



AL KAUTHAR

ACADEMY

Exclusions Policy

2023-2025



General

This policy should be read in conjunction with the school's Behaviour Policy.

This policy is based on the commitment by the school community to achieve three aims:

- ensuring the safety and well-being of all members of the school community at all times
- maintaining an appropriate education environment for the successful learning of all
- reducing the need for exclusion to be used as a sanction

As the Behaviour Policy makes clear, exclusion will only ever be used as a last resort and will always be seen as a sanction to be avoided if at all possible. The needs of children with special needs will be taken into account in the implementation of this policy.

Fixed term exclusions: Procedure

Exclusion can only ever be administered as a sanction by the Headteacher.

Exclusions will normally be of a fixed-term nature, typically between one and three days. Department for Education regulations allow the Headteacher to exclude a pupil for one or more fixed periods not exceeding a total of 45 school days in any one school year.

Following an exclusion decision, the pupil will be kept safely under supervision, apart from all other pupils. The parents or carers of the child will be contacted and asked to collect the child. The child will be supervised until collection. An email will be sent to parents, setting out the background to, and details of the exclusion. It will also set out the rights of appeal of the parents and the next steps (as below).

Parents/carers may appeal to the Headteacher against any exclusion. If they are not satisfied with the outcome, they may appeal to the Chair of governors whose contact details are available on the school's website.

The Chair may decide to meet with the parents/carers to consider the appeal. Parents may be accompanied at the meeting by their choice of representative. Any decisions made at this stage will be final.

A return to school meeting will be organised to coincide with the expiry of the fixed-term exclusion. This will involve the Headteacher, and other staff where appropriate. During this meeting a Pastoral Support Plan will be drawn up, which will include a review date. During the course of a fixed term exclusion where the pupil is to be at home, parents/carers are advised that the pupil is not allowed on the school premises, and that daytime supervision is their responsibility as parents/carers.

Records relating to exclusions will be stored confidentially.

Investigation

Exclusion will only be imposed instantly if there is considered an immediate threat to the safety of others in the school or the pupil concerned. The Headteacher will conduct thorough and appropriate investigations before deciding whether or not to exclude a pupil, allowing the pupil to give their version of events, and considering the wider context, including all appropriate school policies, to ensure that any relevant context is taken into account.

Permanent exclusion procedure

Permanent exclusions will be rare but remain as an option in extreme cases. The extreme cases that will lead to consideration of a permanent exclusion include the following:

- a serious breach of safety requirements likely to endanger other people or the pupil themselves;
- removal of, or damage to, school property;
- stealing from the school, employees of the school, or from other pupils;

- intentional damage to property;
- abuse of the school's computer system and of the internet;
- sexual misconduct, abuse or assault;
- serious actual or threatened violence or physical assault against another pupil, member of staff or worker in the school;
- carrying an offensive weapon (defined as any item made or adapted for causing injury);
- bullying and/or harassment including racial, sexual or homophobic harassment;
- wilful defiance of the properly exercised authority of the school and its staff;
- bringing the school into disrepute or acting in a manner deliberately to undermine the school's Headteachers or ethos
- Supplying or use of illegal drugs
- Arson

As above, a full investigation will be carried out by the Headteacher in consultation with the Chair of governors. Parents will have the same rights of appeal against permanent exclusion.

Last review: August 2023

Next review: August 2025