



Ysgol Rhosnesni

EXCLUSION POLICY

Policy Date:	September 2021
Review date	Bi-annual

To be read in partnership with WG Guidance –Exclusion from schools and pupil referral units
No 255/2019

Associated WG documents:

- Special Educational Needs Code of Practice for Wales (Welsh Assembly Government, 2002)
- Inclusion and Pupil Support Guidance document no: 203/2016
- Equality Act 2010
- Education Act 2002

Review Lead: AHT I/C of Exclusions

Associated Policies: Behaviour Policy, Positive Handling and Physical Intervention Policy

Introduction

At Rhosnesni we aim to provide a thriving, caring and aspirational learning environment, built upon the values of Respect, Honesty and Success. We are relentless in our pursuit of high standards and expect all students to have pride in the school and be determined to succeed.

All members of the school community are expected to adhere to and understand the rules in order to create a calm and safe environment.

Objective

Provide all stakeholders with a clear framework for the application and procedures of exclusion matters.

Exclusion from School

Occasionally, it becomes necessary for the Headteacher; or in the absence of the Headteacher, whoever is deputising for them, to take the extreme measure to exclude a pupil for a fixed term; or in a more serious case, permanently, from school.

The decision to exclude a pupil in either case is not taken lightly. It is taken when a range of other strategies outlined in the Behaviour Policy, have been applied without success in the case of persistent breaches of school rules, or for a single, serious breach of school rules. Examples of the strategies that the school operates as an alternative to exclusion include, but is not exhaustive, behaviour monitoring by the Pastoral team, placing a pupil on a Pastoral Support Plan, and internal exclusion. Pupils can only be excluded for disciplinary matters.

Each decision to exclude a pupil is based on the outcome of an investigation where all parties involved are given the opportunity to provide their account of events, in order to clearly establish the facts of the incident. It may be necessary for a pupil at risk of exclusion following an incident, to be collected from the school site straightaway, in the event that there is an immediate threat to the safety of others or the pupil concerned.

The Headteacher will consider all available information pertaining to a pupil who is at risk of exclusion as a result of their conduct; for example, whether a pupil has identified additional learning needs or is looked after by the Local Authority. When considering the evidence to initiate an exclusion, the Headteacher will ensure that all pupils are treated fairly and that no pupil is discriminated against based on any protected characteristic, as identified in the Equality Act 2010.

In each case the Headteacher will determine the appropriate length of any exclusion. The Headteacher can, if further information comes to light, convert a fixed term exclusion to a permanent exclusion.

Fixed Term Exclusion

A Fixed Term Exclusion can range between 1, and not more than 45 days in a school year. Receiving 45 days of exclusion in a school year does not automatically lead to permanent exclusion. The number of days of exclusion will be kept as few as is necessary in order to mitigate the disruption to a pupil's education.

In the event an exclusion falls on the day of a public examination, the school will liaise with the Local Authority to make special arrangements and ensure the examination is not missed.

Pupils may be excluded during the school day and miss the afternoon session and this equates to half a day missed of school. Pupils may also be excluded for the lunchtime period for one or more number of days and one lunchtime equates to a $\frac{1}{4}$ day of school.

The Headteacher can exclude a pupil for a disciplinary matter that take place away from the school premises.

Setting Work

The school will set and mark work for a fixed term exclusion of more than one day and not exceeding fifteen days (in a single exclusion), in a school term. Parents/carers should arrange for the work to be collected and returned to school. Where an exclusion is more than fifteen days (in a single exclusion), in a term, the school will liaise with the Local Authority to support the continuity of education for the pupil concerned.

Permanent Exclusion

In the most extreme cases the Headteacher may take the decision to permanently exclude a pupil. In this situation, and where the decision is upheld by the governors' disciplinary committee, the Headteacher will liaise with the Local Authority and family to support the process of transition to alternative education.

In the event of an appeal being lodged when a permanent exclusion is upheld by the governors' disciplinary committee, the pupil will remain on the school's roll until:

- a) Any appeal is determined.
- b) The time limit for an appeal has expired without an appeal being brought.
- c) The parent/carer has told the Local Authority that no appeal is to be brought.

Procedure following exclusion

Pupil and parents/carers

The pupil and parent/carer will be informed immediately of an exclusion, verbally in the first instance, and this will be followed up in writing within one school day.

