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| Local Procedure Title | Exclusions |
| Site | Unsted park school |
| ECS Policy number and title | ECS 37 Exclusions |
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| Local Procedure Author(s) | Daniel Goldstraw |
| Local Procedure Ratification | Checked and Approved by: Gaby O'Meara |

1. Introduction and Aims

Unsted Park has a responsibility to ensure that all pupils have access to learning and living environments which are safe, supportive, and non-threatening.

Unsted Park also has a duty to provide a safe working environment for staff.

Where, in extreme circumstances, there is a risk of these factors being highly compromised by a pupil, Priory Unsted may, where no other option is reasonable or practicable, consider Fixed Term or Permanent Exclusion of the pupil.

Exclusion is, however, always seen as the 'last resort'.

Aims

Unsted Park aims to:

- * Provide safe, supportive, and non-threatening learning and living environments for pupils.
- * Maintain a well ordered environment through consistent application of the Behaviour Management Policy;
- * Ensure that a thorough, balanced, fair approach is taken to decisions relating to exclusions, taking into account individual needs.
- * Ensure that no pupils' behaviour is permitted to seriously compromise the safety, wellbeing or learning of others.
- * Ensure that the education of any pupil subject to Fixed Term Exclusion is not unduly compromised.
- * Ensure that pupils and their parents, carers and placing authorities are involved in the decision to exclude.
- * Ensure that where re-admission occurs the process is fully supportive, thereby facilitating the optimum opportunity for a positive outcome.

2. Types of Exclusion

Fixed Term Exclusion

Fixed Term Exclusions are made for short periods of time to allow pupils time away from the school to reflect on the incident(s) leading to Fixed Term Exclusion, and to consider how their return might be successfully facilitated.

Fixed Term Exclusions will not, in total, exceed 45 school days in any academic year per child.

Fixed Term Exclusions may occur following a previous warning of the risk of a Fixed Term Exclusion being imposed or may occur as a result of a single event of sufficient seriousness.

Permanent Exclusions

Permanent Exclusion is rarely used, and will only be implemented when there is, or is no longer any reasonable, viable alternative. Pupils leave the school as soon as the necessary practical arrangements have been made, though may return to say "Goodbyes" (see Departing Pupil Guidelines).

Permanent Exclusions may be made following unsuccessful re-admissions after previous Fixed Term Exclusions or may be made following a single event of sufficient seriousness.

3. Reasons for Exclusion

Reasons for exclusion are variable, and an individual approach is always taken in assessing the necessity and advisability of exclusion. In general, though this list is not exhaustive, exclusions may occur in relation to:

- * Violent attacks on others (pupils, staff, or visitors)
- * Seriously endangering the health, safety, or welfare of others (pupils, staff, or visitors)
- * Drugs, alcohol, or substance misuse, including use, possession, supply, and distribution
- * Illegal activities
- * Prolonged or consistent and serious breaches of school rules
- * Persistent or concerning patterns of absconding
- * Significant or persistent damage to property
- * Serious and persistent bullying of other pupils

4. Fixed Term Exclusion: Process

Where a Fixed Term Exclusion is under consideration the Case Manager will make telephone contact with the relevant placing Authority Representatives, and parents/carers to advise them of the situation, and to invite their response except where due to a totally unexpected event, the Placing Authority and parents/carers will normally have been advised in advance of concerns relating to the pupil's placement.

