



Exclusion Policy

Lead : Jane Bryant
Approved by governors: Spring 21
To be reviewed: Spring 2

Ysgol Plas Brondyffryn Pupil Exclusion Policy

This Policy has been written to cover all sites belonging to Ysgol Plas Brondyffryn this includes:

Ty'n Fron – Primary Site

Park Street – Secondary Site

Ty'r Ysgol – Ages 14 – 19

Gerddi Glasfryn – Residential Site

Please note that whenever the term Brondyffryn or School appear it is therefore referring to all of the above sites.

1. Description of School and its Community

Ysgol Plas Brondyffryn is a Local Authority Residential Special School maintained by Denbighshire Education Authority. The school specialises in meeting the needs of children/young people with Autistic Spectrum Disorders (ASD) aged 3-19 years. As a Regional school, Ysgol Plas Brondyffryn welcomes children/young people from across North Wales and the closer counties of England. Our policies are relevant to all our children/young people regardless of county of residence.

The majority of the children/young people are from English speaking families. For most children/young people, Welsh is taught as a second language. However, children/young people from Welsh speaking families are educated in Welsh. The majority of the children/young people are boys due to the higher prevalence of autism in males.

At YPB we are conscious of the need to maintain a low arousal environment which has been shown to be beneficial for individuals with ASC, reducing their anxiety and aiding concentration. To this end, we strive to keep all areas tidy and free from clutter; to make sure classroom displays are orderly and muted in colour; to communicate information in a clear and concise manner and to aim for a quiet and calm atmosphere. The approach varies on each site as dictated by the needs and abilities of the pupils and our aim is always to organise the environment as far as possible to promote independence in our young people.

The Governors of Ysgol Plas Brondyffryn have stated that they consider that the use of the Head Teacher's power to exclude from school is essential for the purposes of establishing and maintaining good order and discipline. They believe that its use should be reasonable and proportionate. Within these limits they support the Head Teacher in using his/her discretion in the exercise of these powers.

2. Description of Policy Formation and Consultation Process

This Policy has been formulated by a working party consisting of the Senior Leadership Team. Staff, governors and parents were consulted before the Policy was finalised and formally adopted by the Governing Body.

3. Purpose

This policy and procedure document is intended to give a clear indication to staff, parents and pupils/students the kinds of circumstances within which the Head Teacher will use his/her powers to exclude and the procedures that will be followed in exercising them. Governors will rely on this in reviewing the actions of the Head Teacher in excluding pupils.

This policy should be read in conjunction with the school's Positive Behaviour and Rewards and Sanctions Policies. In this policy the governors have determined that pupil exclusion in appropriate circumstances is a sanction that can be used in the school.

The Head, Governing Body and members of the school's Disciplinary Committee are expected to acquaint themselves fully of their duties under the policy, and the relevant WG guidance Exclusion from schools and pupil referral units (Document No: 081/2012)

4. Aims

The governing body aims:

- to give appropriate support to the Head in exclusion issues;
- to use its best endeavours to ensure that the school does not interfere with the continuous education of a pupil beyond what is necessary to modify behaviour;
- to ensure that exclusion is used appropriately within the framework of the school's behaviour policy; and
- to discharge appropriately its statutory duties concerning the consideration of re-instatement of excluded pupils.

5. Procedures

The Decision to Exclude

1. Pupils should **only be excluded**:

- in cases of a serious breach of the school's behaviour/discipline policy **and** if the continued presence of the excludee in the school would seriously damage the education or the welfare of other pupils or staff.

2. Only the **Head** can exclude but should the HT be unavailable (in exceptional circumstances) this authority can be delegated to the AHT on site

An indication of the kinds of case where exclusion will be used:

Sustained challenge to the authority of a member of staff;
Bullying, harassment or abuse (including on the grounds of gender, race, ethnicity, religion or sexual orientation);
Persistent defiance of a school rule;
Acts of vandalism or minor physical violence;
Using drugs or alcohol on the school site; and
Conduct likely to bring the school into disrepute.

The length of the exclusion will be proportionate to the gravity of the offence.

Before deciding to exclude a pupil the Head will:

- will ensure that an appropriate **investigation** has been conducted;
- ensure that all the **relevant evidence** has been considered;
- ensure that the pupil's version has been heard;
- consult other relevant people if necessary.

Having considered these matters the Head will make a decision based normally on the balance of probability, having regard to any current guidance from the Department.

Alternatives

For example:

1. a restorative justice process – whereby the harm caused to the 'victim' can be redressed;
2. internal exclusion (removal from class or site as appropriate);
3. a managed move to another school.

When Exclusion is Inappropriate

In cases of:

- minor breaches of discipline;
- poor academic performance;
- truancy or lateness;
- pregnancy;
- non-compliance with uniform regulations; and
- in response to the (unacceptable) behaviour/attitude/conduct of a pupil's parents.

Exclusions can either be for a **Fixed Term or Permanent**.

Indefinite exclusions are not permissible by law.

Fixed Term Exclusion

The Head is permitted to exclude a pupil for one or more **fixed term periods not exceeding 45 school days in any one school year**.

The school will continue to provide education for an excluded pupil (whilst he/she remains on roll) and, particularly in the case of an exclusion of more than 15 days, the Head in consultation with the relevant members of staff will consider the following:

- how the pupil's education will continue;
- how his/her problems might be addressed in the interim; and
- reintegration post-exclusion.

6. Procedure for Excluding a Pupil

6.1 Informing Parents About the Exclusion

The Head should inform parents without delay (by telephone, with a follow-up letter within one school day) and they should be given the following information

- in cases of fixed term exclusions, the **length of the exclusion**;
- in cases of permanent exclusion, that **it is a permanent exclusion**;
- the **reasons for the exclusion**;
- their **right to make representations** to the Discipline Committee;
- the **name of the person** to be contacted, if they wish to make representations.

