



UNIVERSITY OF
CAMBRIDGE
PRIMARY SCHOOL

Exclusion Policy

Approved by
Education Committee

Last reviewed on
February 2023

Next review due
February 2025

**RELEASING THE
IMAGINATION:
CELEBRATING
THE ART OF
THE POSSIBLE**



Inclusion statement

The University of Cambridge Primary School is committed to providing a caring, friendly and safe environment for all of our pupils so that they can learn in a relaxed and secure atmosphere. Bullying of any kind is unacceptable at our school. If bullying does occur, all pupils should be able to tell and know that incidents will be dealt with promptly and effectively. As well as a listening school we also expect and will empower children to speak out against bullying. This means that *anyone* who knows that bullying is happening is expected to tell the staff.

All members of the school community should be aware that every individual has a right to be respected as an individual, considered of equal value and be given equal opportunities irrespective of:

- Appearance
- Ability/Disability
- Ethnicity
- Gender
- Gender identity
- Sexual orientation.
- Social background
- Belief
- Age
- Marital status
- Nationality/Citizenship

1. Purpose: we believe in our responsibility to facilitate learning for all children, to engage them in irresistible learning opportunities so that they feel valued, challenged and supported. Whilst we will endeavour to find ways through for every child, we understand that in extreme circumstances we would need to consider excluding a child.

1.1 This policy deals with the policy and practice which informs UCPS's use of exclusion. It is underpinned by the shared commitment of all members of the school community to achieve the following two important aims:

1.1.1 The first is to ensure the safety and well-being of all members of the school community, and to maintain a positive, safe and inspiring educational environment in which all can learn and succeed

1.1.2 The second is that the School seeks to avoid exclusions unless considered absolutely necessary.

1.2 Our school culture is defined by our values. The operation of our agreed behaviour management aims to find opportunities to celebrate positive behaviour, explicitly linked with our Golden Code (which is underpinned by our vision, ethos and values).

1.3 This policy applies to all children attending the School from nursery through to end of Year 6

1.4 It is advisable for the Headteacher to seek advice from an appropriate body (e.g. Local Authority) when considering exclusion and should always inform governors and the Local Authority of the decision to exclude.

- 1.5 The School recognizes that exclusion is a serious matter and has the potential to affect the pupil's life in a significant way. Decisions in respect to exclusions must not be taken lightly but only after careful consideration of the circumstances.
- 1.6 Pupils will only be excluded after all the relevant factors have been considered and when the Headteacher is satisfied that there is no alternative. The Headteacher must ensure that:
 - 1.6.1 the process is open, fair and transparent
 - 1.6.2 a thorough investigation has been carried out;
 - 1.6.3 that all evidence has been considered;
 - 1.6.4 where appropriate statements have been taken from witnesses;
 - 1.6.5 the accused child/children have had the opportunity to give their/his / her version of events.
 - 1.6.6 the nature and period of the exclusion shall be proportionate having regard to the incident and other circumstances leading up to the exclusion.

2 Fixed term and permanent exclusions

- 2.1 Fixed term and permanent exclusions are used when other strategies and sanctions have not been effective over time or when there has been a single clear and serious breach of discipline. The Behaviour Policy gives further detail on the school's approach to effectively responding to behaviours before the stage of exclusion.
- 2.2 A serious offence could by itself justify a pupil's exclusion. This may include an aspect of the following:

- Physical abuse towards an adult or child
- Verbal abuse/offensive language towards an adult or child
- Bullying (see behaviour policy)
- Frequent high level disruption to lessons
- Frequent high level of non-compliance
- Frequent high levels of disrespect to adults who work in the School
- Unacceptable behaviour for which intervention and support has not been successful in modifying over time
- Breach of behaviour policy
- Damage to property
- Theft
- Carrying an offensive weapon
- Arson
- Inappropriate use of technology, including mobile phones, internet
- Using social media inappropriately to cause suffering, distress brought about because of cyber-bullying

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

3 Procedure for Fixed Term Exclusion

- 3.1 The Headteacher will pursue the process set out at 1.6 before reaching a decision to exclude. The Headteacher will decide if exclusion is appropriate and the length of the fixed term exclusion.
 - 3.1.1 Parent/s are contacted immediately when the Headteacher makes the decision to exclude a child. If possible the parent will be invited into School to discuss the reasons for the exclusion, and a letter will be sent by post giving details of the exclusion and the start/end dates of the exclusion.