Children's Services: Local Procedure Template

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| 2. | <p>The decision regarding whether a Fixed Term Exclusion should be made by a group consisting of at least three of the following:</p> <ul style="list-style-type: none"> * The Case Manager * The Lead CPO * The Head Teacher * The Regional Operations Manager * The school's SLT <p>The group will discuss and reach a decision regarding the possible Fixed Term Exclusion, considering also all possible reasonable alternatives.</p> |
| 3. | <p>Where the group decides upon a Fixed Term Exclusion, they should also identify the length of the Fixed Term Exclusion, identify a re-admission interview date, and identify who should attend the interview.</p> |
| 4. | <p>The decision-making group will allocate as appropriate the tasks of:</p> <ul style="list-style-type: none"> * Informing the relevant parties (placing Authority Representatives, parents/carers), verbally of the decision reached. * Informing the relevant parties (placing Authority Representatives, parents/carers), in writing of the decision reached. * Informing the pupil of the decision reached. * Informing all departments of the decision reached. |
| 5. | <p>The Case Manager or Keyworker will be responsible for ensuring the necessary travel arrangements are made, and that, as appropriate all necessary information, medication, personal items, and appropriate schoolwork are provided for the period of exclusion</p> |
| 6. | <p>Regular contact with the pupil and their parents/carers is maintained throughout the period of Fixed Term Exclusion by the Case Manager and/or Keyworker. Educational support by telephone, e-mail or, if reasonably practicable, visits are provided throughout any period of Fixed Term Exclusion.</p> |
| 7. | <p>At the end of the period of Fixed Term Exclusion the pupil, their parents/carers and placing Authority Representatives will be required to attend a re-admission interview. Re-admission to the school is dependent upon a successful interview, where the expectations and conditions of re-admission are mutually agreed.</p> <p>Should the re-admission interview be unsuccessful, the interview group may impose a further period of Fixed Term Exclusion and offer a further re-admission interview.</p> <p>Alternatively, Permanent Exclusion may be recommended, and the Permanent Exclusion process should be followed.</p> |
| 8. | <p>Following three unsuccessful re-admission interviews, or Fixed Term Exclusions extending to six consecutive weeks an External Planning Meeting to review the pupil's placement will be requested by the Case Manager.</p> |

9. Agreed actions of all re-admission interviews are circulated to those present and a copy maintained in the pupil's case file.
10. Pupils subject to Fixed Term Exclusion when due to take examinations will be permitted to return to sit those examinations. Placing Authorities will be responsible for ensuring that the necessary transport is provided. Pupils subject to Fixed Term Exclusion should expect to sit such examinations in isolation from other candidates.
11. All Fixed Term Exclusions are recorded in the Sanctions Book and School Register

5. Permanent Exclusion: Process

Where a Permanent Exclusion is under consideration the Case Manager will make telephone contact with the relevant placing Authority Representatives, and parents/carers to advise them of the situation, and to invite their response.

2. The Case Manager, Principal, VPs (Care & Education) and Lead CPO will discuss and reach a decision regarding the possible Permanent Exclusion, considering also all possible reasonable alternatives. The final decision regarding a Permanent Exclusion will be made by the principal or, in his/her absence, the Senior Leadership Team.
3. The group identified above will allocate as appropriate the tasks of:
 - * Informing the relevant parties (placing Authority Representatives, parents/carers), verbally of the decision reached.
 - * Informing the relevant parties (placing Authority Representatives, parents/carers), in writing of the decision reached.
 - * Informing the pupil of the decision reached.
 - * Informing all departments of the decision reached.
4. The Case Manager and Keyworker will as appropriately ensure that any necessary departure arrangements are made for the pupil.
5. The Case Manager will ensure that all necessary information, including medical details is forwarded immediately to the relevant parties.

There is no right of appeal against the decision to permanently exclude a pupil from the school.
6. All Permanent Exclusions are recorded in the Register and Sanctions Book.

Children's Services: Local Procedure Template

| Contents Checklist (Local Sites may add additional items – this is a core list) | | | |
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| When may exclusion be considered? | | How are records of the exclusion maintained, and who does this? | |
| How are behaviour expectations communicated to children & young people? | | How are exclusions monitored? | |
| Who can make the decision to exclude? | | Who handles any appeals? | |
| How is the decision communicated, and who does this? | | What processes are in place for readmission following exclusion? | |
| How is the child/young person supported to leave the site? | | Who is responsible for ensuring school work is provided as required? | |
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Local Procedure Review History:

| Date Reviewed | Reviewer | Summary of revisions |
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| OCT 2023 | Shane Kenny | |
| Sep 2025 | Shane Kenny | |
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