

# Exclusion Policy

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## Embleton View

### Applies to:

- The whole school including out of school care, and all other activities provided by the school, inclusive of those outside of the normal school hours.
- All staff (teaching and support staff), students on placement, the proprietor and volunteers working in the school.

### Relevant Documents:

- Anti-bullying
- Child protection and Safeguarding Policy
- Behaviour Management Policy

### Availability

This policy is made available to parents/carers, staff and students on request a copy may be obtained from the School Office.

### Monitoring and Review:

- This policy will be subject to continuous monitoring, refinement and audit by the Headteacher.
- The Proprietor (who is also the Board of Directors) undertakes an annual review of this policy and of the efficiency with which the related duties have been discharged, by no later than one year from the date shown below, or earlier if changes in legislation, regulatory requirements or best practice guidelines so require.

### Statement of Purpose

Ultimate consequence at Embleton View are Fixed Term (Suspension) and Permanent Exclusions (Expulsion). Neither consequence is used lightly. Only the Proprietor or Headteacher have the power to exclude a child from school. If the Headteacher excludes a student, the parents/carers are informed immediately, giving reasons for the exclusion. At the same time, the Headteacher makes it clear to the parents/carers that they can, if they wish, appeal against the decision to the Proprietors. The school informs the parents how to make any such appeal.

Embleton View applies its behaviour policies in a consistent, rigorous and non-discriminatory way.

Ultimate sanctions at Embleton View are:

- Suspension = Fixed Penalty Exclusion
- Expulsion = Permanent Exclusion

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## **Serious Offences and Exclusions**

Serious offences are those that may have a significant impact on the individual student or others in the school. Examples include:

- extreme or persistent bullying, racism or harassment.
- stealing.
- extreme or persistent violence, actual or threatened, against a student or member of staff.
- sexual abuse, assault or activity.
- illegal drugs (possession and/or use) or alcohol (consumption or possession)
- significant vandalism.
- going out of bounds.
- persistent misbehaviour when normal therapeutic measures and supportive interventions have failed.
- carrying an offensive weapon.

## **Procedure to be followed**

- Parents/carers must be informed immediately by phone with a follow up letter.
- Parents/carers must be notified of their right to appeal.
- Arrangements will be made for a return to school interview that includes the parents/carers.
- A re-integration support plan will be put in place.
- The Local Authority will be notified

All cases of exclusion will be treated in the strictest confidence on a need to know basis and are not to be discussed outside the school

## **Responsibilities of the School**

If the School commences an investigation which may lead to a suspension or to exclusion the Headteacher must inform the parent/carer without delay. Before resorting to exclusion, the School will normally try alternative solutions (for example, a restorative justice process - whereby the harm caused to the 'victim' can be redressed). This will ideally be done by telephone and the telephone call will be followed by a letter within one school day. The letter will include information about:

- the nature of the offence and the results of any investigation to date.
- that the consequence of a suspension or exclusion may be imposed.
- the parents'/carers' right to state their case to the Headteacher and if that is not satisfactory then to the Advisory Board and whom they should contact to do this.
- the parents'/carers' right to see their child's school record and the Headteacher must comply with such a request within 15 school days, although in expulsion cases compliance should be prompt.

Where reasonable adjustments to policies and practices have been made to accommodate a student'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 specific incident affecting order and discipline in *Embleton View is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. It is our aim that all students fulfil their potential.*

the school may be such a reason. The decision to exclude for a suspension will be notified to the parent/carer in writing with reasons. If the School determines that a child should be suspended, the Headteacher will provide the parent in writing with information as to:

- the period of the Fixed Term Exclusion.
- the arrangements, such as setting work, to allow the child to continue their education during the Fixed Term Exclusion.

If the School decides (after completing the investigation or as a result of new evidence and further investigation) that it is necessary to extend the suspension or to convert it into an expulsion, the Headteacher will write again to the parent/carer with the reasons for this decision. The decision to exclude a student permanently will only be taken as a last resort when a wide range of strategies for dealing with disciplinary offences has been employed to no avail or is an exceptional 'one-off' offence has been committed. Parental co-operation forms part of the contract between the school and all the parents at the school. The correspondence will be easily intelligible and in plain English.

