

Exclusion Policy

Step by Step School is an inclusive school, committed in policy and practice to recognition of the equal value of each member of the community and to equality of opportunity for all.

In determining the Exclusion Policy of Step by Step School, the safety of pupils and staff is of paramount importance.

A decision to exclude a pupil either for a fixed term or permanently is seen as a last resort by the School, while always bearing in mind its duty of care to all pupils and staff.

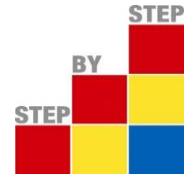
The School is responsible for communicating to pupils, parents and staff its expectations of standards of conduct. A range of policies and procedures is in place to promote good behaviour and appropriate conduct, for example the Behaviour, Physical Intervention and Anti-bullying Policies.

The School will take into account the special educational needs of its pupils when considering whether or not to exclude a pupil. The Head Teacher will ensure that reasonable steps have been taken by the School to respond to a pupil's disability so the pupil is not treated less favourably for reasons related to the disability.

Reasonable steps will include:

- Consideration of all aspects of the School's Behaviour Policy
- Checking on any possible provocation
- Functional assessment of the behaviour
- Where possible, discussion with the pupil
- Communicating with parents and the funding Authority throughout the process
- Developing strategies to prevent/manage the pupil's behaviour
- Setting targets and agreeing on an individual action plan
- Where appropriate, seeking external input
- Adopting a multi-agency approach
- Requesting external help
- Staff training

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Where feasible, the school will look at one or more of the following alternatives to exclusion:

- Modifying the behaviour guidelines of the child to seek to address the behaviour and issues exhibited.
- Seeking interim additional funding from the Local Authority in order to ensure the safety of the pupil and the school community, and to ensure the school's property and equipment is preserved.
- A managed move – if the behaviour of the pupil is such that the school cannot provide an appropriate placement, the school may request the placing Local Authority to initiate an interim review and/or to make alternative educational provision.

Where reasonable adjustments to policies and practices have been made to accommodate a pupil'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 **decision to exclude** a pupil will only be taken where allowing the pupil to remain in school would potentially:

- Cause injury to staff or pupils
- Cause damage to school property as a result of the behaviour
- Cause a breach of the school's policies
- Compromise the welfare and safety of the pupil or others in the school
- Harm the education of the pupil or others in the school

No exclusion will be initiated without having first exhausted other strategies or, in the case of a serious single incident, a thorough investigation.

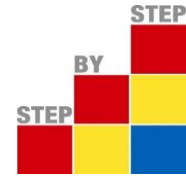
Decision to exclude

An exclusion will not be enforced if doing so may put the safety of the pupil at risk, for example, if safety or wellbeing is compromised in the home setting.

If there is a threat to the health, safety and well-being of the school community, a decision to exclude may be taken immediately. In any other circumstances, a decision to exclude a pupil will only be taken following:

- An appropriate investigation of the behaviour that has led to the need to consider exclusion

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- Consideration of all the evidence
- Discussions with any other appropriate professionals, for example, the placing Local Authority
- An opportunity for the pupil, where able, to give their version of events.

Wherever possible, the school will liaise with the placing Local Authority where it becomes apparent that there is a situation developing that may lead to exclusion, in order to work with the Local Authority and parents to resolve the difficulty.

The term of exclusion may be for:

- One or more fixed terms not exceeding a total of 45 school days in any one school year
- Permanent exclusions and any fixed-term exclusions which result in the pupil being excluded for more than five school days (singly or cumulatively) in a term must immediately be reported to the governors and the LA.
- A fixed term exclusion may be converted into a permanent exclusion if the circumstances warrant

Exclusions will be kept to a minimum for any one episode.

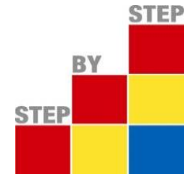
Temporary/Fixed Term Exclusion

Temporary or fixed term exclusion may be used in response to a serious breach of school policies or a disciplinary offence. In such cases the Head Teacher will investigate the incident(s) thoroughly, usually via the Senior Leadership Team, and will consider all evidence to support the allegation, taking account of the school's policies. The pupil will be encouraged, and if necessary be supported by familiar staff or parents, to give his/her version of events. A member of the Senior Leadership Team will check to find out whether the incident(s) may have been provoked, for example by bullying or harassment. If necessary, the Head Teacher will consult either the Safeguarding or the Health and Safety governor.