- 3.1.2 School will use this time to review provision (curriculum, adult support, environment, individual plans, resources) to ensure the best outcomes for the child's return.
- 3.1.3 School work is always provided for a child to cover the period of a fixed term exclusion.
- 3.1.4 On a child's return following a fixed term exclusion the parent/s is asked to accompany their child to meet with the Headteacher or a senior member of staff.
- 3.1.5 If the fixed term exclusion, or an accumulation of exclusions exceed 5 days (within a term) a Pastoral Support Plan will be drawn up. This will be discussed and agreed with parent/s and where appropriate the child.
- 3.1.6 During the course of a fixed term exclusion the child is not allowed on the School premises and it is the responsibility of the parent/s to arrange daytime supervision for their child.
- 3.1.7 For any fixed term exclusion that exceeds 6 consecutive days alternative educational provision must be arranged for the child.
- 3.1.8 Fixed term exclusions cannot exceed, when aggregated, a total of 45 School days in any one School year.

4 *Procedure for Permanent Exclusion*

- 4.1** The decision to exclude a pupil permanently is a serious one. There are two main types of situation in which permanent exclusion may be considered:
 - 4.1.1** The first is a final, formal step in a concerted process for dealing with unacceptable behaviour following the use of a wide range of other strategies (that may also include involvement of other professional agencies) which have been used over time without success. It is an acknowledgement that all available strategies have been exhausted and is normally used as a last resort.
 - 4.1.2** The second is where there are circumstances of extreme behaviour causing a serious risk to either the pupil concerned and/or adults and other pupils.
- 4.2** Exclusion will not be imposed instantly unless there is an immediate threat to the safety of others or the pupil concerned. Before deciding whether to exclude a pupil either permanently or for a fixed period the Headteacher will ensure that appropriate investigations are carried out as set out in paragraph 1.6 of this Policy.
 - 4.2.1** The parent/s will be immediately informed and where appropriate be asked to come into the School to meet with the Headteacher.
 - 4.2.2** A formal letter will be sent in the post providing details of the reason for the permanent exclusion and outlining the formal procedures for permanent exclusion. This will include a date for the meeting of the disciplinary committee where governors will consider, based on all available evidence, the decision made by the Headteacher to permanently exclude a pupil. Parent/s and their representatives are invited to this meeting. The letter will include details of organisations that support and provide information for parents on exclusions and their right to appeal.

5 *Independent Appeal Panel*

- 5.1** Where a pupil has been permanently excluded and that decision has been upheld by the Governing Body disciplinary committee, an automatic right of appeal to an Independent Appeal Panel arises.
- 5.2** The decision letter of the Governing Body disciplinary committee will contain the relevant information for exercising that right of appeal and the relevant timeframes for doing so.
- 5.3** The composition of the Independent Appeal Panel is set out in the Secretary of State's Guidance on exclusions. None of the Independent Appeal Panel will have links with the School. The School

will usually delegate the task of constituting the Independent Appeal Panel and clerk to an independent clerking service.

- 5.4** Any Independent Appeal Panel will be impartial, constituted in accordance with the Secretary of State's Guidance on exclusions and is to have regard to that Guidance when exercising its functions
- 5.5** The Independent Appeal Panel's decision is final and binding on the School. A parent may seek a judicial review of the decision. A parent may not, however, appeal to the Commissioner for Local Administration (the Local Government Ombudsman) about maladministration because the Commissioner's remit is limited to considering the conduct of appeal panels constituted by Local Authorities.

6 *Accountability*

- 6.1** The School is rigorous in the recording and reporting of the number of exclusions (fixed term and permanent) on a termly basis to the Governing Body and to the Local Authority.