

This Policy has been drawn up in compliance with the DFE Statutory Guidance: 'Exclusion from maintained schools, Academies and Pupil Referral Units in England' (September 2017).

### Permanent Exclusion

The decision to exclude a student permanently will only be taken if:

1. there has been a one-off, serious breach, or persistent breaches, of the Castle View Academy Behaviour Policy AND
2. allowing the student to remain in the Academy would seriously harm the education or welfare of the student or others in the Academy

Exclusion is a very serious course of action and taken as a last resort and only on disciplinary grounds. Only the Principal can make this decision. In their absence, the Vice Principal can assume this responsibility.

### Internal Exclusion at an Alternative Provider (IEAP)

In support of the Academy's Behaviour for Learning Policy, students who breach the Academy expectations will attend the Internal Exclusion at an Alternative provider. Our IEAP partner is Ark Charter located in Hyde Park Rd, Portsmouth, Southsea PO5 4HL.

Placement at this partner school can be for a fixed period of time of between 1 and 15 days.

The following are examples of breaches of the Academy expectations (this is not an exhaustive list and exclusion is at the decision of the Principal):

- Repeated defiance of reasonable instructions from any staff member
- Repeated or sustained disruption to the learning environment including mobile phone use
- Verbal abuse to staff and others
- Verbal abuse to students
- Smoking – including electronic cigarettes, smoking to and from school or having smoking material in school
- Refusal to attend the internal exclusion room
- Failure to comply with instructions in the internal exclusion room
- Disruptive classroom behaviour
- Unacceptable behaviour which has previously been reported and for which sanctions and other interventions have not been successful.
- Behaviour at any time that brings the Academy into disrepute, this will include school trips and journeys to/from school
- Indecent behaviour
- Theft
- Damage or attempt to damage Academy property or the property of others
- Misuse of other substances
- Use of mobile devices or other electronic equipment to film or photograph offensive behaviour or to distribute inappropriate or offensive material
- Encouraging violent behaviour or compromising the safety of staff or pupils

### Fixed-Term Exclusion

Fixed term exclusions will only be issued where the IEAP partnership arrangement has been unsuccessful or for a serious/continued breach of the Behaviour for Learning Policy (this is not an exhaustive list and exclusion is at the decision of the Principal):

- Repeated defiance of reasonable instructions from any staff member
- Repeated or sustained disruption to the learning environment including mobile phone use
- Continued verbal abuse to staff and others

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- Disruptive behaviour whilst in attendance at IEAP
- Verbal abuse to students
- Smoking – including electronic cigarettes, smoking to and from school or having smoking material in school
- Repeated refusal to attend the internal exclusion room
- Failure to comply with instructions in the internal exclusion room
- Disruptive classroom behaviour
- Unacceptable behaviour which has previously been reported and for which sanctions and other interventions have not been successful.
- Behaviour at any time that brings the Academy into disrepute, this will include school trips and journeys to/from school
- Indecent behaviour
- Theft
- Damage or attempt to damage Academy property or the property of others
- Misuse of other substances
- Use of mobile devices or other electronic equipment to film or photograph offensive behaviour or to distribute inappropriate or offensive material
- Encouraging violent behaviour or compromising the safety of staff or pupils

The Statutory Guidance indicates that the following examples might constitute a serious, one-off disciplinary offence for which permanent exclusion could be immediately appropriate:

- Serious actual or threatened violence against another student or a member of staff
- Sexual abuse or assault
- Supplying an illegal drug on school grounds
- Use of or under the influence of an illegal drug
- Arson or attempted arson

Castle View Academy will seek Police involvement where the law has been broken. Parents/carers will be informed and involved, where appropriate, without delay. In certain circumstances this may, if agreed, be through electronic communication methods.

### Behaviour Outside the Academy

Students' behaviour outside the Academy grounds on school "business", for example trips and journeys away, school sports fixtures, or a work experience placement is subject to the Behaviour for Learning and Exclusion Policies. Bad behaviour in these circumstances will be dealt with as if it had taken place on site. For behaviour outside school but not on school business, these policies will still have effect if there is a clear link between that behaviour and maintaining good behaviour and discipline 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 meets the criteria for exclusion and the student is identifiable as a student of Castle View Academy, the school may decide to exclude.

### Drug Related Exclusions

In making a decision on whether or not to exclude for a drug-related offence, the Principal will have regard for the published policies of the Academy and the DfE. The decision will depend on the precise circumstances of the case and the evidence available. In some cases, fixed term exclusion will be more appropriate than permanent exclusion.

The DfE/ACPO Guidance can be found at:

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/270169/drug\\_advice\\_for\\_schools.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/270169/drug_advice_for_schools.pdf)

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### **Internal Exclusion at an Alternative Provider (IEAP) Procedure**

Following the decision to implement the IEAP provision, parents/carers are contacted immediately. A letter will be sent by email and post giving the details of the length of IEAP and the organisational arrangements for the placement. IEAP transportation is provided to and from Castle View Academy and Ark Charter.

A reintegration meeting or conversation must be held with parents/carers and the student during or following the IEAP and this will involve the Head of Year or a member of the Senior Leadership Team, and other staff where appropriate. Following IEAP, the student will receive a tailored package of support, identified through the reintegration meeting.

On return from IEAP students will, in all cases, have a single day in the Isolation Room.