The letter to parents should also state:

- the latest date by which the Discipline Committee must meet to consider the case;
- the **parent's right of access to the pupil's school record**;
- the **date and time when the pupil should return to school** (with a fixed term exclusion) or the number of lunch-times for which the pupil is excluded (with lunch-time exclusions);
- with a permanent exclusion, its immediate effect and any relevant previous history;
- arrangements for the setting and marking of work (it is the **parent's responsibility to ensure that work sent home is completed and returned to school**);
- the name and telephone number of the LEA officer to be contacted for advice;

7. Reintegration interviews

Parents will be expected to accompany their son or daughter to school on the day after the exclusion finishes. They will have an interview with the Head teacher and class teacher. This is the time for reflection on the incident and discussing a positive way forward with specific targets and support for the pupil.

8. Informing the Discipline Committee and the LA

The Head will inform the Governors' Discipline Committee and the LA **within one school day** of:

- permanent exclusions;
- exclusions totalling **more than 5 school days or 10 lunch-times** per term; in Wales a lunchtime exclusion counts as $\frac{1}{4}$ of a school day.
- exclusions necessitating a pupil missing a public examination; and
- The Head must inform the Discipline committee and the LA of fixed term exclusions amounting to **5 or fewer school days or 10 or fewer lunch-times (or half days) in total per term on a termly basis**.

The Head must include the following in his/her exclusion report;

- the name of the pupil;
- the duration of the exclusion;
- the reason(s) for the exclusion;
- the pupil's age, gender and ethnicity;
- whether the pupil is statemented.
- whether he/she is in Local Authority care.

9. The Responsibilities of the Discipline Committee

9.1. The Discipline Committee

The governing body will appoint a Discipline committee at the beginning of each academic year, and appoint a chair and a clerk.

The Disciplinary Committee will delegate the role of termly updates on exclusions from the HT to the Pastoral committee. The Discipline Committee will consider any representations from parents. The governors have decided that for exclusions under 6 days only written representations will be accepted.

The Committee will consider whether **reinstatement is a practical option**;

- The Committee may consider more than one exclusion at any one meeting where appropriate
- in cases where a pupil will miss a public examination as a result of exclusion, the Discipline Committee should endeavour to meet before the date of the examination.

In extremis with fixed term exclusions, the chair of the Committee may consider the exclusion on his/her own and may reinstate.

9.2. Discipline Committee Meetings re. Exclusions

a) On being informed of an exclusion by the Head, the clerk or chair **must:**

- with **fixed term exclusions totalling fewer than 6 school days in one term**, convene a meeting of the Discipline Committee to consider **representations from the parents** (if these have been made), but the pupil **cannot be reinstated**;
- in the case of **fixed term exclusions totalling more than 5, but not more than 15 school days**, in any one term, convene a meeting to review the exclusion if the parents have asked to make representations between the 6th and the 15th school day after being notified of the exclusion;
- **in cases of permanent exclusion or where one or more fixed term exclusions add up to more than 15 days** in any one term, arrange a meeting to review the exclusion between the 6th and the 15th school day after being notified of the exclusion;
- **invite the parent, head and an LA officer to attend at a mutually convenient time and place**;

and **should**

- request written statements before the meeting; and
- circulate any such written statements (including any statements from witnesses) and a list of those due to attend in advance to all interested parties.

b) The parent may be accompanied by a friend or a legal representative. The excluded pupil would usually be allowed to attend and to speak if the parent requests this. **A pupil aged 18 or over is allowed to attend and to make representations in his/her own right.**

c) The Committee must **comply with the statutory time limits, but is not absolved of its legal duties in the event of non-compliance (i.e., its decision remains valid even if it was made out of time).**

10. Liaison with Parents

At all stages the Head is expected to seek parental co-operation.

11. Drug-related Exclusions

Any decision to exclude must be based on the criteria spelled out in the school's drug policy (which also cover the school's approach to legal drugs) and the school's drug co-ordinator will be consulted before a decision to exclude is made.

12. Lunchtime Exclusion

The Head can exclude a disruptive pupil for the duration of a lunch break. In Wales this counts as ¼ of a school day.

13. Permanent Exclusion

A decision to exclude a pupil permanently, as befitting its gravity, should only be taken as **a last resort** when a wide range of strategies for dealing with disciplinary offences has been employed to no avail or if an **exceptional 'one-off' offence has been committed:**

- serious violence, actual or threatened, against a pupil or member of staff or visitor to the school;
- sexual abuse or assault;
- supplying an illegal drug; and
- carrying an offensive weapon.

Or any other one-off offence considered by the Head to be an exceptionally serious one.

14. Off-site Behaviour

In certain circumstances at the discretion of the Head the school will treat poor behaviour off-site as though it occurred on the premises.

15. Equal Opportunities

In making decisions about exclusion the Head and Discipline Committee will take into account any special educational needs, disabilities, gender, and cultural differences that may be relevant to the case.

16. Monitoring and Review

The Head will report at least annually on the number and type of exclusions and their outcome.

The Discipline Committee will review the working of this policy, make an annual report to the governing body, and make recommendations as necessary to the governing body.

Policy adopted:	Summer 2009
Policy reviewed:	Spring 2016
Policy reviewed:	Autumn 2018
To be reviewed:	Autumn 2021

Wellbeing Impact Assessment completed

A Wellbeing Impact Assessment offers an opportunity for staff to think carefully about the impact of their work on local people and other members of staff.

Date completed: