within one school day and the LA will be included in correspondence in the case of a permanent exclusion.

The Governing Body does not pre-determine that any particular incident will automatically result in permanent exclusion and each case which gives rise to very serious concern is investigated and decisions made on its merit. The school has a historically very low rate of permanent exclusion.

Parents/Carers have the opportunity to share their views regarding the decision to exclude their son/daughter at a Governors' Discipline Committee Meeting where an exclusion exceeds 5.5 days. In all cases of exclusion parents/carers will be informed of their right to make representations to the Governing Body.

Readmission/reintegration meeting

In the case of a fixed term exclusion the student and parents/carers will be invited into school to discuss with a senior member of staff and/or the Heads of Year the incident that led to exclusion and terms of readmission. This will involve an acceptance by the student of their wrong-doing, an appropriate response about a level of conduct on return and details of support that will be made available to the student if this is necessary.

Work provided during an exclusion

Reading, written work or on-line study will be made available during the period of exclusion. It is the responsibility of parents/carers to return work to school to be marked. For students with an additional educational need this will be matched appropriately to their Health and Care Plan (EHCP) or as identified by their SEN Support status in line with the Code of Practice.

In cases of exclusions that are 5.5 days or more, are permanent or result in a student missing a public examination, the School Discipline Committee of the Governing Body will meet. Where possible, the timescales set out by the Department for Education for this meeting will be followed. In the case of a fixed term exclusion between 5.5 and 15 days the School Discipline Committee will meet between the 6th and 50th school day after the notification of an exclusion. Where an exclusion is 15.5 days or more, is a permanent exclusion, or means a student will miss a public examination the School Discipline Committee will meet within 15 school days or before the public examination date. Such hearings will follow the procedures recommended by the LA and the Department for Education Guidelines for Student Exclusions.

Where a student is given a fixed period of exclusion of a duration of 6 days or longer, the school will arrange suitable full time educational provision from and including day six of exclusion. In the case of a permanent exclusion the LA is responsible for providing a student with alternative education from day six of the permanent exclusion.

During the initial period of up to 5 school days, the parents/carers of the excluded student must ensure that he/she is not present in a public place during normal school hours without reasonable justification. This requirement applies whether or not the student is in the company of parents/carers. The above policy should be read in conjunction with the Behaviour Policy, Shared Respect Policy, and the Drugs Policy.

This policy is written to take account of the statutory guidance from the Department of Education. This guidance is available via the following link:

<https://www.gov.uk/government/publications/school-exclusion>

This policy is examined and renewed annually.

COVID-19 annex - and additional measures to support safety during a pandemic

The DfE have issued additional guidance on temporary changes in relation to exclusions during the partial school closure. This can be found at:

<https://www.gov.uk/government/publications/school-exclusion>

The arrangements came into force on 1st June 2020 and will apply to all exclusions occurring from then until 24th September 2020 (inclusive of those dates).

The safety of staff, students and their families during the COVID-19 pandemic is of paramount importance. In order for the school to support the wider reopening of the school safely the Senior Leadership Team

have completed an extensive risk assessment. This includes a more stringent set of expectations which are outlined in the school's COVID Code of Conduct (see Appendix A) and are in addition to the expectations described in the school's Behaviour Policy. In order for their child to return to school, parents need to confirm that they have read the COVID Code of Conduct and discussed it with their child by emailing codeofconduct@southbromsgrove.worcs.sch.uk

The school uses exclusions as a last resort but in the context of the COVID-19 pandemic it would not be possible to adopt a staged approach in relation to any behaviour that does not comply with the COVID Code of Conduct. Where students do not comply with expectations, they will be sent home and this will be recorded as a temporary exclusion in accordance with the school's Exclusion Policy. Readmission meetings will take place with the student prior to their next timetabled session to decide if it would be appropriate for them to re-join their Learning Bubble. Parents/carers will be able to participate in this meeting via phone or through a virtual meeting platform.

The Governing Body will review this policy in line with the DfE's end date for the duration of the temporary changes – 24th September 2020

Appendix 1

Covid-19 Code of Conduct

We are very much looking forward to welcoming you back to school and supporting you with your studies. However, as our main priority is keeping you and others safe while you are at school, we need you to agree to follow everything below:

Being in school

- I will respect the 'bubble' principle that the school have put in place to ensure everyone's safety. I will not try to leave the bubble whilst in school or try to enter any other bubble. I will not congregate with students in other bubbles outside the school building before or after sessions.
- I will arrive on time, and no more than 5 minutes before my designated session time and I will maintain a 2 metre distance from all other students.
- I will enter and leave the school through the door that I have been told to. I will follow the instructions of my bubble teacher regarding social distancing and handwashing.
- When asked to by my bubble teacher, I will go straight to the classroom that I have been given and sit in the seat that has been assigned to me.
- I will not leave my designated classroom without permission.
- I will keep at a distance of at least two metres apart from teachers and other students at all times (except in an emergency).
- I will follow the teacher's instructions when asked to do so without questioning them or requiring an explanation from them.
- I will wash my hands with soap and water for a minimum of 20 seconds when told to do so. I know that I will have to do this when I enter the school building, following my bubble teacher's instructions.
- I know that I must not come into school (or onto the school grounds) at any time other than the time given to me.
- I will wear my own clothes (not school uniform) and wash them when I get home. I will choose clothes that are appropriate for school.

Being Prepared

- I will bring pens to use and will not share equipment or ask to borrow equipment from other students.

- I will bring enough water to last me for the time I am in school, as the water fountains will be out of use.

If I...

- sneeze I will catch it in a tissue, immediately put the tissue in a bin and wash my hands for at least 20 seconds. If I have no tissue, I will sneeze into the inside of my elbow and turn away from anyone close to me as I do so.
- need to blow my nose I will immediately put the tissue in a bin and wash my hands for at least 20 seconds.
- cough I will catch it in a tissue, immediately put the tissue in a bin and wash my hands for at least 20 seconds. If I have no tissue, I will cough into the inside of my elbow and turn away from anyone close to me as I do so.
- need the toilet, I agree to be accompanied to the outside of the toilet by a member of staff. I know that there will be a designated toilet for me to use, depending on where in the building my classroom is, and that I will wash my hands for at least 20 seconds afterwards.
- feel unwell whilst at school, I will inform my bubble teacher immediately.
- have any Covid-19 symptoms, including a new, continuous cough, a high temperature or a loss or change to taste and/or smell, I will stay at home and my parents/carers will contact the school immediately.

When I am not in school

- I will continue to complete the work set for me by my teachers at home, and to take part in Teams lessons. I know that the in school sessions are to enhance, not replace this learning.

We know this is unlikely, but...

- I know that if I cannot agree to what is set out in this document by signing, then I will not be able to return to school.
- If I do not follow what is set out here, or refuse to follow the instructions of a member of staff, I will be sent home and I will not be permitted to return. I understand that in these circumstances, second chances and warnings are not possible as they risk other people's safety.
- If I am not permitted to return to school as a result of my behaviour, it will count as an exclusion, as the school has to record it in this way.

Student signature: _____

Parent signature: _____

Date: _____