### **Exclusion Procedure**

The DfE regulations allow the Principal to exclude a student for one or more fixed periods not exceeding 45 school days in any one school year. The Governors review promptly all permanent exclusions from Castle View Academy and all fixed term exclusions that would lead to a student being excluded for over 15 days in a school term or missing a public examination.

The Governors review fixed term exclusions which would lead to a student being excluded for over 5 days, but not over 15 days in a school term, where a parent has expressed a wish to make representations.

As the Academy is firmly committed to ensuring behaviour enables all learners to learn in a disruption free environment, the Academy will make reasonable adjustments for students with identified learning needs, however the Behaviour for Learning and Exclusion Policies apply to all students.

The Academy recognises that for policies to be effective they require a transparent approach. As such, the following tariff is adopted when considering exclusion:

- 1<sup>st</sup> offense = 1 day FTE – reintegration with Key Stage Manager and parent / carer
- 2<sup>nd</sup> offense = 2 day FTE – reintegration with Head of Year and parent / carer
- 3<sup>rd</sup> offense = 3 day FTE – reintegration with Assistant Principal and parent / carer
- 4<sup>th</sup> offense = 4 day FTE – reintegration with Vice Principal and parent / carer
- 5<sup>th</sup> offense = 5 day FTE – reintegration with Principal and parent / carer
- 6<sup>th</sup> offense = Permanent Exclusion

The Principal reserves the right to direct days as appropriate dependent on the incident.

Following exclusion, parents/carers are contacted immediately where possible. A letter will be sent by post giving details of the exclusion and the date the exclusion ends. Parents/carers have a right to make representations to the Local Governing Body and the Local Authority as directed in the letter.

A reintegration meeting or conversation must be held with parents/carers and the student during or following the expiry of the fixed term exclusion and this will involve the Head of Year or a member of the Senior Leadership Team and other staff where appropriate.

Following a fixed-term exclusion, the student will receive a tailored package of support, identified through the reintegration meeting.

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During the course of a fixed term exclusion, where the student is to be at home, parents/carers are advised that the student is not allowed on the Academy premises and that daytime supervision is their responsibility as parents/carers. The Academy will set work, but it is up to the parent to ensure it is collected and returned when completed for marking.

On return from a fixed term exclusion students will, in all cases, have a single day in the Isolation Room.

### Alternatives to Exclusion

Students and incidents are dealt with on an individual personalised basis and it may be appropriate for students to be offered alternatives to exclusion under exceptional circumstances.

Examples of situations when an alternative to exclusion may be sought include:

- Students with significant additional needs detailed on the Special Education Needs Register
- Students for whom exclusion would represent a safeguarding matter or significant prejudice to their wellbeing.

The following approaches may be taken as an alternative to exclusion under exceptional circumstances:

- Time in an alternative education setting
- Extended period of internal isolation
- Extended community service based around the Academy
- Managed move to another main stream setting
- The use of a purchased place at an alternative provider

### Support Following Exclusion

In some cases, it may be appropriate for further support to be provided for students following exclusion and any decisions about such options will be initiated by the Academy in full collaboration with the student and parents/carers. The Principal will have the final decision about placing a student in offsite alternative provision and although desirable, parental/carer permission and support is not required if the Principal and other relevant staff feel this is the best and most appropriate educational provision at that point in time.

Options for additional support following exclusion may include:

- Completion of an EHA – Early Help Assessment – to identify areas for future support for the student
- Alternative curriculum provision outside of mainstream lessons
- Alternative Provision from another provider for a period of time to improve behaviour
- Personalised reduced mainstream lesson timetable
- Referral for additional support to the on-site school nurse, counsellor, Emotional Literacy Support Assistant (ELSA worker) team or Addaction team
- Referral to SEN-related agencies including Educational Psychologist (EP), Speech and Language Therapist (SALT), Child and Adolescent Mental Health Service (CAMHS), Community Paediatrician.

### Factors that the Academy Considers Before Making a Decision 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 Principal will:

- Ensure appropriate investigations have been carried out and that, on the balance of probabilities, the student has committed the alleged offence(s)
- Consider all the evidence available to support the allegations, taking into the account the Behaviour for Learning, Equal Opportunities and Race Equality Policies
- Allow the student to give his/her version of events

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- Check whether the incident may have been provoked, for example as a result of bullying or by racial or sexual harassment

If the Principal is satisfied that on the balance of probabilities the student did what he/she is alleged to have done, exclusion will be applied.

### Exercise of Discretion

In reaching a decision, the Principal will always look at each case on its own merits. In considering whether permanent exclusion is the most appropriate sanction, the Principal will consider the gravity of the incident or series of incidents, whether it constitutes a serious breach of the Behaviour for Learning Policy and the effect that the student remaining in school would have on the safety, welfare and education of other students and staff.

### Role of the Local Governing Body

In line with its statutory duty, these same two tests of appropriateness will form the basis of the deliberations of the Governors' Discipline Committee when it meets to consider the Principal's decision to exclude. This committee will require the Principal to explain the reasons for the decision and will look at appropriate evidence, such as the student's record, witness statements and the strategies used by the school to support the student with difficulties prior to exclusion. The Governors will review the Principal's decision within 15 school days of the date of the Principal's decision to exclude.

Statutory Guidance on Exclusions can be found at: [www.education.gov.uk](http://www.education.gov.uk)

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