



**MILTON KEYNES EDUCATION TRUST**

**WALTON HIGH**

**Exclusion Policy**

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# Exclusion Policy

## Principles

Walton High's Code of Conduct states that:

**Walton High is a centre of learning – a place where the fun and fundamentals of learning matter. Everyone at Walton High has the right to attend classes, take part in activities and to carry out their duties without being hindered by others. There are no innocent bystanders when learning is being disrupted or when someone is being hurt or belittled.**

In implementing this code, Walton High will not accept any behaviour which intends to cause harm or prevent learning. Students, staff, parents and governors at Walton High have a responsibility to see that this Code of Conduct works in practice.

Walton High's approach to behaviour management is based on the belief that building and maintaining positive self-esteem and having widely understood and consistently applied high expectations contributes enormously to effective learning. Restorative practices are used to restore good relationships when there has been conflict or harm and to promote a school ethos that reduces the possibilities of such conflict arising.

## Practice

The decision to exclude is never taken lightly as this is the ultimate sanction available to the Principal<sup>1</sup>. Only the Principal (or in their absence, the senior teacher in charge) can exclude a student.

When making decisions on exclusions and administering the exclusion procedure, the Principal must comply with the law and must also have regard to the current DfE guidance

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/641418/20170831\\_Exclusion\\_Stat\\_guidance\\_Web\\_version.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/641418/20170831_Exclusion_Stat_guidance_Web_version.pdf)

If a student has been involved in a serious incident at school that breaches the school Behaviour Policy or has been persistently poorly behaved, the Principal may decide to exclude the student from school. This means that for the exclusion period the student cannot attend school or come near to the school premises. Exclusions may be fixed-term, which means that the student may return to the school once the exclusion has been served, or permanent which means the student may never return to Walton High.

In deciding to exclude and determining the length of exclusion, the Principal will consider the evidence including any relevant student and staff accounts. The student's record of previous incidents as well as any special educational needs or disability will also be taken into account before reaching a decision.

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<sup>1</sup> The term Principal also means Executive Principal

A student may be excluded, and possibly permanently excluded, after being involved in a single or 'one off' incident that is a serious breach of the behaviour policy. Examples of such an incident include:

- drug and alcohol related incidents
- incidents involving offensive weapons
- stealing
- intimidating behaviour
- serious actual or threatened violence against another student or staff
- deliberate serious damage to school property, including graffiti, or the property of other members of the school community
- incidents impacting on the health and safety of other students or staff
- bringing the reputation of the school into disrepute

A student may be excluded for persistent poor behaviour. In the case of students with a history of poor behaviour, a relatively minor offence might also trigger an exclusion. Examples of persistent poor behaviour include:

- persistent disruption of lessons
- persistent bullying
- frequent referrals to Time Out
- persistent refusal to comply with instructions
- an accumulation of incidents involving banned items
- breaking a PSP behaviour target

The above lists are by no means exhaustive and merely indicate the type of incident which may lead to exclusion.

### **The decision making process**

There will be an investigation by members of staff. The investigation will usually be coordinated by a senior member of staff with pastoral staff support.

Students involved in an incident may be placed in isolation – usually in the Learning Link or Time Out room – whilst the matter is investigated.

Students are encouraged to give their version of events and will be given the opportunity to provide a written account explaining what happened, usually scribed by an adult. Honesty is valued.

Other students and staff involved will be asked to provide accounts. Other evidence may be gathered and, if relevant, the CCTV will be checked.

The Principal will confer with the senior member of staff responsible for co-ordinating the investigation and check the behaviour record to determine whether or not such an incident is out of character. The Principal will check whether the incident may have been provoked, for example by bullying, or by racial or sexual harassment.

The Principal will also take into account the school's Behaviour Policy and other linked policies.

The Principal will examine the results of the investigation and make the decision to exclude.

### **Standard of proof**

In making the decision to exclude, the Principal will do so on the balance of probability, i.e. if it is more probable than not that the student did what he or she is alleged to have done.

In deciding to exclude and in determining the length of the exclusion, the Principal will consider the evidence, including any written reports on the incident and will take into account the student's previous record of incidents as well as any special educational needs or disability that the student might have. If the student is new to the school this will also take into account the behaviour record at his/her previous school as well as his/her co-operation when being spoken to about the incident.

When the decision to exclude a student is taken, parents will be notified before the exclusion comes into effect, ideally by telephone and usually by a member of the Pastoral Team but occasionally by a senior member of staff. Notification of the exclusion will also be confirmed in writing without delay.

