

Re-approved: July 2016

Review Date: June 2017

Policy Title	Exclusion Policy
1. Purpose	<p>The purpose of this policy is to set out the approach that Trinity Academy will take to the exclusion of pupils.</p> <p>This policy links to the school's Behaviour Policy and Anti Bullying Policy and it takes account of the DfE Guide on Exclusion for Maintained Schools and Academies and pupil referral units in England (2012)</p> <p>Appendix 1: Exclusions Sanctions Guide</p>
2. Summary	<p>Good discipline is essential to ensure that all pupils can benefit from the opportunities provided by education. Trinity Academy's Behaviour Policy outlines expectations and key strategies for promoting good behaviour. The Board of Trustees supports the Headteacher in using exclusion as a sanction where it is warranted. However, it will only be used as a last resort, in response to a serious breach, or persistent breaches, of the Academy's Behaviour Policy and where allowing the pupil to remain in school would seriously harm the education or welfare of the pupil or others at Trinity Academy.</p>
3. Aims	<ul style="list-style-type: none"> • To provide a framework for exclusions that is clear, fair, understood by pupils, parents/carers and staff and consistently applied. • To ensure that exclusions are only used as a last resort
4. Objectives	<ul style="list-style-type: none"> • To promote good behaviour and discourage inappropriate behaviour. • To contribute to the maintenance of a calm and ordered school environment
5. Roles and Responsibilities	<p>The Headteacher is responsible for ensuring the fair and consistent implementation of the policy and for all decisions on whether or not to exclude a pupil. The Headteacher may delegate to other senior leaders the arrangements for the support for pupils in danger of exclusion and for the reintegration of pupils returning to school after a fixed-term exclusion</p> <p>The Board of Trustees is responsible for deciding whether or not to confirm the Headteacher's decision to exclude a pupil.</p> <p>In the event of a parental appeal against a Board of Trustees decision to uphold a permanent exclusion, Trinity Academy will draw on the services of a specialist company to undertake the independent appeals panel procedures.</p>

6. Implementation

Exclusions

Exclusions, whether fixed-term or permanent, may be used in response to any of the following, all of which are examples of unacceptable conduct and breach the school's Behaviour Policy:

- Physical assault against a pupil
- Physical assault against an adult
- Verbal abuse/threatening behaviour against a pupil
- Verbal abuse/threatening behaviour against an adult
- Bullying
- Racist abuse
- Sexual misconduct
- Drug and alcohol related
- Damage
- Theft
- Persistent disruptive behaviour
- Weapons related

This is not an exhaustive list and there may be other situations where the Headteacher judges that exclusion is an appropriate sanction. On health and safety grounds allied to disrupting the learning of others, this includes deliberately tampering with safety equipment such as fire extinguishers or setting off a fire alarm.

Permanent Exclusion

There are two main types of situation in which permanent exclusion may be considered. The first is where a pupil exhibits a build up of disruptive behaviours over time and continues to display persistent and defiant behaviour in spite of sanctions and the use of other strategies. In this respect it is a final, formal step in a concerted process for dealing with the disciplinary offences and adverse behaviours.

The second is in the exceptional set of circumstances where, in the Headteacher's judgement, it is appropriate to permanently exclude a student for a first or 'one off' offence, regardless of previous disciplinary history.

Where Trinity Academy considers that a criminal offence may have taken place, it reserves the right to inform the Police and other agencies, as appropriate.

In the event of a permanent exclusion, the Headteacher will work with the Local Authority and other agencies to ensure that suitable alternative provision is found for the pupil in question.

Making a decision to exclude

Before deciding whether to exclude a pupil, the Headteacher will:

- Ensure that an appropriate investigation has been carried out.
- Consider all the evidence available to support the allegations.
- Allow the student to give his/her version of events.
- Look at the particular circumstances of each case.

The Headteacher has to be satisfied on the balance of probabilities that the pupil was responsible for the behaviour in question.

In considering whether permanent exclusion is the most appropriate

	<p>sanction, the Headteacher will consider:</p> <ol style="list-style-type: none"> a) The gravity of the incident, or series of incidents, and whether it constitutes a serious breach of the Academy’s Behaviour Policy. b) The effect that the student remaining in the Academy would have on the education and welfare of other members of the Academy community. <p>In line with its statutory duty, these same two tests of appropriateness will form the basis of the deliberations by the Board of Trustees when it meets to consider the Headteacher’s decision to exclude. The Board of Trustees will require the Headteacher to explain the reasons for the decision and will look at appropriate evidence such as the pupil’s Academy record, witness statements and the strategies used by the Academy to support the student prior to exclusion.</p> <p><u>Informing parents/carers</u> Whenever a pupil is excluded the Headteacher, without delay, will notify parents/carers of the period of exclusion, the grounds for it and how they can make representations to the Board of Trustees</p> <p><u>Behaviour outside of Trinity Academy</u> Pupils who breach the Academy’s Behaviour Policy whilst on school related activities such as trips and journeys, sports fixtures or a work-experience placement will be dealt with in the same manner as if the incident had taken place in school.</p> <p>For incidents that take place outside of Trinity Academy and not during school related activities, this policy will still have effect if there is a clear link between that behaviour and maintaining good behaviour and discipline among the student body as a whole. This includes behaviour in the immediate vicinity of the Academy or on a journey to and from school.</p> <p><u>Exclusion of pupils with special educational needs (SEND), disability, race relations and looked after children</u> Trinity Academy will pay due regard to the guidance on pupils with statements of SEND, looked after children and those from groups with consistently higher than average rates of exclusion, as outlined in Section 3 paragraphs 20-24 of the current guidance.</p>
7. Monitoring and Evaluation	The Headteacher will monitor the implementation and effectiveness of this policy, review it annually and submit a report to the Board of Trustees.
8. Frequency of Review	This policy will be reviewed and updated annually with care taken that to ensure that it reflects the most recent DfE guidelines.
9. Approval	Approved by the Board of Trustees
10. Appendices	Appendix 1 – see below