



Pupil Exclusion Policy

Dyddiad Cymeradwyo a Dyddiad Adolygu
Date Approved and Review Date

Gweler Cynllun Adolygu Polisiau
See Policy Review Timetable

EXCLUSION POLICY

In accordance with statute the Governing Body have adopted this pupil exclusion policy in response to guidance from Conwy LA and the Welsh Government. Specifically from:

- 'Guidance on Exclusion from Schools and Pupil Referral Units', 2008, Welsh Government, Circular No. 001/2004.
- 'Exclusions from Schools and Pupil Referral Units: Processes for schools in Conwy', Conwy LA.

1.1 A decision to exclude a learner should be taken only:

- in response to serious breaches of the school's behaviour policy; and
- if allowing the learner to remain in school would seriously harm the education or welfare of the learner or others in the school.

1.2 Only the headteacher can exclude a learner. If they are absent from school, then the most senior teacher may exercise the power of exclusion, though they should make clear that they are acting in the headteacher's absence.

1.3 A decision to exclude a learner permanently is a serious one. It will usually be the final step in a process for dealing with disciplinary offences following a wide range of other strategies, which have been tried without success). It is an acknowledgement by the school that it has exhausted all available strategies for dealing with the learner and should normally be used as a last resort.

1.4 There will, however, be exceptional circumstances where in the headteacher's judgement it is appropriate permanently to exclude a learner for a first or one-off offence. These might include:

- serious actual or threatened violence against another learner or a member of staff
- sexual abuse or assault
- supplying an illegal drug
- use or threatened use of an offensive weapon.

2.1 What the school must do after a decision has been made to exclude a child or young person:

- The Headteacher or the Deputy Head teacher (in the absence of the Head teacher) must attempt to speak to the parent/carer to inform him/her of the exclusion on the day that the decision is made.
- There should be an explanation of:
 - Why he/she has been excluded;
 - When the exclusion starts;
 - When the child/young person should return to school.
 - In the event of a permanent exclusion, the parents/carers need to be told that the exclusion is permanent and further explanation will be in written form including the right to appeal.

2.2 Within one day of the exclusion, the school must inform the parents/carers in writing that their child/young person has been excluded.

The letter should contain the following information (see Annex 1):

- Why he/she has been excluded;
- When the exclusion starts;
- When the child/young person should return to school;
- Where school work that will be missed because of exclusion can be picked up from and returned to after completion.
- In the event of a permanent exclusion, the parents/carers need to be told that the exclusion is permanent.
- For exclusions of 5 days or less, parents/carers are not automatically given the right of representation to the Discipline Sub Committee of the Governing body, but schools may wish to give this opportunity to

parents if they so choose. Dates for governors meetings do not have to be given in this first letter, only an indication that there is a right to representation.

- In the event of permanent exclusion, the letter should say that there will be an appeals process and this will be explained more fully by a member of the ESW team who will visit the young person and his/her family/carers.
- Permanently excluded pupils have the right to receive school work provided by the school until all the appeals processes have been exhausted and the organisation for this to be accessed has to be made clear in the initial letter.
- Within 15 days of a permanent exclusion, the school will need to convene a meeting of the Discipline Sub-committee to hear the case. The head teacher's decision can be overturned by this committee.
- For a fixed term exclusions of 6 days or more or for a number of shorter fixed term exclusions that add up to 6 days or more, the Head teacher must inform the Chair of Governors who must give the child/young person and or the parents/carers the right of representation to the Discipline Sub Committee of the Governors when they next meet within 50 days. A special meeting to hear these types of cases need not be convened. Parents need to be told in writing as to when the meeting will take place. The head teacher's decision can not be overturned by this committee, but notes can be placed on file if the committee feel that the Head has acted unreasonably.
- For fixed term exclusions of 15 days or more, then the school must convene a meeting of the Discipline Sub Committee to hear the case within 15 days. The Head teacher's decisions can be overturned by this committee.
- Within one day of any exclusion, there is a requirement for schools to inform the Local Authority of the exclusion and the details of it on the Conwy Exclusions Form. This form must be returned to the Social Inclusion Service at Dinerth Road.
- The school/Governing Body will be responsible for the convening of Discipline Sub Committee meetings including invitations and organisation of venue and minute taking.