If the incident is very serious, the person contacting a parent may ask them to remove their child from the school immediately. The parent will be informed that their child is being excluded and, if the length of the exclusion has been determined at this point, for how long.

Occasionally, an exclusion will be for an initial period, perhaps because key witnesses are absent from school or the investigation proves to be lengthy. The Principal will reserve the right to extend the exclusion or to make the exclusion permanent once the investigation is concluded.

The Principal will write to parents informing them of the decision to exclude, why and for how long and either the parents' right to make representation to the Governors or their right of appeal if appropriate.

### **Contacting the school about an exclusion**

Parents should not contact the Principal or any other member of staff about the reported incident. Once an exclusion has been issued parents should only contact the governors via the Administrative Manager.

### **Education during exclusions**

Parents of students excluded from school will be advised when work will be ready for collection. Students excluded for one day may take work home with them or may be advised to access school work through the school's portal. If students are unable to access the internet, parents will be notified of when work is ready for collection from the school. All completed work should be handed in when the student returns to school when the exclusion expires.

If an exclusion is longer than five days arrangements will be made for the student to receive appropriate education equivalent to full-time education from the sixth day. This will be off site and usually in at Bridge Academy (alternative provision).

### **Public examinations during an exclusion period**

The school will make arrangements for excluded students to sit any public examination that falls during the exclusion period. The examination may be supervised in isolation or held at another examination centre such as another local school or Bridge Academy.

## Where a child should be during exclusions

Parents have a duty to ensure that when their child is excluded that he/she is not present in a public place in school hours during the first five days of an exclusion, unless there is reasonable justification for this. It will be for parents to show reasonable justification. If parents do allow their child in a public place they may receive a penalty notice from the Local Authority. They must also ensure that their child does not come to the school during the period of exclusion, especially to meet friends, at the end of the school day.

## Lunchtime Exclusions

The Principal may decide that an appropriate punishment is a lunchtime exclusion. By law each lunchtime exclusion is the equivalent of a half-day fixed term exclusion. Lunchtime exclusions do not count towards the school's duty to provide full time education from day six of a fixed term exclusion. Parents will have to make arrangements for their children to be collected from school at the beginning of lunch, supervised and then returned to school at the end of lunchtime.

### ½ to 5 days

Most exclusions at Walton High last for five days or less.

### 6 to 45 days

Longer exclusions in excess of five days are used for serious incidents. For example where there has been violence resulting in injury, persistent disruption to lessons and refusal to comply with instructions, persistent bullying or the student has broken his or her PSP targets. If a student has been excluded for more than five days on a single occasion, arrangements will be made to provide the equivalent full time education, except for students of non-compulsory school age, usually at Bridge Academy

Regulations allow the Principal to exclude a student for one or more fixed periods not exceeding 45 days in one school year. This applies to the student and not the institution. This means if a student has been excluded and moves school, then the record of exclusion goes with them.

## Permanent Exclusion

A permanent exclusion means that the student can no longer attend the school, ever, unless the decision is overturned. A permanent exclusion might be used for persistent poor behaviour or for single "one-off" incidents which are considered serious enough to warrant a permanent exclusion, for example, if a student hit a teacher, sold drugs on the school site, assaulted another student or lit a fire in school.

## Reintegration meetings

Parents are required to attend a reintegration meeting with their child following any fixed-term exclusion. This meeting will be conducted by a senior member of staff who will stress the seriousness of the situation and reinforce expectations to minimise the likelihood of the student reoffending. If the student is at risk of permanent exclusion a Pastoral Support Programme will be organised at the reintegration meeting.

## Pastoral Support Programmes

If a student is considered to be at risk of permanent exclusion a Pastoral Support Programme (PSP) will be organised at the re-integration meeting or at a separate "at risk of permanent exclusion meeting".

## **The Discipline Committee**

The Governing Body delegates its functions in respect of exclusions to a committee of governors, the Discipline Committee.

The Discipline Committee reviews all permanent exclusions and fixed term exclusions of more than fifteen school days in one term (or which brings the student's total number of days of exclusion to more than fifteen in one term) and, should parents request it, will meet to consider a fixed period of exclusion of more than five, but not more than fifteen school days in any one term.

## **Referrals to Alternative Provision and Managed Moves**

The Principal can decide that a student requiring further support to improve their behaviour needs intensive intervention off site for a period of time. This means that students who fail to improve their behaviour despite support through a range of strategies may be referred to Bridge Academy.

A transfer to another school for a trial Managed Move may be appropriate for some students. This requires the consent of all parties, including a parent.

## **Linked policies**

The following policies are relevant to the Exclusion Policy and can be found on the school website:

- Anti-bullying Policy
- Behaviour Policy