### **Appeals**

If parents/carers wish to appeal the exclusion then they must do so in writing to the Proprietors, in writing, within one week of the letter notifying the parents/carers of the exclusion. The Proprietors will establish an Appeal Panel to consider the appeal.

The Appeal Panel will normally convene within three weeks of the receipt of the letter requesting the appeal. The parents/carers may bring a representative to the meeting. All letters and documents relied on by the Headteacher, shall be made available to the parents/carers prior to the hearing. The parents/carers or their representative may ask questions of the Headteacher or may raise any relevant matter for the consideration of the Panel. The Panel may call for any further information it requires. No evidence or argument shall be presented to the Panel in the absence either of the parents or guardian or their representative, or in the absence of the Headteacher. At the conclusion of the hearing, the Panel shall retire to consider what recommendation it may make.

The Panel may recommend:

- The exclusion is confirmed
- The exclusion is rescinded
- The exclusion be rescinded and replaced with an alternative sanction.

However, the final outcome will always rest with the School Proprietors, who may or may not accept the recommendations of the panel.

The recommendation shall be communicated to the parents or guardian and the Headteacher. Every child has a right to confidentiality – it will be kept in the strictest confidence and only disclosed to those who need to know. We appreciate that such sensitive matters must be dealt with in confidence. If the School decides (after completing the investigation or as a result of new evidence and further investigation) that it is necessary to extend a fixed period temporary exclusion or to convert it into a permanent exclusion, the Headteacher will write again to the parents/carers with the reasons for this decision.

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#### Embleton View:

- requires all staff to use positive strategies for handling any unacceptable behaviour by helping students to find solutions in ways that are appropriate for their ages and stages of development.
- Expects staff to understand and respect that most Embleton View students are with the school due to the need to develop their own behaviours and overcome barriers to learning.
- acknowledges that such solutions might include, for example, acknowledgement of feelings, explanation as to what was not acceptable and supporting students to gain control of their feelings so that they can learn a more appropriate response.
- supports each child in developing self-esteem, confidence and feelings of competence.
- avoids creating situations in which students receive adult attention only in return for unacceptable behaviour.
- explains the effect of unacceptable behaviour, making it clear to the student that it is the behaviour that is unacceptable, and not the person.

When students behave in unacceptable ways, we help them to understand the outcomes of their actions and support them in learning how to cope more appropriately. We provide opportunities for student to learn how to interpret and cope with feelings, listening to them and offering the necessary support and therapeutic interventions to enable them to verbally communicate their own frustrations, hurts and disappointments. We do not shout or raise our voices in a threatening way to respond to student's unacceptable behaviour. We do not use techniques intended to single out and humiliate individual student, we listen and learn from our students in order to enable them.

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**Applies to:**

- The whole school and all other activities provided by the school, inclusive of those outside of the normal school hours.
- All staff (teaching, support and admin staff), students on placement, the proprietors, Board of Directors, agency staff and volunteers working in the school.
- Visitors and contractors accessing the site.

**Availability**

- This policy is made available to parents, staff and students as a hardcopy upon request from the school office.

**Monitoring and Review:**



- This policy will be subject to continuous monitoring, refinement and audit by the Headteacher.
- The Headteacher and/or the Board of Directors and/or a suitably appointed delegate will undertake a formal review of the policy, by no later than two years from the date shown below, or earlier if significant changes to the systems and arrangements take place, or if legislation, regulatory requirements or best practice guidelines so require.

**Legal Status;**

- Regulatory Requirements, Part 3, Paragraph 9 and Exclusion Element of Part 6 (24)(3) of the Education (Independent School Standards) (England) (Amendment) Regulations 2013

**Related Documents:**

- Behaviour Management Policy
- Anti-Bullying Policy
- Attendance Policy

	
Graeme Turner (Proprietor)	Craig Bell (Proprietor)
Date: 02/08/17	Date: 02/08/17
Reviewed: 04/09/19  26/07/20  11/08/21	Reviewed: 04/09/19

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16/05/2022	
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