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# The Olive Tree Primary School Bolton

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**BEHAVIOUR AND DISCIPLINE  
ADDENDUM - SCHOOL  
EXCLUSIONS POLICY**

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December 2017

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## Appendix 3

### **Rationale**

This policy is an addendum of The Olive Tree Primary School Behaviour Policy; it deals with the policy and practice, which informs the School's use of exclusion. It is underpinned by the shared commitment of all members of the School community to achieve a very important aim;

To ensure the safety and well-being of all members of the School community, and to maintain an appropriate educational environment in which all can learn and succeed.

### **Introduction**

The decision to exclude a pupil will be taken in the following circumstances;

- ❖ In response to a serious breach of the School's Behaviour Policy
- ❖ If allowing the student 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 the absence of the Principal, the member of the Senior Leadership Team who is acting in that role).

- ❖ 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 Behaviour Policy;
- ❖ Unacceptable behaviour which has previously been reported and for which School sanctions and other interventions have not been successful in modifying the pupil's behaviour
- ❖ Verbal or physical abuse of other pupils or school staff
- ❖ Aggression towards other pupils leading to the possibility of physical or emotional harm
- ❖ Indecent behaviour – We are mindful that any cases involving very young children or inappropriate sexual behaviour will be reported the Social services as a matter of urgency.

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

### **Exclusion procedure**

- ❖ Most exclusions are of a fixed term nature and are of short duration
- ❖ 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 Governors have established arrangements to review promptly all permanent exclusions from the School and all fixed term exclusions that would lead to a student being excluded for over 15 days in a school term or missing a public examination.
- ❖ The Governors have established arrangements to review fixed term exclusions which would lead to a student being excluded for over five days but not over 15 days in a school term where a parent has expressed a wish to make representations
- ❖ 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. Parents have a right to make representations to the Governing Body and the LA as directed in the letter
- ❖ A return to School meeting will be held following the expiry of the fixed term exclusion and this will involve a member of the Senior Management Team and other staff where appropriate

- ❖ During the course of a fixed term exclusion where the pupil is to be at home, parents are advised that the pupil is not allowed on the School premises, and that daytime supervision is their responsibility, as parents/guardians.
- ❖ Work will be provided by the class teacher. If exclusion goes beyond the five days then Day 6 provision will be put into place. If possible a designated area in school will be used for the teaching and learning of the child. Full access to the usual curriculum for the age of the child will be provided by the school. A member of support staff will be assigned to supporting the child(ren) for the remainder of the exclusion period. Once the period is over full support will be given to the child to ensure smooth integration back into the mainstream system.

### **Permanent Exclusion**

The decision to exclude a student permanently is a serious one. There are two main types of situation in which permanent exclusion may be considered.

1. The final, formal step in a concerted process for dealing with disciplinary offences following the use of a wide range of other strategies, which have been used without success. It is an acknowledgement that all available strategies have been exhausted and is used as a last resort. This would include persistent and defiant misbehaviour including bullying (which would include racist or homophobic bullying).

2. When a serious criminal act has been committed, the school will involve the police in any such offence.

### **Appealing an Exclusion decision**

- ❖ Appeals can be made to an independent review panel.
- ❖ Where requested by a parent, an SEN expert needs to be appointed by the local authority or academy trust to advise the independent review panel.
- ❖ The independent review panel can uphold the decision to permanently exclude a pupil; recommend that the governing body reconsider its decision; or direct the governing body to reconsider its decision.
- ❖ Where a governing body decides not to offer to reinstate a pupil following a direction from a panel to reconsider its decision, the panel is expected to require an adjustment to a schools budget or payment of £4000 towards the cost of alternative provision.
- ❖ Where a parent alleges discrimination (under the Equality Act 2010) in relation to a fixed period or permanent exclusion, they are able to make a claim to the First-tier Tribunal (for disability discrimination) or a County Court (for other forms of discrimination).

**General factors the School considers before making a decision to exclude.**

Exclusion will not be imposed instantly unless there is an immediate threat to the safety of others in the School or the student concerned. Before deciding whether to exclude a pupil either permanently or for a fixed period the Principal will;

- ❖ Ensure appropriate investigations have been carried out
- ❖ Consider all the evidence available to support the allegations taking into account the school policies
- ❖ Allow the student to give her/his version of events
- ❖ Check whether the incident may have been provoked.

If the Principal is satisfied that on the balance of probabilities the student did what he or she is alleged to have done, exclusion will be the outcome.

Reviewed and Approved by Board of Governors 17/12/17