



Hetton School

Student
Support

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Exclusion Policy



Policy on Exclusions

Exclusion is a serious step that rarely has positive outcomes. It will, therefore, only be used as a last resort when all other options have been tried and have failed, or where it is necessary to protect members of the school community from harm.

Serious Incidents leading to Fixed Period or Permanent Exclusion

Action to be taken by Senior Staff following a serious incident. A senior member of staff must interview pupils where a serious incident has occurred. If the nature of the incident is very grave then two senior members of staff should be present to conduct the interview. Naturally pupils should be questioned fairly and be given the opportunity to explain. They should be asked to provide a written statement of what occurred and sign it. This statement may help in the decision when considering what further action should be taken.

A decision to exclude a pupil will only be taken:

- in response to serious breaches of Hetton School's Behaviour and Attendance Policy and Anti Bullying Policy.
- if allowing the pupil to remain in Hetton School would seriously harm learning, safety or welfare of the pupil or other pupils in the school.
- normally before excluding a pupil a range of alternative strategies will have been utilised.

Responsibilities of the Headteacher

The Headteacher alone (or the designated Assistant Headteacher) has the power to exclude pupils.

In considering whether or not to exclude a pupil, the Headteacher will carry out a range of actions including:

- carrying out a thorough investigation
- consider all the relevant facts and evidence to support the allegations
- take into account Hetton School's Behaviour Policy
- check whether the incident appeared to be provoked by bullying, racial or sexual harassment
- ensure all pupils involved, have opportunity to give their version of events
- consulting with others to ensure due time is given to supporting the pupils individual needs

Prior to permanent exclusion strategies will have been employed, including fixed term exclusion. There are occasions, however, when the severity of the offence will merit permanent exclusion, even when there has been no record of poor behaviour.

The Headteacher may exclude a pupil for one or more fixed periods, up to and including 45 school days, in one academic year, or permanently. However, before a permanent exclusion is considered the Headteacher will have considered alternative arrangements. (Managed move, Pupil Referral Unit)



The Headteacher will aim for the shortest possible period of exclusion and, however brief the period of exclusion, an exclusion plan will be made to

- give time to address the pupils problems
- plan the process of re-integration utilising the Hetton School re-admission form
- the parent or carer's right to see and have a copy of their child's record
- if the exclusion is for a fixed period, the length of the exclusion and the date and time the pupil should return to Hetton School
- work should be provided to cover the period of exclusion
- if the exclusion is permanent, the date the permanent exclusion takes effect, and details of any relevant previous warnings, fixed period exclusions or other disciplinary measures taken before the current decision.

If the Headteacher decides to extend a fixed period exclusion or, exceptionally, convert a fixed period exclusion into a permanent exclusion, the headteacher will again write to the parent or carer explaining the reasons and making the other points above. Where an exclusion is extended, there will be a further opportunity, as a right, for the parent or carer to state their case to the Governing Body.

See flowchart (appendix 1) showing the exclusion process for FTE and Permanent Exclusions adopted by Hetton School.

Monitoring, Evaluation and Review

This policy has been developed in line with advice from the Local Authority and using Exclusion Guidance DfE Revised Sept 2107.

Monitoring and evaluating the exclusions process forms a regular part of Hetton School's self review process, with the involvement of staff, pupils and parents and carers.

Informing Parents about the Exclusion

The Headteacher will make sure the parent or carer is notified immediately, ideally by telephone, and that the telephone call is followed up with a letter within one school day. An exclusion will normally begin on the next school day.

Letters about fixed period and permanent exclusions will explain:

- why the Headteacher decided to exclude the pupil, and the steps that were taken to try to avoid the exclusion
- the parent or carer's right to state their case to the Governing Body
- who the parent or carer should contact if they wish to state their case
- the latest date by which the parent or carer can put a written statement to the Governing Body



Appendix 1

