

Exclusion Policy

To be read in conjunction with

- DfE - Keeping Children Safe in Education (KCSIE) 2021
- Safeguarding and Child Protection Policy
- Positive Relationship Policy
- Special Educational Needs and Disability (SEND) Policy
- Anti-Bullying Policy
- E-Safety Policy

Rationale

The school deals with all behavioural issues in a supportive and positive way by using a range of strategies to positively modify pupils' behaviour and thus avoid any issues reaching the point of exclusion. However, there may be occasions when the school has no option but to implement an internal, fixed term or permanent exclusion. The school recognises that the decision to exclude a pupil must be lawful, reasonable and fair. It recognises its statutory duty to give consideration to the protected characteristics and it ensures the fair treatment of groups who are particularly vulnerable to exclusion.

Exclusion is only used in the case of a serious breach of the Behaviour Management Policy. A pupil may be at risk of exclusion for:

- Verbal or physical assault of a child or adult
- Persistent and repetitive disruption of lessons and other pupils' learning or consistent refusal to participate in learning
- Incidents of persistent bullying
- Incidents related to drug or alcohol abuse
- Bringing knives or weapons into school
- Any other extreme misbehaviour which is outside the normal range of sanctions

Aims

- To ensure that pupils and parents are clear about the consequences of repeated misbehaviour
- To identify any concerns about a pupil's behaviour at an early stage
- To work with parents to identify any causal factors and intervene early in order to modify the pupil's behaviour
- To ensure that all special educational needs and /or disabilities are fully met
- To consider if a multi-agency assessment is required and to organise an assessment if required

- To provide a behaviour plan in order to support the pupil and to ensure that strategies used are effective

Objectives

- A fixed term or permanent exclusion can only be authorised by the proprietor or Headteacher
- A fixed term exclusion can last for between 1 and 5 days
- The school will set and mark work for all pupils during all fixed term exclusion periods
- A pupil may be excluded for one or more fixed periods up to a maximum of 45 school days in an academic year or permanently
- The proprietor or Headteacher will monitor the number of fixed term exclusions to ensure that no group is unfairly discriminated against and that the needs of individuals are met
- If a permanent exclusion is being considered for a child with an Education Health and Care Plan (EHCP) or a looked after child, the local authority will be consulted
- If a child is permanently excluded the local authority will be informed when the child is removed from the school's register.

Procedures

Internal exclusion

An 'internal exclusion' is when a pupil is withdrawn from class for a finite period and supervised – whilst continuing schoolwork - in another part of the school, due to either a step on the child's behaviour plan, or in response to serious inappropriate behaviours (see Positive Relationship Policy). The length of the internal exclusion will be appropriate in proportion to the behaviour. Parents/carers will be informed if their child is to be placed in an internal exclusion. If a child does not follow instructions or remain in the part of the school allocated, a decision will be made regarding the next appropriate action. During an internal exclusion, the child will have access to the toilet facilities, drinking water and their snacks/lunch. They will also have supervised movement breaks.

Fixed Term Exclusions

Parents will be notified of the decision to exclude a pupil as soon as possible, in most cases they will be asked to meet with the Headteacher on the day that the exclusion is decided. If this is not possible parents will be notified during a telephone call. A letter confirming the exclusion will be sent to parents the same day, this can be sent by email. The letter will detail the:

- reason for the exclusion
- period of the exclusion
- parent's right to make representations about the exclusion to the school and how the pupil can be involved in this
- how any representations can be made
- work which has been set for the pupil and the school's expectations during the exclusion period (that the pupil will remain at home or in the home of a relative and that the exclusion will not be seen as a holiday)

A pupil who has received a fixed term exclusion will have his/her behaviour explained to him/her by the proprietor so that they understand the reason for the exclusion. When the pupil returns to school they must attend a reintegration meeting, accompanied by a parent, during which the school's expectations for their future behaviour are made clear. The school will put in place support and intervention strategies to support the pupil on their return and establish practical ways in which further exclusion can be avoided.