Written correspondence will contain the following information:

- a) The length and reason for the exclusion
- b) The procedure for setting work
- c) Contact details for the clerk to the governors' discipline committee
- d) The role and responsibility of the governors' disciplinary committee
- e) Contact details for parental support from the Local Authority and local Advisory Centre for Education
- f) Contact details for parental support for a pupil with additional learning needs
- g) The process for accessing a copy of a pupil's school record
- h) The return to school date and arrangements, unless it is a permanent exclusion

In the event that a fixed term exclusion is converted to a permanent exclusion, the Headteacher will subsequently inform parents/carers in writing within one school day.

Local Authority

The Local Authority will be informed of an exclusion within one school day of its implementation. In the case of a looked after child from another local authority area, the 'home' local authority will also be informed.

The Governors' Disciplinary Committee

The governors' disciplinary committee will be informed of exclusions in the following way:

- a) Exclusions between 1 and 5 days: will be reported termly
- b) All other exclusions will reported within one school day of implementation.

The Role and Responsibility of the Governors' Disciplinary Committee

The discipline committee will discharge the functions of the Governing Body in reviewing exclusions. The discipline committee will be made up of three or five governors, drawn from members of the governing body and not including the Headteacher. The quorum for the discipline committee will be three. The governing body will appoint a clerk to the discipline committee.

The governing body will aim to include a range of different types of governor. They will also take account of the need for members of the discipline committee to meet quickly when a pupil has been excluded.

Where a Governor has a connection with the pupil or the incident leading to exclusion which might reasonably raise doubts about their ability to act impartially in relation to the pupil, they should not serve at that particular hearing.

When reviewing the exclusion the discipline committee will consider all the information available to them. They will review whether the exclusion procedure has been followed and may ask for additional information, if they require it.

Exclusions between 1 and 5 days:

- a) Parents/carers can make representations to the disciplinary committee should they wish for an exclusion to be reviewed.
- b) The disciplinary committee can review **but not overturn** the decision, however, can make a note on the pupil's school record of their findings.

Exclusions between 6 and 15 days: either a single fixed term exclusion or the cumulative total number of days in one term.

- a) The discipline committee must meet to review the exclusion if requested to do so by parents/carers. The pupil concerned may attend and be heard by the committee.
- b) The discipline committee will meet not before 6 days and no later than 15 days from the date the clerk is notified.
- c) The parent/carers may have a friend or advocate accompany them at the meeting. The pupil concerned may attend and be heard by the committee.
- d) The discipline committee will notify the parent/carers, the Local Authority Officer and the Headteacher of the date/time and venue of the meeting.
- e) The discipline committee will be provided with the documentation from the investigation, and any other relevant documentation pertaining to the pupil concerned, that may support the committee in the process of discharging their role. The anonymity of other pupils involved will be maintained by identifying them by their initials in any documents that will be typed.
- f) The discipline committee will share this information with the parents/carers and Local Authority Officer 5 days prior to the scheduled meeting.
- g) The discipline committee may uphold or overturn the exclusion.
- h) The discipline committee will share the decision with parents/carers in writing within one school day.

Exclusions of more than 15 days: either a single fixed term exclusion or the cumulative total number of days in one term.

- a) The discipline committee must meet to review the exclusion as it is over 15 days. (It must meet again following any subsequent exclusion in the same term).
- b) The discipline committee will meet not before 6 days and no later than 15 days from the date the clerk is notified.
- c) The parent/carers may have a friend or advocate accompany them at the meeting. The pupil concerned may attend and be heard by the committee.
- d) The discipline committee will notify the parent/carers, the Local Authority Officer and the Headteacher of the date/time and venue of the meeting.
- e) The discipline committee will be provided with the documentation from the investigation, and any other relevant documentation pertaining to the pupil concerned, that may support the committee in the process of discharging their role. The anonymity of other pupils involved will be maintained by identifying them by their initials in any documents that will be typed.
- f) The discipline committee will share this information with the parents/carers and Local Authority Officer 5 days prior to the scheduled meeting.

- g) The discipline committee may uphold or overturn the exclusion.
- h) The discipline committee will share the decision with parents/carers in writing, within one school day.

Permanent Exclusions

See previous details from exclusions of more than 15 days and:

- a) In the event the discipline committee upholds the Headteacher's decision to permanently exclude a pupil, the committee will inform the parent of their right to appeal to an independent appeal panel.
- b) The discipline committee will, in addition, inform the parent in writing giving the reasons for their decision. Contact details, information about the procedure and the timeframe for lodging an appeal, will also be shared.