

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.

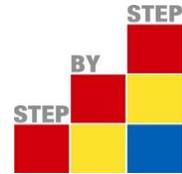
The School is responsible for communicating to pupils, parents and staff its expectations of standards of conduct. A range of policies and procedures is in place to promote good behaviour and appropriate conduct, for example the Behaviour Management, Equalities and Anti-bullying Policies.

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 Management 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.

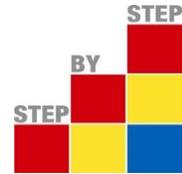
Decision to exclude

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 school will also refer to any exclusion policies that are particular to the placing LA and follow any contractual obligations.

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.

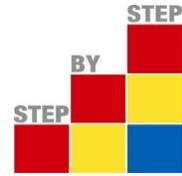
Temporary/Fixed Term Exclusion

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

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and implemented a range of support and management strategies (see 'reasonable steps')

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

Permanent Exclusion

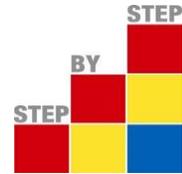
A permanent exclusion is a very serious decision and the Head Teacher will meet and discuss it with two governors before enforcing it. As with a temporary exclusion, it will follow implementation of a range of strategies and be seen as a last resort, or it will be in response to a very serious breach 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 management policy and 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 or displaying symptoms of a SARS virus. This will not be classed as exclusion and should be for the shortest possible time in line with any health guidelines and recommendations

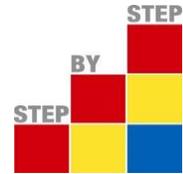
Procedure for Appeal

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

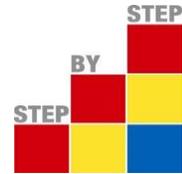
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relevant, the panel will reach a decision on whether to uphold or rescind the exclusion or make other recommendations. This decision will be made within 10 school days of the hearing.

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 2021
Responsible Officer	GA
Responsible Governor/s	SK
Date of previous version	January 2019
Frequency of Review	Every three years
Date of Next Review	January 2024



Exclusion policy: coronavirus addendum

1. Scope

This addendum applies for the duration of time that the Department for Education's (DfE's) statutory guidance on [temporary changes to exclusions during COVID-19](#) is in place.

It sets out temporary changes to our normal exclusion policy. Pupils, parents and staff should continue to follow our normal exclusion policy with respect to anything not covered in this addendum.

We may need to amend or add to this addendum as circumstances or official guidance changes. We will communicate any changes to staff, parents and pupils.

2. Remote appeal panel meetings

For appeals relating to exclusions occurring between **1 June 2020 and 24 March 2021**, any meeting of a governing board exclusion panel will be held via remote access if:

It is not reasonably practicable for the meeting to take place in person, within the usual timescales, due to coronavirus

Our governing board is satisfied that:

All participants agree to the use of remote access

All participants have access to the technology which will allow them to hear and speak throughout the meeting, and (if a live video link is used) to see the other participants and be seen by them

All participants will be able to put across their point of view or fulfil their function

The meeting can be held fairly and transparently via remote access

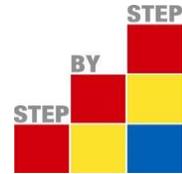
During remote meetings, procedural requirements will remain as normal. For example, parents can still have a friend or representative join the meeting.

2.1 Responsibilities of the governing board panel members

Our governing board panel members will make sure the conditions above are met before a meeting takes place. When determining this, they will assess:

The facts of the individual case

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The circumstances in which a meeting in person could be expected to take place

The needs of the participants (as far as this is possible)

The latest public health guidance

Ahead of the meeting, our governing board panel members (or the arranging authority) will:

Explain to participants what technology they propose to use

Explain that participants do not have to agree to a remote meeting if they do not want to, though this will likely result in the meeting being delayed

Take reasonable steps to facilitate participants' access to the technology required

If, once the meeting starts, it cannot proceed fairly (for example, because a participant cannot access the meeting), our governing board panel members will adjourn the meeting.

3. Timescales for holding panel meetings

3.1 Exclusions between 25 September 2020 and 24 March 2021

Our governing board will follow our normal timescales for holding meetings. However, where this is not reasonably practicable due to coronavirus or due to the conditions for a remote access meeting, the panel will hold them as soon as it is safe to meet in person or practical to do so via remote access.

4. Monitoring arrangements

The addendum to exclusion policy will be monitored termly and removed from the main policy when current legislation relating to the Covid pandemic ceases.