

THE GILLFORD CENTRE

EXCLUSIONS POLICY

1.0 INTRODUCTION

1.1 The Gillford Centre will ensure that the Exclusions Policy and its operation conform in all respects to the latest guidance and legislative requirements.

There are three exceptional circumstances in which individual students may be removed from the site:

- a) There is sufficient evidence that a student has committed a disciplinary offence and allowing the student to remain on site would seriously harm the welfare or education of that student or others in the Centre.
- b) A student is accused of a serious criminal offence but the offence took place outside the Centre. The Headteacher can decide that it is in the interests of the individual and/or the Centre as a whole for the student to be educated off-site, (although this is not an exclusion.)
- c) A student's presence on the school site represents a serious risk to the health of other students or school staff. (This is not an exclusion and may only be done on medical grounds.)

1.2 This policy operates alongside other Centre policies, particularly Anti-bullying, Drugs Education and Behaviour.

1.3 In partnership with parents/carers, The Gillford Centre will work strenuously to ensure that our students understand the reasons for our expectations of students' behaviour and that students conform, as far as possible, to our Code of Conduct.

1.4 Fixed Term or even Permanent Exclusions are the ultimate sanctions of the Centre. The decision to invoke these most serious of disciplinary measures will never be taken lightly and, in most cases, students will have exhausted the range of support and sanctions employed by the Centre.

1.5 Exclusions will normally be the result of:

1.5.1 acts of unprovoked violence or physical assaults on other students

1.5.2 serious verbal abuse of staff and physical assaults on staff

1.5.3 an accumulation of anti-social and/or disruptive behaviour which is seriously jeopardising the effective learning and/or welfare of other students

1.5.4 illegal or criminal acts on the Centre premises

1.6 The decision to exclude a student from school will rest with the Headteacher and, in his absence, or unavailability, with the Deputy Headteacher.

- 1.7 In the interests of fairness a student facing exclusion will be given an opportunity to express a view. There will be a check to establish whether an incident appeared to be provoked by harassment.
- 1.8 Prior to the final decision to exclude there may be consultation with the student's Key Teacher and a thorough scrutiny of the student's records.
- 1.9 Where a student is excluded for a fixed term period the exclusion will be for the minimum time to ensure that the student and others in the Centre understand that the behaviour has been unacceptable.

2.0 TYPES OF EXCLUSIONS

- 2.1 Students may be temporarily excluded from a lesson as part of the sanctions network described in the Behaviour Policy. Students will work with either a Teaching Assistant or another member of staff.
- 2.2 For repeated misdemeanours, a student may be placed in a separate room away from other learners for one or two days. They will be supervised and provided with work, but will not be allowed into lessons. Additionally, their break and lunch will be at different times to the rest of the Centre.
- 2.3 For more serious behaviours, at the decision of The Headteacher, third sessions (3.15pm – 5.15pm Monday through to Thursday) may be required. Pupils will be given 1-1 individual tuition and the opportunity to reflect and improve their attitudes to learning. This is viewed as a very short term strategy normally no longer than one week.

3.0 FIXED PERIOD EXCLUSIONS

- 3.1 The Gillford Centre Management Committee and the LA will be informed of all exclusions.
- 3.2 1– 5 days

Where possible the decision to exclude, and the reasons for this decision, will be notified to the parent/carer by telephone and always followed up by a formal letter (First Class post), outlining in full the reasons for the exclusion. Parents/carers will be informed that they have a right to make representations to The Gillford Centre Management Committee.

- 3.3 6 – 45 days

For exclusions of between 6 and 15 days within any term, but only following a parental request, the Chair of the Management Committee, the Headteacher and the parent/carer may meet to consider the exclusion.

For exclusions of between 16 – 45 days, or where a student's total number of days of fixed period exclusion exceeds 15 school days in one term, the Chair of the Management Committee, the Headteacher and the parent/carer will meet to consider the exclusion.

- 3.4 If the parent/carer gives notice to the Management Committee or the LA that they wish to meet with representatives of the Management Committee, the Chair of the Management Committee, the Headteacher and the parent/carer will meet to consider the exclusion.
- 3.5 Work for the excluded student will be available for parents/carers to either collect or request its posting home.
- 3.6 Following any exclusion The Headteacher, Deputy Headteacher and/or Key Teacher will invite the parent/carer and the student to a post exclusion meeting, usually before school on the morning of the student's return. The purpose of this meeting will be to re-emphasise the new start and to gain assurances from the student about future behaviour.

4.0 PERMANENT EXCLUSION

- 4.1 By developing sound relationships with the student, the parent/carer and relevant supporting agencies the Gillford Centre will make strenuous efforts to avoid permanent exclusion.
- 4.2 Should this be deemed unavoidable, the Headteacher will inform the parent/carer without delay. The Chair of the Management Committee will invite the Headteacher and the parent/carer to a formal meeting to consider the exclusion. A decision will be made whether to uphold the Headteacher's decision or whether to reinstate the student. A representative of the LA will attend this meeting.
- 4.3 If the decision of the Headteacher is upheld, the parent/carer has the right of appeal to an Independent Appeal Panel within 15 days. All information regarding this process will be given to the parent/carer.
- 4.4 The permanently excluded student's name will remain on the roll of The Gillford Centre until any appeals procedure is completed and wherever practicable and the centre will provide work for the excluded student.

5.0 MONITORING AND EVALUATION

- 5.1 The Headteacher and the LA will monitor exclusions on a monthly basis. The Management Committee will monitor exclusions on a termly basis.
- 5.2 The Headteacher will report on the yearly rates of exclusion by gender, statement, age and ethnicity. This report will usually be provided at the first meeting of the Management Committee in each new academic year.
- 5.3 The policy will be reviewed triennially.

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