Reasons for Exclusions:

- assault/violence (staff) / • assault/violence (learner)
- defiance of rules/discipline policy
- disruptive behaviour
- bullying
- racial harassment
- sexual harassment
- verbal abuse
- threatening or dangerous behaviour
- possession/use of weapon
- theft
- damage to property
- substance misuse (alcohol, drugs, tobacco)
- other.

ANNEX 1:

Model Letter:

DATE

Dear _____,

RE: _____

ADDRESS

I am writing to inform you of my decision to exclude Lewis for a fixed period of _____ day the _____ . This means that _____ **will not be allowed in school for this period.**

I realise that this exclusion may well be upsetting for you and _____, but the decision to exclude _____ has not been taken lightly. _____ has been excluded for this fixed period because of :-

- _____

The school will continue to set work for _____ during the period of his exclusion, and all work not already provided will be posted to you/arranged for you to collect. Please ensure that any work set by the school in completed and returned to us for marking.

You have the right to make representations to the school governors' pupil discipline committee. If you wish to make representations please contact Mrs Delyth Williams, Clerk of the Governing Body on 01492 642800, as soon as possible. While the discipline committee has no power to direct reinstatement they must consider any representations you make and may place a copy of their findings on your child's/your school record.

You also have the right to see a copy of your child school record. Due to confidentiality restrictions, you will need to notify me in writing if you wish to be

supplied with a copy of child's school record. I will be happy to supply you with a copy if your request it. There may be a charge for photocopying.

A parent/carer also has the right to make a claim of disability discrimination to the Special Educational Needs Tribunal for Wales if she or he thinks that the exclusion is because of a disability their child has. The address to which claims should be sent is Unit 32, Ddole Road Enterprise Park, Llandrindod Wells, Powys, LD1 6DF.

You and your child are requested to attend a reintegration interview with me at Ysgol Dyffryn Conwy at _____ a.m. on _____. If that is not convenient, please contact the school before the _____ to arrange a suitable alternative date and time. The purpose of the reintegration interview is to discuss how best your child's return to school can be managed. Both you and your child must attend this meeting to ensure his return to school.

You may want to contact Mrs Hannah Morris (Conwy Education Officer) who can provide advice at Conwy Education Services, Coed Pella, Conwy Road Colwyn Bay, LL29 7AZ or email: hannah.morris1@conwy.gov.uk, Phone 01492 577 377.

Your child's exclusion expires on _____ and we expect your child to be back in school _____ following the reintegration meeting.

Yours sincerely

Mr Owain Gethin Davies (Headteacher)

ANNEX 2: CONWY LA Exclusion Form:

CONWY COUNTY BOROUGH COUNCIL

EDUCATION DEPARTMENT

FIXED TERM EXCLUSION FORM - CONFIDENTIAL

Report on a child excluded from school. School Standards And Framework Act 1998 Procedures.

To be returned to: The Director of Education, **FAO SOCIAL INCLUSION CO-ORDINATOR**, Government Buildings, Dinerth Road, Colwyn Bay, LL28 4UL.

1 DETAILS OF PUPIL

School: **Ysgol Dyffryn Conwy**

Pupil's date of entry into school:

Pupil's Full Name: _____ School Year: _____

Date of birth: _____ Ethnicity: _____ Home Language: _____

Address: _____

_____ Postcode: _____ Tel: _____

Full name of parent or guardian:

Name and address of others with 'parental responsibility' as defined in the 1989 Children Act

Special family circumstances?

Looked After Child? YES/NO

Child In Need (receiving services from Family Support Team, SS)? YES/NO

2 DETAILS OF THE EXCLUSION

Day & date of first day of exclusion _____ Day & date of last day of exclusion _____

Number of days excluded _____ Dates of previous exclusions _____.

Total number of days excluded so far this term, including this exclusion _____ and total for this school year _____.

Please tick **one box only** to indicate main reason for this exclusion

- | | | | | | |
|-----------------------|--------------------------|--|--------------------------|-------------------------------------|--------------------------|
| Aggressive behaviour | <input type="checkbox"/> | Inappropriate sexual behaviour to pupils | <input type="checkbox"/> | Smoking on school premises | <input type="checkbox"/> |
| Alcohol related | <input type="checkbox"/> | Inappropriate sexual behaviour to staff | <input type="checkbox"/> | Theft | <input type="checkbox"/> |
| Bullying pupils | <input type="checkbox"/> | Incident travelling to school | <input type="checkbox"/> | Threatening behaviour towards pupil | <input type="checkbox"/> |
| Defiance | <input type="checkbox"/> | Persistent disruptive behaviour | <input type="checkbox"/> | Threatening behaviour towards staff | <input type="checkbox"/> |
| Drug related | <input type="checkbox"/> | Racial harassment | <input type="checkbox"/> | Vandalism | <input type="checkbox"/> |
| Verbal abuse to pupil | <input type="checkbox"/> | Verbal abuse to staff | <input type="checkbox"/> | Violence to pupil | <input type="checkbox"/> |
| Violence to staff | <input type="checkbox"/> | In possession of a weapon | <input type="checkbox"/> | Other - see below | <input type="checkbox"/> |

