

EXCLUSIONS POLICY

Prepared By: Sarah Bryant

Date Adopted: October 2006

Job Title: Senior Administrator

Status: Statutory

Authorised By: Kate Grant

Last Reviewed: September 2021

Job Title: CEO

Ratified: September 2021

Reviewed by: Emma Hawkins

Next Review date: September 2022

Job Title: Director of Education

Version: 1.4

TABLE OF CONTENTS

1. Purpose	3
2. Definitions	3
3. Scope	3
4. The Policy	3
5. The Decision to Exclude.....	3
6. Alternatives to Exclusion	4
7. Period of Exclusion	4
8. Review of Exclusions	4
9. Procedures for Excluding a pupil.....	4
10. Policy Review	6
11. Version History	7
12. Related Legislation & Guidance	7
13. Related Internal Documentation	7

1. Purpose

- 1.1 In determining the Exclusion policy of Jigsaw CABAS® School, the safety of pupils and staff is of paramount importance.

2. Definitions

- 2.1 “The Trust” means Jigsaw School, Jigsaw Plus, Jigsaw Trust and Jigsaw Trading 2013 Limited (Café on the Park)
- 2.2 “The school” and “Jigsaw School” means Jigsaw CABAS® School
- 2.3 “CABAS®” is an acronym for Comprehensive Application of Behaviour Analysis to Schooling.

3. Scope

- 3.1 The School Management Team will ensure that the following procedures are followed.

4. The Policy

- 4.1 Jigsaw CABAS® School is an inclusive school, committed in policy and practice to recognition of the equal value of each member of the community and to equality of opportunity for all.

5. The Decision to Exclude

- 5.1 A decision to exclude a pupil will only be taken where allowing the pupil to remain in school would:
- Compromise the welfare and safety of the pupil or others in the school
 - Seriously harm the education of the pupil or others in the school
- 5.2 The school expects the same standards of behaviour and behaviour management to apply when pupils are outside of school on off site activities as when in school.
- 5.3 Only the Director of Education (or person acting as such in their absence) has the authority to exclude a pupil and this authority may not be delegated.
- 5.4 Any decision to exclude a pupil will only be taken, other than where there is an immediate threat to the safety of the pupil or others, following:
- An appropriate investigation of the behaviour that has led to the need to consider exclusion
 - Consideration of all the evidence
 - Consultation with any other appropriate professionals including the placing LA
 - An opportunity for the pupil, where able, to give their version of events.
- 5.5 Wherever possible, the school will liaise with the placing LA where it becomes apparent that there is a situation developing that may lead to exclusion in order to work with the LA and parents to resolve the difficulty.
- 5.6 Exclusions will be kept to a minimum for any one episode.

6. Alternatives to Exclusion

- 6.1 Where feasible, the school will look at one or more of the following alternatives to exclusion:
- Modifying the behaviour guidelines of the child to seek to address the behaviour and issues exhibited. Behaviour guidelines to be reviewed by Senior staff including staff not allocated to this pupil.
 - Increased staffing to be provided. To apply for increased funding from the Local Authority.
 - Working in isolation from peers – removal of the pupil from the class to a designated area within the school with appropriate support.
 - A managed move – if the behaviour of the pupil is such that the school cannot provide an appropriate placing, the school may request the placing Local Authority to initiate an interim review and/or to make alternative educational provision.

7. Period of Exclusion

- 7.1 The period of exclusion may be for:
- One or more fixed periods not exceeding a total of 45 school days in any one school year
 - Permanent exclusions and any fixed-period exclusions which result in the pupil being excluded for more than five school days (singly or cumulatively) in a term must immediately be reported to the governors and the LA.
 - Permanent exclusion
 - A fixed period exclusion may be converted into a permanent exclusion if the circumstances warrant
- 7.2 The school will endeavour to provide suitable work for the child during the period of any fixed term exclusion having regard to the teaching approach of the school

8. Review of Exclusions

- 8.1 The Monitoring Pair responsible for the Behaviour and Attitude of Pupils will report any exclusions to the next Governing Body meeting following the exclusion of a pupil.

9. Procedures for Excluding a pupil

- 9.1 The Director of Education will notify the parents by letter within one school day of any decision to exclude. Where possible, immediate telephone contact will be made with the parents.
- 9.2 The written notification of exclusion will advise:
- The period of exclusion
 - The reason for exclusion
 - The parent's right to make representations about the exclusion to the Governing Body and the date by which this should be received

- The parent’s right to request copies of their child’s school record
- Details of any alternative arrangements as relevant
- The parent’s legal duty of their child not accessing public spaces during school hours in the first 5 days of the exclusion.

9.3 In addition, the Director of Education will advise within one school day the following of any decision to exclude:

- All members of the Disciplinary Committee including the Chair of Governors
- The Authority Contracts Officer at the placing Local Authority and look to convene an interim review meeting at the earliest opportunity.
- The Authority Contracts Officer at Surrey Local Authority (the home Local Authority).

9.4 All exclusion cases will be treated in strict confidence.

9.5 Where a fixed period exclusion is extended or converted to a permanent exclusion, the Director of Education will write again to the parents explaining the reason.

9.6 The Disciplinary Committee will be elected by the Board of Governors annually and will comprise between three and five governors. Any member of the Disciplinary Committee with a connection with the pupil or knowledge of the incident that could affect their ability to act impartially may not take part in the review of that exclusion. Quorum for the Disciplinary Committee is three members.

9.7 Meetings of the Disciplinary Committee will be convened in accordance with the following:

Fixed period exclusions totalling 5 school days or less in any one school term	Only if written representations are received from the parents
Fixed period exclusions totalling more than 5 but less than 16 school days in any one school term	Between the 6 th and 15 th school day following notice of exclusion
Permanent exclusions or fixed period exclusions totalling more than 15 school days in any one school term	Between the 6 th and 15 th school day following notice of exclusion

9.8 The Director of Education and parents will be invited to the meeting at a time and place convenient to all parties

9.9 The purpose of review by the Disciplinary Committee is to consider whether the Director of Education’s decision to exclude the pupil was justified considering:

- The circumstances in which the pupil was excluded
- Any representations made by the parents

9.10 The Disciplinary Committee will inform the parents, the Director of Education and the placing LA of their decision within one school day of the meeting, stating their reasons.

9.11 Where the Director of Education has recommended permanent exclusion, this will not be confirmed until:

- The placing LA and parents have been given an opportunity to attend a meeting with the school, such meeting to take place within 15 school days.
- A further 5 school days has elapsed from such meeting, to allow the school to consider any representations and determine whether the exclusion should be upheld.

10. Policy Review

10.1 This policy will be updated as necessary to reflect best practice and to ensure compliance with any changes or amendments to relevant legislation.

10.2 This policy was last reviewed in September 2021.

11. Version History

No.	Date	Amendment
1.1		
1.2	Sept 2019	Minor change of terminology at section 8. Changed “welfare” to “Attitude”
1.3	Sept 2020	No changes, dated updated.
1.4	Sept 2021	No changes, dates updated. Minor change at 5.3 inserted (or person acting as such in their absence). Insertion of location of guidance for excluding pupils

12. Related Legislation & Guidance

Document	Location
Ensuring good behaviour in schools – Exclusion	http://www.education.gov.uk/aboutdfe/advice/f0076882/ensuring-good-behaviour-in-schools/exclusion
Exclusion from maintained schools, academies and pupil referral units in England Statutory guidance for those with legal responsibilities in relation to exclusion - September 2017	https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/630073/Exclusion from maintained schools academies and pupil referral units guidance.pdf
Behaviour and discipline in schools Advice for headteachers and school staff - January 2016	https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/488034/Behaviour and Discipline in Schools - A guide for headteachers and School Staff.pdf
Mental health and behaviour in schools - November 2018	https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/508847/Mental Health and Behaviour - advice for Schools 160316.pdf
Surrey CC Inclusion Service, Permanent exclusion of pupils, Guidance for Surrey Schools, November 2021	Operations / PAWS / Policies / Jigsaw School / Exclusions / Current / September 2021

13. Related Internal Documentation

Document	Electronic Copy Location