A temporary/fixed term exclusion will be used for the shortest time necessary to secure benefits without adverse educational consequences.

Exclusion for a fixed term of time from half a day or more for persistent or cumulative problems would be imposed only when the school has already offered and implemented a range of support and management strategies (see 'reasonable steps')

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Exclusion will not be used for minor incidents (e.g. lateness, poor academic performance or breaches of uniform rules).

Permanent Exclusion

A permanent exclusion is a very serious decision and the Head Teacher will meet and discuss it with two governors before enforcing it. As with a temporary exclusion, it will follow implementation of a range of strategies and be seen as a last resort, or it will be in response to a very serious breach of school policies.

For example, one or more of:

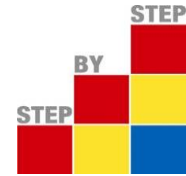
- Serious actual or threatened violence against another pupil or a member of staff
- Using an offensive weapon or using school property to cause injury to another person
- Persistent disruptive behaviour where allowing the pupil to remain in school would seriously harm the education or welfare of the pupil or others in the school
- Repeated, significant damage to school equipment/property

Procedure for temporary/fixed term and/or permanent exclusion

- Contact the parents, explain the decision and ask that the child be collected
- Send a letter to the parents confirming the reason for the exclusion, whether it is a permanent or temporary/fixed term exclusion, the length of the exclusion and any terms or conditions agreed for the pupil's return
- Inform the parents of their right to appeal in writing to the Governing Body within 5 school days. Parents can only appeal against permanent exclusions or fixed term exclusions lasting 5 days or more.
- In cases of more than a day's exclusion, ensure that appropriate work is available where appropriate
- Plan how to address the pupil's needs on his/her return
- Plan a meeting with parents and pupil on his/her return
- Inform the funding Authority of the matter in writing
- Inform the Chair of Governors

Behaviour outside School

Pupils' behaviour outside school on school trips is subject to the school's behaviour policy. Bad behaviour and serious breaches of policies in such circumstances will be dealt with as if it had taken place in school.



Marking Attendance Registers following Exclusion

When a pupil is excluded temporarily, he/she will be marked as absent using Code E.

Removal from the School for Other Reasons

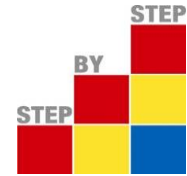
The Head Teacher may send a pupil home, after consultation with the parents, and a health professional as appropriate, if the pupil poses an immediate and serious risk to the health and safety of other pupils and staff, e.g. because of a diagnosed illness such as a notifiable disease. This will not be classed as exclusion and should be for the shortest possible time.

Procedure for Appeal

If parents wish to appeal against the decision of a permanent exclusion or a fixed term exclusion of 5 days or more, the matter will be referred to the Governing Body. Two governors, who were not involved in the initial discussions with the Head Teacher about possible exclusion, plus one independent person, from a SEND background, will acknowledge the complaint and schedule a hearing to take place as soon as practicable and normally within 20 school days.

Records relating to the decision to exclude and the parents' complaint will be copied to all parties not later than two days prior to the hearing. In no circumstances however will the school or its staff be required to divulge to parents or others any confidential information on, or the identities of, pupils or others who have given information which has led to the exclusion, or which the Head Teacher has acquired during an investigation.

The parents may be accompanied to the hearing by one other person. This may be a relative, teacher, friend or Parent Support Advisor. Legal representation is not appropriate. If possible, the panel of two governors and one independent person will resolve the parents' complaint without the need for further investigation. Where further investigation is required, the panel will decide how it should be carried out. After consideration of all the facts considered to be relevant, the panel will reach a decision on whether to uphold or rescind the exclusion or make other recommendations. This decision will be made within 10 school days of the hearing.



Parents will be informed in writing of the panel's decision and the reasons for it. Their decision will be final. The findings and any recommendations will be sent in writing to the parents, Head Teacher and Governing Body.

Policy	Exclusion
Statutory requirement?	No
Approved	January 2019
Responsible Officer	GA
Responsible Governor/s	SK
Date of previous version	January 2017
Frequency of Review	Every two years