



# Northampton School *for Boys*

## Behaviour Policy Appendix 1 **Exclusion Policy**

**Approved by:** Governor Welfare Committee

**Date:** January 2019

**Review date:** January 2020

## **Exclusion Policy**

This policy should be read in conjunction with the school **Behaviour Policy**. The policy outlines the policy and practices which informs the school's use of exclusion.

### **Rationale:**

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

- a) in response to a serious breach or persistent breaches, of the School's Behaviour Policy
- b) if allowing the student to remain in school would seriously harm the education or welfare of the student or others in the school.

Exclusions are used sparingly but are a response to more serious incidents of unacceptable behaviour. The types of behaviour which may lead to exclusion include, for example: verbal or physical aggression; malicious accusations against school staff; refusal to comply; damage to property; theft; sexist or racist incidents; bullying; possession of illegal drugs or offensive weapons; repeated infringement of the behaviour code. This list is not exhaustive.

Sanctions are intended both to bring about the modification in the behaviour of an individual transgressor and act as a deterrent to others. The school does not operate a tariff system of behaviours and associated sanctions.

The school will seek to work with parents in using such sanctions to modify unacceptable behaviour and will keep parents informed.

### **Guidance:**

The school will apply procedures relating to the above with reference to the appropriate DFE guidance: "Exclusion from Maintained Schools, Academies and Pupil Referral Units, in England. A guide for those with legal responsibilities in relation to exclusion (September 2017)". The policy is also a reflects upon guidance in the Education Act 2002 as amended by the Education Act 2011

A decision to exclude a pupil permanently is only taken:

- in response to a serious breach or persistent breaches of the school's behaviour policy; and
- where allowing the pupil to remain in school would seriously harm the education or welfare of the pupil or others in the school.

Below is a list of some of the misbehaviours that could result in Formal Exclusion at NSB:

- Swearing at a member of staff
- Possession of banned items
- Damage to school or property
- Theft
- Racism
- Sexual misconduct

- Verbal abuse or threatening behaviour to staff or students
- Persistent refusal to comply
- Physical assault
- Persistently disrupting lessons or the learning of others
- Malicious accusations made by students against school staff
- Serious misuse of technology such as accessing pornography
- Using a mobile device to film on school grounds
- Inappropriate use of technology and/or social media that targets other students, staff or that brings the school into disrepute
- Failure to improve behaviour despite all levels of previous intervention

The decision to exclude as a Fixed Term Exclusion or to make a Permanent Exclusion is at the discretion of the Headteacher (at NSB the Headmaster) and both will follow the process below. This process will take into account all guidance in Exclusion from maintained schools, academies and pupil referral units in England (September 2017) and will include opportunity for the student to present their case either in writing or verbally before the decision to exclude is made.

**Process:**

1. Formal exclusion can only be carried out by the Head Teacher (Headmaster) or in his absence one of the Deputy Heads.
2. If the Head Teacher (Headmaster) has decided on a formal exclusion, Parents must be informed verbally, and then in writing, that their son/daughter is being sent home.
3. If a parent cannot be contacted the student must stay at school and a letter sent home with him/her at 3.35 pm.
4. The process of formal exclusion should be used for any enforced period off site.
5. The parents have a right to make representations to the Governing Body and will be informed of this by the Head Teacher (Headmaster)
6. Schools are responsible for the delivery of the curriculum to excluded students whilst they remain on the school roll. Work must be set, marked and returned.

For all other statements regarding process please refer to <https://www.gov.uk/government/publications/school-exclusion>

**Approved by:**                    **Governor Welfare Committee**

**Date:**                                **September 2019**

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## **Guidelines for a Fixed Term Exclusion**

A student may be considered for a fixed term exclusion in the case of a serious breach of the Behaviour Policy. The incident may be channelled through the Curriculum Team leader, Year Team Leader or Duty Team Leader. In each case, the following should apply where practical.

1. An incident form should be completed as soon as possible by the member of staff who witnessed/was involved in the incident.
2. If the incident form is designated as a “Serious Incident”, then it should be circulated immediately.
3. The student should be withdrawn from further lessons and remain with either the AIT or the CTL/YTL/Duty TL as appropriate.
4. The student’s lesson attendance should be coded ‘9’.
5. Witness statements must be obtained wherever possible. The student must have the opportunity to put his case (it is recognised that this may not be possible immediately). The member of staff should make a witness statement where appropriate.
6. The CTL/Duty TL should consult with their Senior Leadership Team line manager and, where possible, the YTL and Additional Intervention Team about whether the incident requires a formal exclusion.
7. If the student has an EHC Plan, then either the Director of Inclusion or the Director of Pastoral and the SENCO should be consulted.
8. The CTL/YTL/DTL and SLT line manager should take the case for a fixed term exclusion to the Headmaster, or, in his absence, the person deputising for him.

If a formal exclusion is agreed the following should apply:

9. A letter should be prepared by the designated Support Staff person, outlining the incident and the instructions relating to the details of the fixed term exclusion.
10. Parents should be contacted by phone. A student should not be sent home unless parents are willing to accept that the student can go home – keep them at school until the end of the day if necessary.
11. One copy of the letter should be handed to the student who is then sent home and a second copy put in the post.
12. The incident form should be updated with “action” and circulated.
13. An message should be sent to the student’s teachers, YTL, Student Services and Reception, asking for work to be sent and lodged at the Front Office by the start of lunchtime the following day or collected and sent home with the student.

14. A reintegration meeting should be held with parents and student in attendance. The meeting should ascertain the student's reflection upon the incident and the exclusion and parent(s)'s attitude. It should establish whether the student is ready to return to school and accept the rules as set out in the Behaviour Policy. The student should be encouraged to make a commitment to future positive behaviour and be made aware of the possibility of more severe consequences (fixed term and permanent exclusion) if the behaviour is repeated.

The meeting should explore the possibility of action to address any support which the student may require to behave better in future (internal options as well as external agencies).

The student should normally be placed on daily report to the YTL to monitor behaviour after the exclusion. This record may well form the basis of any Governors' Disciplinary Committee meeting which considers the incident or the student's behaviour.

A re-integration form should be written after the meeting covering the points raised at the meeting and copies circulated to staff as appropriate.

15. All paperwork should be put in the student file. It should be noted that any documents and notes may be seen by an appeal meeting at a later date.
16. The YTL will record a summary of the incident and outcomes/sanctions on "liners" and ensure that paperwork is put into student file.

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