Other reasons. Please give details:

Has the exclusion been discussed with a) the pupil YES/NO

b) parent/s or guardian/s YES/NO

3 EDUCATION

Please comment briefly on:

Ability _____

Attainments _____

Attitude: _____

Are there any attendance issues? YES/NO

If yes please refer to any unauthorised absences:

4 DETAILS OF PREVIOUS INTERVENTION

Does the pupil have Special Needs as defined under the 1996 Education Act and the SEN Code of Practice for Wales? YES/NO

Please give details (e.g. School Action, School Action Plus etc)

Has the pupil been referred to the Social Inclusion Service Yes/No

Has the pupil been referred to the ESW Yes/No

Is the pupil being supported by any other agency e.g. Social Services, Youth Offending Team?

Please give details _____

What strategies have been attempted by the school in order to support this pupil?

5 CHECK LIST

Date Chair and Clerk to the Disciplinary Committee informed _____

Date letter sent to parent/s /guardian/s, pupil _____

Date information sent to the LEA _____

Have parents and pupil been informed of their right to make representation to the Disciplinary Committee?
Yes/No

Have arrangements been made for the setting and marking of work? Yes/No

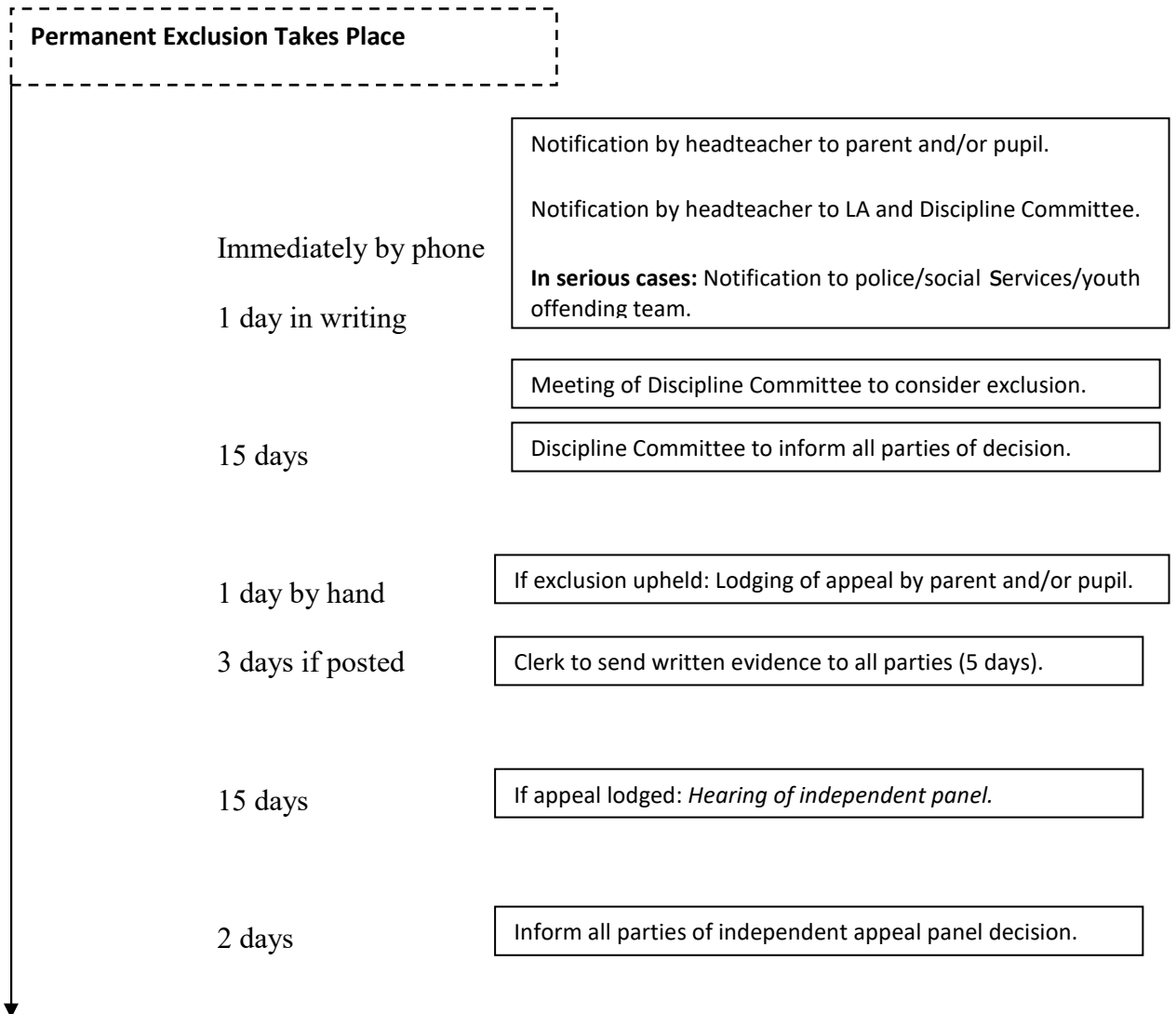
Signed: _____ (Headteacher) Date: _____

ANNEX 3:

Welsh Government Flow Diagram: Exclusion

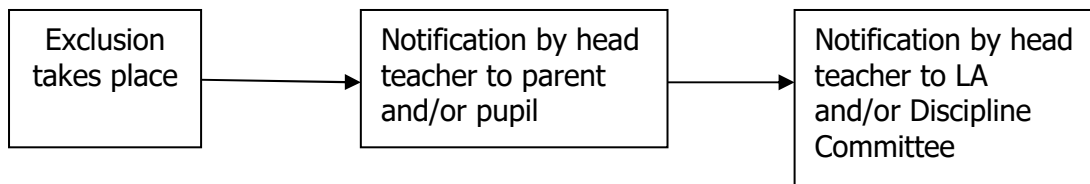
1) Permanent Exclusion

(NB – the term ‘days’ refers to school days throughout).

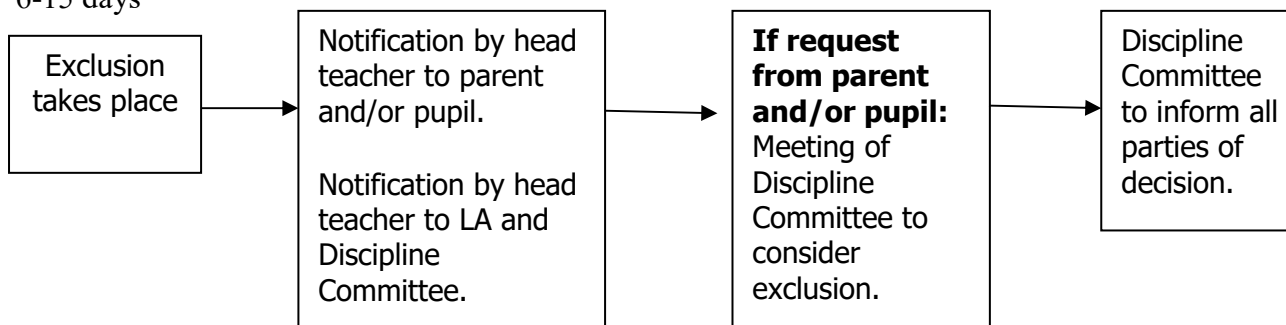


Fixed Term Exclusion:

