



Birchfield Independent Girls School

POLICY ON EXCLUSION (CHECKLIST)

Birchfield Independent Girls School complies with the terms of the 1998 Data Protection Act, and any subsequent relevant legislation, to ensure personal data is treated in confidence, in a manner that is fair and lawful.

Birchfield Independent Girls School aims to uphold the behaviour practiced by pupils within the school. We try our best to deal with pupils in the fairest way possible should they commit any acts that are against the rules and conduct of the school. We use the following procedures (exclusion and expulsions) to help rehabilitate the student in order to make them understand that certain behaviours will not be tolerated with the school.

Exclusions and Fixed Term Expulsion

Purpose of the policy:

- To ensure that pupils, parents, teachers and governors are aware of the circumstances in which exclusions are likely to be used as a sanction.
- To ensure that procedures are consistent within the school, fulfil statutory requirements and have due regard to appropriate guidelines.
- When a child is excluded school work should be set and marked to minimise disruption of education.
- Only the head teacher has the right to exclude.
- Exclusion will normally be the sanction for serious or persistent breaches of school rules, especially where there is threat to the good order and educational purpose of the school.

Types of Exclusion

There are 2 kinds of exclusion - fixed period (suspended) and permanent (expelled).

Fixed Period Exclusion

A fixed period exclusion is where your child is temporarily removed from school. They can only be removed for up to 45 school days in 1 school year.

Pupils will be set work to complete at it is parental responsibility to collect the work from the school.

Permanent Exclusion

Permanent exclusion means your child is expelled. The local council must arrange full-time education from the 6th school day. The head teacher will inform the governing body without delay. They have power to direct the reinstatement of the pupil. If parents/carers give notice to governors that they wish to make representatives about the exclusion, an appropriate meeting shall be convened, as soon as possible.

Before permanent exclusion an urgent case conference, bringing together all parties involved should be held.

What happens when your child is excluded

The school will let you know about an exclusion as soon as possible and follow up with a letter including information about how long your child is excluded for and why.

Exclusions can start the same day but the school can't make you collect your child straight away. Exclusion should not be made in the heat of the moment but after due consideration.

Procedures

In general, the principle reasons for exclusions are as follows:

- Sexually inappropriate behaviour to students, staff and others
- Possession of drugs, cigarettes, narcotics, fireworks, alcohol, weaponry
- Vandalism
- Theft
- Extortion
- Threatening behaviour
- Smoking
- Continuous use of mobile phone
- Continuous behaviour issues even after exhausting schools other methods of sanctions (i.e. detentions/report)

This is not an exhaustive list and there may be other situations where the Head teacher makes the judgement that permanent/fixed term exclusion is an appropriate sanction.

Length of Exclusion

Exclusions should be for the shortest time possible bearing in mind that longer than 2 days makes it difficult to reintegrate students. However, the Head teacher will make a decision based on the incident and previous records. Following a decision to exclude; the Head teacher will inform parents/carers without delay and, if possible, on the same day as the exclusion, of:

- The length of exclusion
- The specific reason for it

Exclusion will Normally only take Place:

- In response to serious breaches of school discipline

- When other strategies have been tried and have failed
- If allowing a student to remain in school would seriously harm the education or welfare of other students
- Where a school caution has been issued unless it is a serious offence

Before an Exclusion is made the Head teacher (or representative) should:

- Consider all relevant facts.
- Allow the pupil to give their version
- Check if the incident was provoked by racial or sexual harassment.
- Consult form teachers
- Have due regard to the various school policies

Role of Governor Discipline Committee

To review exclusion policy and individual cases

Fixed Term Exclusions

Normally a parent and student will have received a warning before fixed term exclusion takes place.

The Noble Prophet Muhammad (sallaaAllaahu alaihe wa sallam) said:

“The best gift to children from parents is their correct training.”

Al Tirmidhi

“Honour your children and bring them up well. Verily, your children are a gift for you.”