Permanent Exclusions

The school will usually only permanently exclude pupils as a last resort and after having tried to improve a pupil's behaviour through a range of other strategies, however, there are occasions where a pupil may be permanently excluded in response to a very serious incident and where there are no previous behavioural issues. Parents will be notified of the decision to exclude a pupil as soon as possible, in most cases they will be asked to meet with the Headteacher on the day that the exclusion is decided, if this is not possible parents will be notified during a telephone call. A letter confirming the exclusion will be sent to parents the same day, this can be sent by email. The letter will detail the:

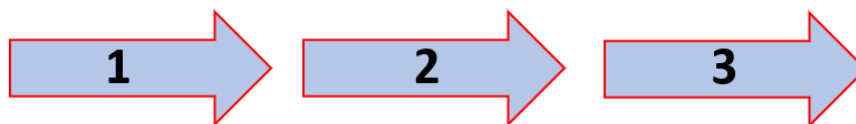
- reason for the exclusion
- fact that it is a permanent exclusion
- parent's right to make representations about the exclusion to the independent appeals panel
- how any representations can be made

The school will attempt to work with parents to find a suitable school for the pupil. The local authority is required to provide an education for the pupil on or after the sixth day of exclusion.

The school will keep detailed records of all fixed term and permanent exclusions. The school will inform the local authority when a pupil is permanently excluded.

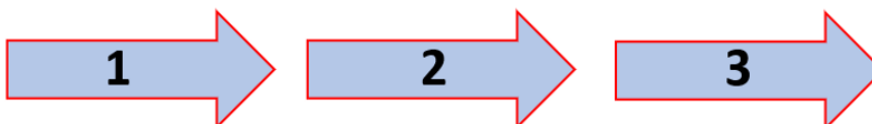
Exclusions will occur as follows:

Incident leads to an internal exclusion – Child can have up to 3 internal exclusions for unacceptable behaviour in one term.



1. Class teacher will ensure parent engagement will occur each time an exclusion occurs.
2. Review whether behaviour plan is required.

If poor behaviour persists child will be excluded from school for a day. The child can have up to 3 fixed term external exclusions in one academic year.



1. The Head teacher/Proprietor will confirm the decision as to whether a child is given a fixed term exclusion.
2. Any member of SLT can inform parents of the decision to give the child a fixed term exclusion.
3. Reintegration meetings will take place upon return.
4. Strategies continually reviewed in consultation with parents to give child best opportunity for success.

If following the third 'external' exclusion, behaviour does not meet the standards expected by Atelier 21, the child's place within school will be withdrawn.

Although the school has these steps in place, all incidents and cases that lead to an exclusion (internal, fixed or permanent) will be treated on an individual basis.

Penalty notice relating to exclusions

Although Atelier 21 Future School is an independent school it still adheres to DfE guidelines regarding exclusion. Section 103 of the Education and Inspections Act 2006 places a duty on parents to ensure that their child is not in a public place without justifiable cause during school hours when they are excluded from school. This duty applies to the first five days of each exclusion. Failure to do so will render the parent liable to a Penalty Notice. The amount payable is £60 if paid within 21 days of receipt of the Penalty Notice, rising to £120 if paid after 21 days but within 28 days. If the Penalty Notice is not paid, the recipient will be prosecuted for the offence under Section 103. Alternative education provision will be made from the sixth day of any exclusion and failure to attend such provision.

Document Control Information			
Author	Hayley Peacock	Status	Approved
Version	1.3	Date	09/06/2023
Approved by	Hayley Peacock	Signed	<i>H Peacock</i>
Approved Date	09/06/2023	Review Date	09/06/2025
Location	https://atelier21schools.co.uk/parents/#Policies		

Document Review			
Version	Amendment	By	Date
1.0	Initial Release	H Peacock	24/06/2020
1.1	Changes to document dates	Danni Hayes	13/05/2021
1.2	Changes to exclusion process	Richard Keightley	30.11.21
1.3	Review and amendments	Becci Gooding	9/6/2023