



# **New Horizon Community School**

## **Procedure for Exclusions**

**2018/19**

Updated: January 2019

Date of next Review: November 2019

**NEW HORIZON COMMUNITY SCHOOL**

## **Procedure for Exclusions**

1. A situation arises that constitutes a potential reason for exclusion (temporary or permanent). The nature of the situation will be serious so will require the attention of a senior member of staff. They must be informed immediately of the situation.
2. The situation will be managed by a senior member of staff. The Head Teacher takes the lead on behaviour management cases but in their absence the most senior member of staff must henceforth take responsibility for the situation (Deputy Head Teacher).
3. The Head Teacher will decide the best outcome for all those involved in a given situation. If necessary, those posing a risk to themselves and the welfare of staff and/or students will be immediately excluded.
4. The situation will be documented taking into account the experiences of all those involved in the situation: staff and students. Written accounts will be obtained directly from staff but the Head Teacher will take the responsibility to write the account on behalf of students – they may be overwhelmed, shocked or upset by their actions or what they have experienced. It is unnecessary to expect them to recall and write statements.

The information required for statements includes:-

- name and form of pupil (making the statement)
- date (of the incident)
- time of incident
- details of the event
- pupil signature

5. It may be considered as necessary or preferable to invite the Senior Designated Person to discussions with students, especially those that the school identifies as vulnerable. The conversation between the Head Teacher, SDP and student(s) should be documented and the information should include:-
  - Names of those persons present
  - Date of interview
  - Time of interview
  - An indication of questions asked as well as replies – any comments made by those present.
6. Assessment of information to take place. This process may involve senior management, Form Tutor(s) or staff directly involved in the situation.
7. If the decision to exclude has been made:
  - a) Head Teacher is to inform parents of their decision.
    - (i) If the decision to exclude is of immediate effect, parents will be contacted and informed of the Schools decision. Parents will be expected to arrange for their child to be taken from school as a matter of urgency. They will be formally contacted in writing when a final decision has been made in response to the actions taken during a situation.
    - (ii) If students are able to remain in school (in isolation) whilst a situation is assessed, they will be sent home with an official decision of exclusion. Parents will also be contacted by the office and informed of the situation so that they aware of the severity of the situation. This reduces the pressure placed on students to inform their parents of their exclusion.

- b) A copy of the letter should be posted (first class).
  - c) The Chairman of Governor's should be informed of any long term exclusions as parents may contact the Board of Governors for advice or to request a change in decision.
  - d) Office to record details of the exclusion into the 'serious incidents' folder.
  - e) Office to keep record of correspondence between all bodies involved in the situation
8. For temporary exclusion of more than one day, office to obtain and send *work home*. On its completion the work will be returned to staff for marking. *(Parents will be contacted to collect work – they can also be updated with any instructions or relevant information concerning their child).*
9. If students are permanently excluded, they will be provided work until they have been registered at a new school.
10. On a pupil's return to school, they will meet with the Head Teacher to discuss the school's expectations. It may be necessary to restrict their involvement in school (isolation during specific times of the school day) or to monitor their behaviour via a school report.
11. In cases involving a temporary exclusion (5 – 10 days) or permanent exclusion, parents have a right to appeal the decision of an exclusion. They will be invited to a meeting that involves a panel of governors, who will consider the opinions of the student and parents seeking the overturn of a disciplinary decision. Those parents who struggle with communicating in English, will be advised to attend the meeting with someone who can translate for them.
12. The process must consider the welfare and safety of the student involved but the lives of all those concerned with the school must be equally considered.