



## **The Queen's Church of England Primary School**

*Encouraging every child to reach their full potential, nurtured and supported in a Christian community which lives by the values of Love, Compassion and Respect.*

# **THE QUEEN'S SCHOOL Exclusion Policy**

Agreed by: The Governors' Pastoral Committee  
Date: October 2016  
Review Cycle: 3 years  
Next Review: October 2019

All the Queen's School policies should be read in conjunction with the Equality Policy

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# The Queen's Church of England Primary School

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## EXCLUSION POLICY

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**At The Queen's School, all have a responsibility to support the school in maintaining high standards of behaviour so that our children are able to be confident, motivated, happy, self-disciplined, healthy, caring, loving, compassionate, respectful, aspiring and well-supported young people.**

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As a Christian community, and in common with many other world faiths, we encourage the children of The Queen's Church of England Primary School to behave towards one another in the same way as they would expect others to behave towards them.

'Love one another as I have loved you.' (John ch15 v12)

It is with this Christian understanding of how we should behave towards each other, combined with the knowledge that we are all made in the image of God, and created to be the fullest reflection of Him, that we have developed these key principles in joint consultation with our school community.

### Aims

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- To create a happy, secure, spiritual and rich learning environment for all pupils and staff and to ensure that this is maintained.
  - To use the strength of the partnership between home and school.
  - To ensure that the school's Christian values of Love, Compassion and Respect are demonstrated in daily school life.
  - To ensure that pupils are aware of the behaviour that is acceptable and unacceptable within school, and as a reflection of wider society.
  - To enable children to manage their own behaviour and grow to be responsible citizens in our community.
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# Exclusion Policy

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The Queen's CE Primary School is committed to valuing diversity and to the equality of opportunity as outlined in The Equality Act 2010 <http://www.legislation.gov.uk/ukpga/2010/15/contents>.

*Please read this policy in conjunction with The Queen's CE Primary School's Equality Policy.*

**We aim to include, not exclude, and we approach all challenging behaviour in a supportive and positive way. We recognise that such behaviour can sometimes be symptomatic of a real, deeper need for support and understanding. All children can go through times of inappropriate behaviour, and we strive to never 'give up' easily on a child as we recognise that each person has a unique contribution to make to school life and we want to support them to achieve this.**

A decision to exclude a pupil, either for a fixed period or permanently is seen as a last resort by the school. The physical and emotional health of our children and staff is our primary concern, and we therefore accept, that in some rare situations, exclusion may be necessary, if all other strategies have been exhausted.

The school is responsible for communicating its expectations of standards of conduct to pupils, parents and staff. A range of policies and procedures are in place to promote good behaviour and appropriate conduct. These are:

- Behaviour Policy;
- Anti-Bullying Policy;
- Positive Handling Policy.

No exclusion will be initiated without first exhausting other strategies or, in the case of a serious single incident, a thorough investigation.

## Reasons for Exclusion:

- Serious breach of the school's rules or policies;
- Risk of harm to the education or welfare of the pupil or others in the school.

Any exclusion will be at the decision of the Headteacher, in consultation with the Governing Body, as appropriate.

## Temporary Exclusion

A temporary exclusion should be for the shortest time necessary. Ofsted evidence suggests that 1-3 days is usually enough to secure benefits without adverse educational consequences.

## Persistent or Cumulative Problems

Exclusion for a period of time from half a day to 5 days for persistent or cumulative problems would be imposed only when the school had already offered and implemented a range of support and management strategies. These strategies are outlined in the Behaviour and Discipline Policy.

## Single Incident

Temporary exclusion may be used in response to a serious breach of school rules and policies or a disciplinary offence. In such cases the Headteacher will investigate the incident thoroughly and consider all evidence to support the allegation, taking account of the school's policies. The pupil will be encouraged to give his/her version of events and the Headteacher will check whether the incident may have been provoked, for example by bullying or racial harassment.

If necessary the Headteacher will consult the Chair of the Governing Body and Deputy Headteacher.

## Permanent Exclusion

A permanent exclusion is a very serious decision and the Headteacher will consult with the Deputy Headteacher and Chair of the Governing Body before enforcing it.

As with a temporary exclusion, it will follow a range of strategies and be seen as a last resort, or it will be in response to a very serious breach of school rules and policies or a disciplinary offence such as:

- Serious actual or threatened violence against another pupil or a member of staff;
- Possession or use of an illegal drug on school premises;
- Persistent bullying;
- Persistent harassment in breach of our Equality Policy.

## The Decision to Exclude

If the Headteacher decides to exclude a pupil he/she will follow Richmond AFC's Guidance on the Use of Exclusion and:

- ensure that there is sufficient recorded evidence to support the decision;
- explain the decision to the pupil;
- contact the parents, explain the decision and ask that the child be collected, offering Early Help at this stage;
- send a letter to the parents confirming the reasons for the exclusion, whether it is a permanent or temporary exclusion;
- the length of the exclusion and any terms or conditions agreed for the pupil's return;
- in cases of more than a day's exclusion, ensure that appropriate work is set and that arrangements are in place for it to be marked;
- plan how to address the pupil's needs and integration back into their class on his/her return;
- plan a meeting with parents and pupil on his/her return.

## Safeguarding

An exclusion will not be enforced if doing so may put the safety of the pupil at risk. In cases where parents will not comply by, for example, refusing to collect the child, the child's welfare is the priority. In this situation, depending on the reason for exclusion, the school may consider an internal exclusion until the end of the day, implementing the original exclusion decision from the time the child is collected

from school, or, in more severe circumstances the school may contact Social Services and/or the Police to safely take the pupil off site.

### **Behaviour outside school**

Pupils' behaviour outside school on school business e.g. on school trips, at sports fixtures, is subject to the school's Behaviour Policy. Unacceptable behaviour in such circumstances will be dealt with as if it had taken place in school.

### **Pupils with special educational needs and disabled pupils**

The school must take account of any special educational needs when considering whether or not to exclude a pupil.

We have a legal duty under the Disability Discrimination Act 2005 as amended not to discriminate against disabled pupils by excluding them from school for behaviour related to their disability. The Headteacher should ensure that reasonable steps have been taken by the school to respond to a pupil's disability so the pupil is not treated less favourably for reasons related to the disability. See details in the Behaviour Policy.

### **Marking attendance registers following exclusion**

When a pupil is excluded temporarily, he/she should be marked as absent using Code E.

### **Managed move**

In cases where the Headteacher and parents agree that the progress of the pupil has been unsatisfactory and the pupil is unwilling or unable to profit from the educational opportunities offered, or if a parent has treated the school or members of its staff unreasonably the Headteacher may require the parents to remove the pupil at the end of a term. This is not exclusion and in such cases the Headteacher may assist the parents in placing the pupil in another school.

### **Removal from the school for other reasons**

The Headteacher may send a pupil home, after consultation with that pupil's parents and a health professional as appropriate, if the pupil poses an immediate and serious risk to the health and safety of other pupils and staff, for example because of a diagnosed illness such as a notifiable disease. This is not an exclusion and should be for the shortest possible time.

### **Procedure for appeal**

If parents wish to appeal the decision to exclude, the matter will be referred to the Governing Body and handled through The Local Authority appeal procedure.

Review date: October 2019