



ST PAUL'S ACADEMY

Exclusion Policy

Revised September 2019

Prepared by: SPA Inclusion Team – November 2019

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Please note that whenever a child is removed from their normal timetable, Attendance Team must be notified immediately and full and accurate details provided as soon as they are available/decided. These must be co-ordinated exactly with what is recorded on Behaviour Watch. We cannot have – for example – occasions where a student is recorded as Educated Off-Site on SIMS but Fixed Term Excluded on Behaviour Watch.

Special Educational Need and Exclusion

Before issuing any form of exclusion, internal, external or permanent, due consideration must be given to whether the student's behaviour is as a result of a diagnosed, or suspected, Special Educational Need. If so, reasonable adjustment must be considered. When investigating high level incidents [red] involved students with Special Educational Needs, a member of the Inclusion Learning Zone [usually a Behaviour Lead or the Assistant Principal for Inclusion] must be consulted. **Please note:** Social Emotional and Mental Health [SEMH] is consider a Special Educational Need.

Statements

It is vital that written statements are always taken following a high level incident. A student who may be subject to an Exclusion must be given an opportunity to given a written statement before any decision is made. At no point should a student be directed as to what to include in their statement. Students must be kept separate when making or dictating statements about the same incident and – as far as possible – all opportunities for collusion removed. All statements must be written on Academy statement paper. If a student is unable to write a state due to an educational need, it is appropriate for an adult to scribe the student's statement. A student should not be made write a statement in a distressed emotional state. Please see investigation guidance document for further advice.

Internal Exclusion with Vice Principal or Principal

IEWVP and IEWP can only be authorised by the Vice Principal and Principal of the Academy. An IEWVP or IEWP may be authorised in the following situations:

- A student is going to be given a Fixed Term Exclusion and needs to be accommodated away from other students until the end of the day;
- It is not logistically possible to refer the student to Seclusion or due to Special Educational Needs it is not appropriate to Seclude the student;
- The Vice Principal or Principal feels that, given the student concerned, this is preferable to a referral to Seclusion or a Fixed Term Exclusion.

A Behaviour Watch Red Slip must be completed on the day itself, following a discussion between the staff involved in the incident as to who will take responsibility for this. Michelle Nelson must be alerted so she can produce the letter home from the Behaviour Watch slip.

Seclusion Referral*

Please note that Seclusion is the most serious in school sanction available to staff and this must be reflected in its use. Before making the decision to refer here, alternative sanctions should be explored.

These are the incidents for which a Seclusion referral could be appropriate:

- Deliberately making it impossible for the lesson to proceed;

- Fighting (as opposed to assault or assault followed by reasonable attempt to defend oneself by the initial victim); *refer to Fixed Term Exclusions below for discriminating levels on this issue;*
- Truancy;
- Serious Network Abuse;
- Reckless Behaviour;
- Prolonged Serious Defiance;
- Extreme inappropriateness towards staff;
- Bringing School into disrepute;
- Serious theft
- Homophobic, racist or sexist incident where it seems the intent to hurt, damage or seriously offend is not the motive; *refer to Fixed Term Exclusions below for discriminating levels on this issue;*
- Sexually inappropriate behaviour where it seems the intent to hurt or seriously offend is not the motive; *refer to Fixed Term Exclusions below for discriminating levels on this issue;*
- Repeated breach of basic rules to the extent that it seriously affects teaching & learning or has a major impact on the management of students.
- Joint Enterprise on any of the above

***Important**

When considering a student for Seclusion, it is essential that the “Seclusion Management Protocols” document is followed.

If a behavioural aspect of the child’s SEND status is the issue, then the child needs to be removed but a Seclusion referral is not appropriate. In the 1st instance the Learning Zone should seek to resolve the issue with, if needed, assistance from SEND or Mentoring staff.

Approved and Agreed Temporary Education at Home

This should only be used extremely rarely and must be approved by the Principal or Vice Principal and must include consultation with the Safeguarding Team, who will seek the approval of Greenwich Local Authority. It should never go beyond 5 days. If circumstances make return to SPA impossible, an Alternative Provision placement must be arranged for the 6th day onwards, unless Greenwich approve an extension of the Home Education.

All details must be accurately recorded on Behaviour Watch under the Support tab, selecting “In-school Intervention” > “Approved temporary education at home” and Attendance Team must be informed.

This would be the best way forward when it is essential that a student does not come into School for health and safety reasons but a Fixed Term Exclusion is inappropriate. Examples would be:

- A serious allegation has been made which is in the hands of the Police and we cannot be seen to be pre-judging the outcome as we would be unable to conduct our own enquiry without contaminating the Police investigation;
- There is conflict in School which needs investigating and/or resolving and while that is happening it is best for a student not to be on site, but again it would be inappropriate to issue a Fixed Term Exclusion.

While parents/carers will probably be contacted in the first instance by telephone to prevent the child coming into school as an emergency, **it is vital that a meeting is arranged in School as soon as possible**. In ordinary circumstances, the student would be brought to the meeting by their parents/carers. However, health and safety issues may dictate otherwise and must be considered. At this meeting, the reasons for the arrangement should be clearly explained, parental consent obtained and specific detailed work provided. If the parents do not consent, then a Fixed Term Exclusion is the only option.

Fixed Term Exclusion

These can only be issued by the Principal or Vice Principal and must include consultation with the Safeguarding Team. They must be recorded on Behaviour Watch in a timely fashion and Lindsey Wood asked to look out for an alert so she can edit the letter automatically generated. Attendance must be notified at the same time with the full, correct information.

In cases where the alleged perpetrator has left school for the day or the incident happens outside of school and it is felt that an exclusion is highly likely, it must **not** be issued until the student has been given the opportunity to give a written statement. For safeguarding reasons this might well involve the student being brought into school by a parent or carer for this to take place. **Getting a student to make a statement after the exclusion is not best practice and can lead to the Academy being put in a difficult position.**

These are the incidents for which a Fixed Term Exclusion referral could be appropriate (all of which carry the threat of Permanent Exclusion if repeated or there is a particularly high level one off incident.):

- Refusal to co-operate or prolonged lying during an investigation into an incident which would otherwise merit an Internal Exclusion;
- Extending prolonged serious defiance to such a stage that intervention from Senior Management is needed;
- Refusal to co-operate or prolonged, deliberate disruption while Internally Excluded;
- Assault (as distinct from fighting. If one student assaults another & the victim makes a reasonable proportional attempt to defend themselves, the victim should not be treated as equally culpable); *refer back to Seclusion Referral for discrimination on this issue;*
- Bullying/Cyber Bullying;
- High level homophobic, racist or sexist incident (Intent is key here); *refer back to Seclusion Referral for discrimination on this issue;*
- Sexually inappropriate behaviour (Intent is key here); *refer back to Seclusion Referral for discrimination on this issue;*
- High level bringing of School into disrepute;
- Robbery or extortion;
- Serial or very high level theft;
- Aggressive behaviour towards staff;
- Sexually threatening behaviour towards staff;
- Vandalism (deliberate & destructive as opposed to absent-mindedly doodling);
- Dangerous behaviour (physical, verbal, or electronic) which seriously threatens the safety of others;
- Alcohol or Substance possession;
- Joint Enterprise on any of the above.

Final Warning Letter

A student may be issued with a final warning letter as a result of their behaviour putting their place in St Paul's Academy at risk. This may be as a result of an accumulation of poor behaviour, in a specific subject area or across the Academy. A final warning letter may also be issued following a fixed term exclusion where a Permanent Exclusion was considered.

Permanent Exclusion

Any of the FTEs above could qualify; however the following would almost inevitably mean not returning to SPA

- Bringing a weapon into school
- Sexual assault
- Assault on a member of staff
- Assault on a student
- Assault on a member of the public
- Persistently putting oneself beyond the control of Senior Management