



# Red Rose School Cardiff Limited

## Exclusion Policy

Policy Details
Author: Red Rose School
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Person responsible for review: Headteacher

## **Rationale**

This policy deals with the practice of exclusion at Red Rose School. It is underpinned by the shared commitment of all members of the School community to achieve two important aims:

- To ensure the safety and well-being of all members of the School community, maintaining an appropriate educational environment in which all can learn and succeed
- To realise the aim of reducing the need to use exclusion as a sanction

Red Rose School fully accepts and implements the advice and guidance of the Welsh Assembly Government circular 171/2015 'Exclusion from school and pupil referral units'. This policy needs to be considered in line with other school policies such as the Safeguarding Policy, Behaviour Policy and so on. This list is not exhaustive.

<https://www.gov.wales/sites/default/files/publications/2019-11/exclusion-from-schools-pupil-referral-units.pdf>

## **Introduction**

The decision to exclude a student will be taken in the following circumstances:

- In response to a serious breach of the school's Behaviour Policy
- If allowing the student to remain in school would seriously harm the education or welfare of the student or others in the school

Exclusion is an extreme sanction and is only administered by the Proprietor or Headteacher (or, in the absence of the Head, the Deputy Head who is acting in that role). Exclusion, whether fixed term or permanent may be used for any of the following, all of which constitute examples of unacceptable conduct, and are infringements of the School's Behaviour Policy:

- Verbal abuse of others
- Physical abuse to / attack of others
- Indecent behaviour
- Damage to property
- Misuse of illegal drugs
- Misuse of other substances
- Theft
- Serious actual or threatened violence against another student or a member of staff
- Sexual abuse or assault
- Supplying an illegal drug
- Carrying an offensive weapon
- Arson
- Unacceptable behaviour which has previously been reported and for which school sanctions and other interventions have not been successful in modifying the student's behaviour.

This is not an exhaustive list and there may be other situations where the Headteacher makes the judgement that exclusion is an appropriate sanction.

## **Exclusion procedure**

Most exclusions are of a fixed term nature and are of short duration, usually between one and three days.

Following exclusion parents and carers are contacted immediately where possible. A letter will be sent by email, post, or by hand in the case of pupils who travel by school transport, giving details of the exclusion and the date that the exclusion ends. Parents have a right to make representations to the Headteacher as directed in the letter.

A return to school meeting may be held following the expiry of the fixed term exclusion and this will involve the pupil, parent or carers, a member of the senior management team and other staff where appropriate. If invited, we expect the parent or carer to attend this meeting. If a parent/carers cannot attend this meeting, the return to school may be delayed until they can accompany their child to this meeting.

All exclusions and the incidents preceding them will be recorded on Behaviourwatch.

During a fixed term exclusion, parents are advised that the student is not allowed on the school premises, and that daytime supervision is their responsibility, as parents / carers.

### **Permanent Exclusion**

The decision to exclude a student permanently is a serious one, and would never be taken lightly. There are two main types of situations in which permanent exclusion may be considered.

The first is as a final, formal step where every other strategy that has been tried to help a pupil, has failed. This would be the end of a concerted process involving school, parents/carers and where necessary supporting professionals, without success. It is an acknowledgement that all available strategies have been exhausted and is used as a last resort. This would include persistent and defiant misbehaviour, active continuous disruption, aggression, including bullying (of any form).

The second is where exceptional circumstances have arisen at school, making it inappropriate to implement other strategies. The incident itself may make it appropriate to permanently exclude a student for a first or 'one off' offence. These might include:

- Serious actual or threatened violence against another student or a member of staff
- Sexual abuse or assault
- Supplying an illegal drug
- Carrying an offensive weapon
- Arson

The School will consider police involvement for any of the above offences. These instances are not exhaustive but indicate the severity of such offences and the fact that such behaviour seriously affects the safety, discipline and wellbeing of the school community.

### **General factors the School considers before deciding to exclude**

Exclusion will not be imposed instantly unless there is an immediate threat to the safety of others in the school or the student concerned. Before deciding whether to exclude a student either permanently or for a fixed period the Headteacher will:

- Ensure appropriate investigations have been carried out
- Consider all the evidence available to support the allegations considering the Behaviour Policy

- Allow the student to give her / his version of events
- Check whether the incident may have been provoked for example, by bullying or by racial or sexual harassment

If the Headteacher is satisfied that on the balance of probabilities the student did what he or she is alleged to have done, exclusion will be the outcome.

Pupils should never be surprised when exclusion is the sanction applied to them. Our sanction system is clear and transparent. As outlined in the Behaviour Policy we provide a calm and consistent environment and when they are struggling, consistent guidance to our pupils. They are well aware of school rules and where our zero-tolerance boundaries lie. All pupils have a right to be physically safe at school.

### **Exercise of discretion**

In reaching a decision, the Headteacher will always look at each case on its own merits. In considering whether exclusion is the most appropriate sanction, the Headteacher will consider the gravity of the incident, or series of incidents, and whether it constitutes a serious breach of the school's Behaviour Policy. The Headteacher will also consider the effect of the student remaining in the school and how this would impact on the education and welfare of other students and staff.

### **Behaviour Outside School**

Students' behaviour outside school on educational visits or journeys, are subject to the school's Behaviour Policy. Poor behaviour in these circumstances will be dealt with as if it had taken place in school.

For poor behaviour outside of school not during school hours, this policy will still have effect if there is a clear link between that behaviour and maintaining good behaviour, discipline and wellbeing among the student body as a whole.

If students' behaviour in the immediate vicinity of the school or on a journey to and from school is poor and meets the school criteria for exclusion, then the Headteacher may decide to exclude.