



Birchfield Independent Girls School

POLICY ON EXCLUSION

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 fixed term exclusions to help rehabilitate the student to make them understand that certain behaviours will not be tolerated with the school. In addition permanent exclusions are used in certain circumstances.

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 schoolwork 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 term exclusion and permanent exclusion.

Fixed Period internal/ external 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.

Instead of at home, internal exclusion can be used as this has proven to be more effective when the students are excluded in the school.

Permanent Exclusion

Permanent exclusion means your child is expelled. The local council will be informed and they 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.

The usual reason for exclusion would be a continuing pattern of incidents that breach the school's behaviour policy, however, a pupil may, in extreme cases, be permanently excluded following a serious 'one off' breach of the school's behaviour policy. At Birchfield, this could apply in the event of serious or threatened violence against another pupil or member of staff or malicious accusations against another child or member of staff. The decision to exclude a pupil must be reasonable and fair.

What happens when your child is excluded based on the severity of their actions?

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 will be made 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 headteacher makes the judgement that permanent/fixed term exclusion is an appropriate sanction.

Length of Exclusion

Internal exclusions should be for the shortest time possible bearing in mind that longer than 2 days makes it difficult to reintegrate students. However, the headteacher will decide based on the incident and previous records. Following a decision to exclude; the headteacher 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 Headteacher (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

To review exclusion policy and individual cases.

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

This document was produced on March 2022 and is due to be reviewed March 2025.

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

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

Headteacher.....

Appendix



DECISION TO EXCLUDE (INTERNAL EXCLUSION OR PERMANENT)

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.

NAME:

FORM:

A)

1. Reason for exclusion

2. Student version of events logged.

3. Sexual / racial approach/criminal offence/drugs/health and safety and wellbeing or other

4. PSP evidence.

B)

1. Informing parents – Date:

2. Post exclusion meeting (if appropriate)
Governor
Parent
Staff
Day Date Time

3. Work set details / letter sent informing of work/

4. Arrangements for reintegration:
 - a) Report
 - b) Review
 - c) PSP

5. Appeal information if ‘permanent’ - Clerk to Governors
Day Date

Staff signature Head Teacher/behaviour coordinator /SLT

..... Date:

EXCLUSION CHECKLIST (FIXED TERM)

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NAME:

FORM:

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

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

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

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

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

6. Reports (stages / dates) – copies attached

7. Progress report information – copies attached.

8. SEN level

9. Is child ‘looked after’? Y / N

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

Date: _____
Details: _____

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

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12. Evidence of misdemeanour? (Detail or attach)

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13. Will allowing the student to remain in school affect the education and welfare of other students?

Y / N

14. Has student given their version of events?
(in writing, signed, dated, and attach)

Y / N

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

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PERMANENT EXCLUSION CHECKLIST
(IN ADDITION TO INTERNAL EXCLUSION 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: _____

Head Teacher/Senior Leader signature:

Parent Signature:

