



SAPIENCE
GIRLS ACADEMY

EXCLUSION POLICY

2023-24

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EXCLUSION POLICY

1. OVERVIEW

The Headteacher and trustees must have regard to the guidance contained in this document, ethos of the school and LA guidance on exclusion (which will also be read in conjunction with the ethos of the school) when deciding:

- Whether to exclude a pupil for a fixed period or permanently
- The length of the exclusion
- (Where applicable) whether to direct the headteacher to reinstate an excluded pupil

A decision to exclude a child for a fixed period or permanently will be taken only:

- In response to serious breaches of the school's behaviour policy which is based on the ethos of the school; and
- If allowing the pupil to remain in school would seriously harm the education, morality or welfare of the pupil or of others in the school.

Exclusion from school is the most serious sanction available for dealing with misbehaviour and as such is, it is reserved for only the most serious incidents or persistent recurrence of unacceptable and disruptive behaviour. Among reasons for considering exclusion will be instances of behaviour such as:

- Serious assault of another pupil
- Unprovoked assault of another pupil where the other pupil does not respond
- Total loss of control when hitting out/swearing
- Repeated bullying after warning and failure to respond to other measures
- Endangering others by reckless behaviour
- Misuse of the fire alarm
- Foul and abusive language to a member of staff
- Threatening a member of staff
- Physical abuse of a member of staff
- Severe damage to property
- Repeated or very serious theft
- Contact/setting up contact with boys/boyfriends for self or others
- Sneaking out of the school premises
- Smoking
- Drinking
- Illegal acts such as: the possession and/or selling of illegal substances; possession/use of offensive weapons such as a knife
- Combinations of the above affecting the education of others.
- This list is not exhaustive and may include other serious offences.

The decision to exclude a pupil is the responsibility of the Headteacher of the school. The decision to exclude will not be taken in the heat of the moment unless there is an immediate risk to the safety of others in school or the pupil concerned. There will be consideration of:

- The severity of the offence
- All relevant facts and firm evidence to support the allegations made and secure written accounts from any witnesses
- The pupil's previous record
- Background context
- What support has been offered to the pupil
- Whether the decision to permanently exclude a pupil complies with any procedural requirements in the school's behaviour policy
- The pupil's version of events
- Where doubt remains the headteacher should not use exclusion as a disciplinary sanction
- Where a pupil is excluded following a criminal offence outside of school, the police must be informed.
- When a pupil has been withdrawn from lessons pending a meeting of staff, if the decision of the meeting is to exclude, the number of days' exclusion will be based on the situation in question, although the number of days withdrawn be a part of the consideration given. If the situation warrants exclusion, internal withdrawal will not override this decision.

2. FIXED PERIOD EXCLUSION

The Headteacher remains able to exclude a pupil for up to 45 days in a school year.

- Where a pupil is excluded for a fixed period, the school undertakes to set and mark work for exclusions of more than three days.

3. PERMANENT EXCLUSION

This sanction will be used in extreme circumstances only. These might include the offences listed above **or an accumulation of at least three previous exclusions**. Before permanently excluding a student the headteacher will always consult the trustees.

4. PROCEDURES FOR EXCLUSION

- When an incident has taken place, the school reserves the right to withdraw a pupil from lessons within school for up to two days in the first instance in order that relevant information can be obtained and collated. This decision will be taken by the Headteacher.
- The school undertakes to inform parents as soon as possible about the nature of the incident and what the interim arrangements are.
- Once the information has been gathered the decision regarding exclusion will then be made.
- If the decision taken is to exclude, the school undertakes to inform the parent as soon as possible by telephone explaining the decision and reasons for exclusion,

arrangements for the pupil's return to school, who the parents should contact if they wish to state their case and an invitation to attend a meeting with the trustees.

5. BEHAVIOUR OUTSIDE SCHOOL

Student' behaviour outside School on school "business" for example educational visits and journeys, away school sports fixtures or a work experience placement is subject to the School's Behaviour for Learning Policy. Inappropriate behaviour in these circumstances will be dealt with as if it had taken place in school. If student' behaviour in the immediate vicinity of the school or on a journey to and from school is inappropriate and meets the school criteria for exclusion, then the Headteacher may decide to exclude.

6. MONITORING AND EVALUATION

The headteacher will review this policy every two years.