



Exclusion Policy

April 2022

Introduction

Highgate Primary places great emphasis on the principles of inclusion and aims to deal with all behavioural issues in an active and positive way, employing a wide range of strategies including programmes specifically designed to avoid such issues reaching the point of fixed-term exclusion.

However the school recognises that in order to protect the rights of all members of the school community, situations may occur where fixed-term exclusions are necessary.

Fixed-Term Exclusions

Following a sustained period of unacceptable behaviour or a single case of serious level behaviour (Appendix I), the school will have the discretion to adopt the following recommended approach:

- The child will be excluded for a fixed period, the length of which will be determined by the Headteacher in line with LA guidance
- Parents will be notified immediately by telephone and asked to remove their child from the school
- Parents will be given a formal letter outlining the reason for exclusion, the exclusion process and details of procedures they may wish to adopt including the procedure for appeals
- The Chair of Governors will be notified at the time the exclusion is decided, as will the appropriate agencies of Haringey Council
- The school will work to put in place an Individual Behaviour Plan for the pupil on his or her return to school
- The plan will include input from staff at the school, parents, and, if deemed appropriate, the child
- The school will seek the advice of external professionals where appropriate e.g. Early Help, Social Worker or Educational Welfare Officer
- The plan will be shared with the child and his or her parents at a return to school meeting.

Should it be decided for whatever reason that the matter needs to be put in the hands of another agency, i.e. the incident leads to the discovery that there is a safeguarding issue, the school will continue to monitor the situation and work closely with that agency.

It is hoped that in most cases following a fixed-term exclusion, the child will be able to return to school and that the Individual Behaviour Plan will promote a subsequent improvement in behaviour.

Permanent Exclusion

The decision to exclude a pupil permanently is a serious one. There are two main types of situation in which a permanent exclusion might be considered:

1. A final, formal step in a concerted process for dealing with disciplinary offences following the use of a wide range of other strategies, including fixed term exclusions, which have been used without success.
2. The second is where there are exceptional circumstances and it is not appropriate to implement other strategies. These might include:
 - Serious actual or threatened violence against another pupil, a member of staff or any other person on the school premises
 - Sexual abuse or assault
 - Supplying an illegal drug
 - Carrying an offensive weapon (as defined by the Prevention of Crime Act 1993)
 - Arson
 - Behaviour which poses a significant risk to the child's own safety

These instances are not exhaustive but indicate the severity of such offences and the fact that such behaviour seriously affects the discipline and well-being of the school and puts children at risk.

The school will involve the police for any relevant offences.

General factors the school 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 pupil concerned. Before deciding whether to exclude a pupil either permanently or for a fixed period the Headteacher will:

- Explore a placement at Octagon TBAP Academy, a provision in the borough for children displaying challenging behaviour
- Ensure appropriate investigations have been carried out
- Consider all the evidence available to support the allegations taking into account the Behaviour Policy, Equalities Policy and Race Equalities Policy
- Allow the pupil to give her/his version of events
- Explore the wider context, taking into consideration how much 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 pupil did what he/she is alleged to have done, then exclusion will be the outcome.

Links to other policy documents

This policy should be read in conjunction with the following documents:

- Online Safety Policy
- Anti-bullying Policy
- Behaviour Policy
- Use of Force Policy to Control or Restrain Children
- Allegations of Abuse Against Staff Policy
- Guidance on Intimate Care and the Use of Touch
- Whistleblowing Procedures

Staff Responsible

William Dean	Co-Headteacher
Rebecca Lewis	Co-Headteacher

Policy Monitoring and Review

This policy is available on the school website and a copy of this policy will be available to all members of the school community through the school office.

This policy is reviewed every four years by the Governors' Curriculum Committee.

Appendix I

Low level	Moderate level	Serious level
Dropping litter Failing to keep on task Not following adult instruction Unkind remarks towards others or their family Offensive language Rudeness and low level defiance Running in corridors Pushing in line Distracting others	Consistently disruptive behaviour Walking out of class Hurting others Fighting Interfering with other children's property Significant defiance Threatening/aggressive behaviour Vandalism/graffiti Spitting Kicking furniture Throwing equipment	Serious assault Throwing or upturning furniture Vandalism e.g. extreme damage to school property Serious physical/verbal threats made to staff or children Violent outbursts, verbal or physical to either pupils or adults Carrying an offensive weapon Carrying or using drugs Leaving school without permission Sexualised behaviour or language Racist or homophobic abuse/incidents Bullying (including cyber bullying) Stealing