Ibn Maajah

Appendix

EXCLUSION CHECKLIST (FIXED TERM)

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NAME: FORM:

1. Previous exclusion/s details: (available from admin)

2. Number of detentions/sanctions in the past: (available from behaviour coordinator)

3. Pastoral support plan (details of that given and responses) –

4. Reports (stages / dates) – copies attached
5. Progress report information – copies attached.
6. SEN level

7. Is child ‘looked after?’ Y / N

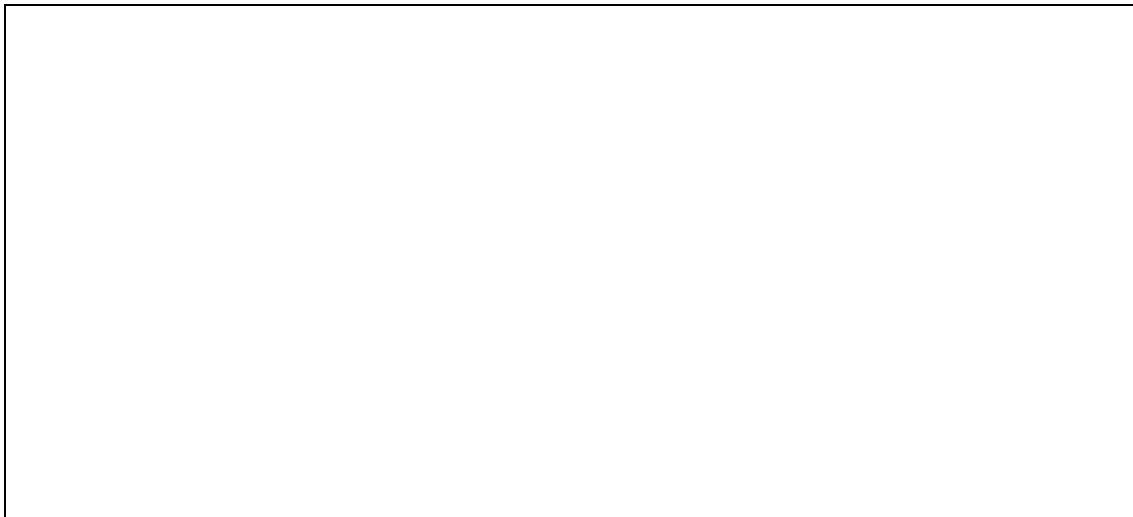
8. Is child from ethnic minority group? Y / N

9. Has warning / caution been given before? Y / N

Date: _____

Details: _____

10. Information on incident / incidents giving rise to consideration of exclusion. These should be in a clearly provided date format, incident by incident.



11. Evidence of misdemeanour? (Detail or attach)



12. Is this a serious breach of school discipline? Y / N

13. Is this a one off serious incident? Y / N

14. Will allowing the student to remain in school affect the education and welfare of other students? Y / N

15. Has student given their version of events?
(in writing, signed, dated and attach) Y / N

16. What previous strategies have been tried with this student?



PERMANENT EXCLUSION CHECKLIST
(IN ADDITION TO FIXED TERM CHECKLIST)

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NAME:

FORM:

1. PSP / Full details should be attached.

2. All strategies tried? Y / N
Reports, pastoral support plans, caution. (copies attached)

3. Have parents and child been warned by letter. Y / N
or verbally of a possible fixed term

Date: _____

Details: _____

4. Other reason for request.

Headteacher/Senior Leader signature:

Parent Signature:

DECISION TO EXCLUDE (FIXED TERM OR PERMANENT)

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NAME:

FORM:

A)

1. Any doubt on allegations.

2. Student version of events logged.

3. Sexual / racial approach.

4. Criminal offence.

5. Drugs.

6. PSP evidence.

B)

1. Informing parents – who, how and when

2. Informing student – who, how and when

3. Post exclusion meeting (if appropriate)

Governor

Parent

Staff

Day Date Time

4. Work set details / letter sent informing of work

5. Arrangements for reintegration:

a) Work catch up

b) Report

c) Review

d) PSP

6. Appeal information if ‘permanent’ - Clerk to Governors

Day Date

This document was produced June 2019 and is due to be reviewed June 2020.

Signed (Chair)..... Date.....

Print Name..... Date of next review.....

Head Teacher.....