



Exclusion Policy

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Statement of Intent

This policy supports Manor Academy's Behaviour Policy and is in line with government guidance as the next step from this.

It recognises that it is the Headteacher's responsibility to:

- Promote good behaviour and discipline on the part of the Academy's pupils
- Secure a safe and orderly environment for pupils and staff
- Ensure that other pupils and teaching staff are protected from disruption and can learn in a calm and supportive environment

This policy recognises that to meet these responsibilities, the Headteacher may have to exclude pupils, whether for a fixed term or under extreme circumstances, on a permanent basis. This policy seeks to clarify the circumstances under which this may occur and the procedures to follow.

Objectives

The objectives of the policy are to:

- Ensure there is a shared understanding of exclusions
- To identify the circumstances under which a pupil may be suspended/excluded
- To identify the circumstances under which a pupil should not be suspended/excluded
- Ensure a consistent approach to the exclusion of pupils

Policy Aims

Manor Academy makes every effort to ensure the continuous attendance of pupils. Manor Academy endeavours to consider multiple alternative strategies to exclusion wherever possible.

This policy aims to ensure that the suspension/exclusion of pupils operates fairly and reasonably.

Implementation

Only the Headteacher, or in her absence, a senior staff member acting on her authority, can suspend or exclude a pupil from Manor Academy.

Criteria for suspension or exclusion of pupils from Manor Academy

Pupils may be suspended for a fixed term period as a consequence of the following:

- Deliberate physical assault on another pupil
- Deliberate physical assault on a member of staff
- Persistent refusal to comply with the behaviour policy
- Excessive damage to property

- Using illegal substances on school property or transport
- Extreme racial/sexual/homophobic bullying
- Extreme bullying towards other students
- Extreme, threatening behaviour and/or verbal abuse towards staff or pupils

The exact length of the suspension period will depend upon the severity of the incident(s). The final responsibility for the length of time rests with the Headteacher.

Manor Academy will always aim to work on a preventative basis rather than a reactive one, and appropriate interventions will have been put in place to support all concerned, whether through school or with outside agencies.

A fixed-term suspension is a clear signal of what is unacceptable behaviour and will show the pupil that their current behaviours are putting them at risk of permanent exclusion.

It has to be recognised that further incidents may occur despite interventions put in place, which may lead to further suspensions.

Persistently repeated offences or offences that threaten the safety of the other pupils/staff will lead to a review of the placement to determine whether Manor Academy can still meet the needs of the young person or, in extreme cases, a permanent exclusion.

The members of the AAC are informed of all suspensions/exclusions.

Government guidance states that a pupil may be suspended for one or more fixed periods up to a maximum of 45 school days in any academic year or permanently excluded.

Permanent Exclusions

In excluding a pupil permanently, Manor Academy is acknowledging that it has exhausted all available strategies for dealing with that pupil. Therefore, this will only ever be used as a last resort.

If Manor is struggling to manage the pupils' behaviours, then normally, a managed move will be discussed through the annual review process before permanent exclusion.

There are, however, some circumstances where a pupil may be permanently excluded for a first- or one-off offence. These include:

- Where there has been serious actual or threatened violence against another pupil or member of staff
- Sexual misconduct
- Carrying an offensive weapon
- Supplying illegal substances
- Where allowing the pupil to remain in school would seriously harm the education or welfare of the pupil or others, such as staff or pupils in the school

The decision to either suspend on a fixed-term basis or permanently exclude should be based on the following:

- A consideration of all the relevant facts and such evidence as may be available to support allegations/events, taking into account the Academies behaviour and equal opportunities policy
- A review of the pupils' version of events
- Checking whether the incident was provoked, i.e. racial/sexual/homophobic harassment, bullying
- Consultation with other relevant parties

When establishing facts, the Headteacher must apply the civil standard of proof, i.e. 'on the balance of probabilities, it is more likely that something is true.

A pupil should not be suspended/excluded for:

- Minor incidents
- Poor academic performance
- Lateness or truancy
- As a result of the behaviour of parents against them, for example, as a result of parental abuse or violence against members of the Academy community

A pupil may be suspended/excluded for behaviour outside of school if there is a clear link between the misconduct and the promotion of good behaviour and discipline on the part of Manor Academy pupils. This can include inappropriate use of social media.

Once a decision has been made of a fixed-term suspension or permanent exclusion, the Headteacher is responsible for the following:

- Deciding the nature of the suspension/exclusion
- The period of suspension
- Informing the parents/carers, CEO, governors and LA in writing of the period of time, reasons and any arrangements for a meeting
- Making arrangements to ensure that the pupil can continue their education at home, including the setting and marking of work.

Where the reason for suspension has led to the involvement of the police, the Headteacher will need to consider the period of any suspension in terms of the following:

- 1) How far a return to school whilst investigations are ongoing could affect the outcomes and effectiveness of the investigation
- 2) How far the return to school could affect the education of other pupils

Where it is believed that an early return could impact either of these, the pupil should remain at home with school making arrangements for the pupil's education to continue.

Where a pupil has been excluded permanently, Headteachers should take reasonable steps to ensure that work is set and marked for the first five school days where the pupil will not be attending any alternative provision.

Monitoring and Review

The policy's success will be monitored and evaluated through a termly review of the number of suspensions/exclusions, their nature and the reason for them. The Senior Leadership Team and the Academic Advisory Committee will undertake this.