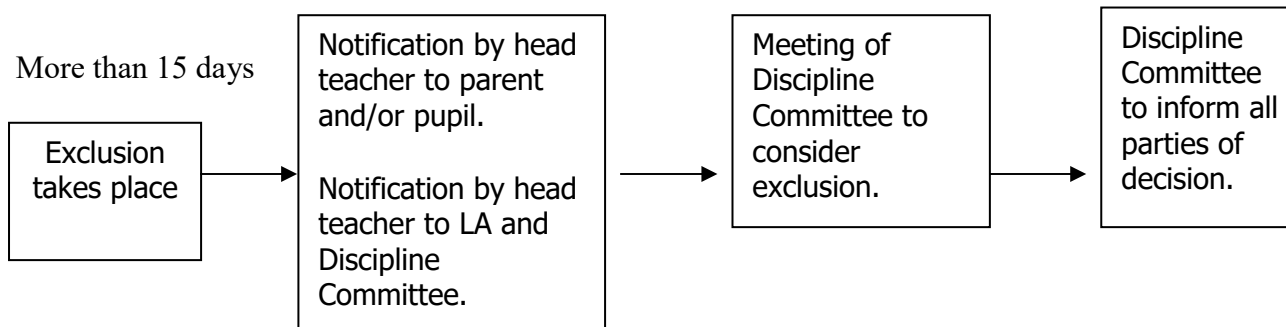
5 days or fewer



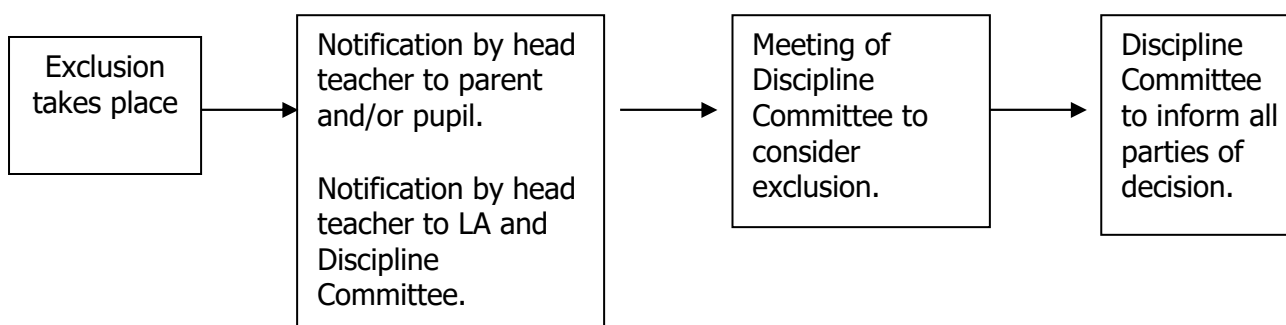
6-15 days



More than 15 days



Where a public examination will be missed



1.5 Alternatives to exclusion

1.5.1 Exclusion should not be used if alternative solutions are available. Examples include the following:

Pastoral Support Programmes (PSPs) for learners who are not responding to schools' general actions to combat disengagement and disaffection and are in need of longer-term intervention. PSPs are plans for learners to better manage their behaviour and should be drawn up using a multi-agency approach (including the learner and parents/carers) and reviewed on a regular basis.

Restorative justice, which gives offending learners the opportunity to redress the harm that has been done to a victim, and enables all parties with a stake in the outcome to participate fully in the process. All professionals need to be involved in the process and all parties must consent to participate.

Internal exclusion (also known as internal seclusion), which can be used to diffuse situations that occur in school that require a learner to be removed from class but may not require exclusion from the school premises. The exclusion could be to a designated area within the school, with appropriate support, or to another class on a temporary basis, and may continue during break periods.

Managed move: if a school feels that it can no longer manage the behaviour of a particular learner, the school may arrange, normally through the LA, for another school to take over the learner's education. This should only be done with the full knowledge and cooperation of all parties involved, including the parents/carers and the LA, and in circumstances where it is in the best interests of the learner concerned. Parents/carers should never be pressured into removing their child from school under threat of a permanent exclusion, nor should learners be deleted from the school roll to encourage them to find another school place. In Conwy this partnership also works with Ysgol Wyddfid (KS3) and Penrhos Avenue (KS4).

Curriculum Support:

In addition to the above, the school aims to ensure an appropriate curriculum for learners including alternative curriculum provision for pupils who are in danger of disengagement. As part of this provision we include:

- Extended work experience in partnership with Careers Wales and North Wales Training along with local employers;
- College courses in collaboration with Coleg Glynllifon, Coleg Llandrillo and Ysgol y Creuddyn;
- One day courses in partnership with Ysgol Penrhos;
- Access to alternative provision such as Conwy's 'Kit Car' project;
- Alternative accreditation through courses such as COPE and The Prince's Trust;
- OSIC unit (on sight inclusion centre) in order to give small group and 1-1 support for pupils who have disengaged from parts of the curriculum at KS4;
- Use of Learning Coaches and LSAs to support through 1-1 and small group support to catch up on core curriculum; and
- Access to support through the school nurse, school based Counsellor, 'Seasons for Growth' and other partners including Careers Wales.