



PRIORY INFANT SCHOOL

Exclusion Policy

Priory Infants is an inclusive school, committed in policy and practice to valuing each member of the school community and working with children and their families.

The decision to exclude a pupil, either for a fixed period or permanently, is seen as a last resort by the school.

At Priory Infants we are responsible for communicating clearly and effectively to children and their families our expectations for standards of behaviour and conduct. A range of policies and procedures are in place to promote good behaviour.

- Use of the Golden Rules and positive behaviour management strategies
- Use of the Home School Agreement
- Behaviour Policy and Behaviour Information Leaflet for parents
- Consistent approach by all staff – following school policy

The school seeks to avoid exclusions. These would be considered only for very serious incidents or when all other strategies have been tried and have failed over time.

Fixed period (temporary) exclusion

The Headteacher makes all decisions about fixed term exclusions (FTE), in her absence this would be delegated to the Deputy Headteacher.

Exclusion for a period of time from half a day up to 5 days for persistent or cumulative problems would only be imposed when the school had offered and implemented a range of support and management strategies as detailed in our Behaviour Policy.

These could include:

- Discussions with parents
- Individual behaviour plan detailing targets, rewards and sanctions
- Counselling / time out
- Adult 1:1 support

Temporary exclusion may also be used in response to a serious single incident. In such cases the Headteacher will thoroughly investigate the incident and consider all evidence, including that of the pupil. In all cases the Headteacher will write to the parents describing the reasons for the exclusion, the start and end date of the excluded period and how the school plan's to address the pupil's needs on their return to school.

Any exclusion will be reported to the Local Authority Inclusion and Attendance Officer, Alison Coyle. It may be appropriate, if a child has more than one FTE to have a meeting between school, parents and the Inclusion Officer in order to plan a way forward.

Permanent exclusion

The Headteacher alone makes all decisions about permanent exclusions. The Governing Body will be informed.

The Headteacher will meet with parents to explain the reasons for the permanent exclusion and what happens next, and this would be followed up in writing. The Inclusions Officer at the Local Authority has to be informed so that they can arrange suitable alternative education for the excluded child.

Parents would be invited to attend a Governor's Discipline Meeting within 15 days - a representative from the Local Authority would also attend this meeting.

Parents have the right to appeal via the Local Authority Independent Appeals Panel.

Managed move

In some circumstances it may be more appropriate to instigate with Local Authority support a "managed move" to another school to give the child a "fresh start". If this is agreed by parents the Headteacher would liaise with the local Authority Exclusions Team and the Admissions Team to try to find a suitable place for the child at another local school and a transition plan would be put into place to give the required support.

Written by: Tracey Jones

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