



THE BUCKINGHAMSHIRE PRIMARY PUPIL REFERRAL UNIT

EXCLUSION POLICY

January 2019

**This policy was agreed by the Management Committee: February 2019
This policy will be reviewed by: 30/01/22**

Exclusion Policy

Rationale

This policy is an appendix of the PRU's Behaviour Policy, and it deals with the policy and practice which informs the PRU's use of exclusion. We recognise that good discipline is essential to ensure that the pupils we support have the best opportunity to succeed academically and behaviourally. The support we provide is holistic in nature and we work closely with families and other professionals to help ensure the best possible outcomes for the pupils we support. All members of the PRU community are committed to ensuring the safety and well-being of all, and to maintain an appropriate educational environment in which all can learn and succeed.

Introduction

The decision to exclude a pupil will be taken in the following circumstances:

- In response to a serious breach of the PRU's Behaviour Policy
- If allowing the student to remain in the PRU would seriously harm the education or welfare of the pupil or others in the PRU.

Exclusion is an extreme sanction and is only administered by the headteacher (or, in the absence of the headteacher, the member of the Senior Leadership Team who is acting in that role).

Exclusion, whether fixed term or permanent may be used for any of the following, all of which constitute examples of unacceptable conduct and are infringements of the Behaviour Policy:

- Unacceptable behaviour which has previously been reported and for which PRU sanctions and other interventions have not been successful in modifying the pupil's behaviour
- Verbal or physical abuse of other pupils or PRU staff
- Aggression towards other pupils leading to the possibility of physical or emotional harm
- Indecent behaviour

This is not an exhaustive list and there may be other situations where the headteacher makes the judgment that exclusion is an appropriate sanction.

Exclusion procedure

Most exclusions are of a fixed term nature and are of short duration. Prior to taking a decision to exclude a pupil, the PRU will have worked closely with the parents and pupils to put in place strategies to impact positively on the behaviour of the child. If all such strategies have failed to have the necessary impact, and the incident is serious, then exclusion will be considered. Parents will be informed and a letter will be sent, warning parents that their child's behaviour is placing them at risk of exclusion; and seeking their support by emphasising the seriousness of the situation.

In extreme or very difficult cases where all strategies a tried by the PRU staff have failed to have a positive impact then fixed term exclusions would be used to enable PRU staff to consult with other professional agencies e.g. Educational Psychologists, Educational Welfare Officers, CAMHs etc. and parents in order to formulate the best way to support the child and address his needs.

In the event that the incident places the child, other pupils or staff at significant risk of injury, significant damage to property or the incident has already caused injury or damage, then the Executive Head (or in their absence someone authorised to act in their place) may decide to proceed straight to exclusion, without issuing an "at risk" letter, if that is in the best interests of the wider PRU community. Such decisions are not taken lightly and the matter will be discussed with other professionals before taking action.

The ultimate sanction of Permanently Excluding a pupil would only be used in the most extreme circumstances when every other strategy had failed or when the safety of others in the PRU were at risk. The decision would be made by the Executive Head in consultation with other staff and other professionals involved in the care of the pupil, including the Exclusions and Reintegration team.

The DfE regulations allow the headteacher to exclude a pupil for one or more fixed periods not exceeding 45 school days in any one school year. Decisions and/or advice will be discussed with the Exclusions and Reintegration team, so that the most appropriate decision can be made; taking into account the circumstances of incident, the needs of pupil and the needs of the PRU as a whole.

The members of the Management Committee have established arrangements to review promptly all permanent exclusions from the PRU and all fixed term exclusions that would lead to a pupil being excluded for over 15 days in a school term or missing a public examination. (The PRU has adopted the Bucks County Council guidelines).

The members of the Management Committee have established arrangements to review fixed term exclusions which would lead to a student being excluded for over five days but not over 15 days in a school term where a parent has expressed a wish to make representations.

Following a decision to exclude, parents/carers are contacted immediately where possible. A letter will be sent by post or handed directly to the parent/carer giving details of the exclusion and the date the exclusion ends. Parents/carers have a right to make representations to the Management Committee and the LA as directed in the letter.

A reintegration meeting will be held following the expiry of the fixed term exclusion and this will involve a member of the Senior Leadership Team and other staff and/or professionals where appropriate.

During the course of a fixed term exclusion where the pupil is to be at home, parents/carers are advised that the pupil is not allowed on the PRU premises, and that daytime supervision is their responsibility, as parents/carers.

Work will be provided by the class teacher.

Permanent Exclusion

The decision to exclude a pupil permanently is a serious one. There are two main types of situation in which permanent exclusion may be considered:

1. The final, formal step in a concerted process for dealing with disciplinary offences following the use of a wide range of other strategies, which have been used without success. It is an acknowledgement that all available strategies have been exhausted and is used as a last resort. This would include persistent and defiant misbehaviour including bullying (which would include racist or homophobic bullying).
2. When a serious criminal act has been committed, the PRU will involve the police in any such offence.

General factors the PRU considers before making a decision to exclude:

Exclusion will not be imposed instantly unless there is an immediate threat to the safety of others in the PRU or the pupil concerned. Before deciding whether to exclude a pupil either permanently or for a fixed period, the headteacher will:

- Ensure appropriate investigations have been carried out
- Consider all the evidence available to support the allegations, taking into account the PRU's policies
- Allow the pupil to give his/her version of events
- Check whether the incident may have been provoked.

If the headteacher is satisfied that on the balance of probabilities, the pupil did what he or she is alleged to have done, exclusion will be the outcome.

Signed:
(Chair of the Management Committee)

Dated:

Signed:
(Executive Head)

Dated: