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1.0 RATIONALE AND INTRODUCTION

This policy is an appendix of the schools Positive Behaviour Policy and outlines the policy and practice which informs the School's use of exclusion. This policy is underpinned by the shared commitment of all staff to achieve two main aims:

- To ensure the safety and well-being of all members of the School community, and to maintain an environment which is conducive to learning where all can achieve and succeed
- To ensure that exclusion is used as a last resort and that challenging behaviour is managed through the Positive Behaviour Policy.

The decision to exclude a student will be taken in the following circumstances:

- In response to a serious breach of student code of conduct or where guidelines of classroom behaviour have been seriously breached
- If allowing the student to remain in School would seriously harm the education or welfare of the student or others within the School

Exclusion is an extreme sanction and as stated above, the last resort. Exclusion can only be sanctioned by the Head Teacher (or in absence of Head Teacher, the designated person who is acting in that role).

Exclusion, whether fixed term or permanent may be used for any of the following examples of unacceptable conduct:

- Verbal abuse to Staff and others
- Verbal abuse to students
- Physical abuse to students
- Physical abuse to Staff
- Indecent Behaviour
- Damage to property
- Misuse of illegal drugs
- Misuse of other substances
- Theft
- Serious actual or threatened violence against another student or a member of staff
- Sexual abuse or assault
- Supplying an illegal drug



- Carrying an offensive weapon
- Arson
- Unacceptable behaviour which has previously been reported and for which School sanctions and other interventions have not been successful in modifying the student's behaviour

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

2.0 EXCLUSION PROCEDURE

- Most exclusions are of a fixed term and are of short duration only (usually between one and three days)
- The DfE regulations allow the Head Teacher to exclude a student for one or more fixed periods, not exceeding 45 school days in any one school year
- The School will review any fixed term exclusions which would lead to a student being excluded for over five days where a parent/carer has expressed a wish to make representation
- Following exclusion, parents/carers are contacted immediately where possible. A letter will also be sent giving details of the exclusion and when the exclusion ends. Parents/Carers do have a right to make representations to the School
- A return to school meeting will be held following the expiry of the fixed term exclusion and this will involve the Head Teacher and other staff where appropriate
- It is School practice to review the reasons for exclusion with the student and identify supportive mechanisms to assist the student with modifying their behaviour
- During the course of a fixed term exclusion, parents/carers are advised that the student is not allowed on the School premises and that daytime supervision is their responsibility

3.0 PERMANENT EXCLUSION

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

- The first is a final, formal step in a concerted process for dealing with disciplinary offences, following the use of a wide range of other strategies, which have been used without success. It is an acknowledgement that all other available strategies have been exhausted and is used as a last resort. This would include persistent and defiant misbehaviour, including bullying or repeated possession and or use of an illegal drug on the School premises.
- The second is where there are exceptional circumstances and it is not appropriate to implement other strategies. It may also be appropriate to permanently exclude a student for a first offence if it is deemed serious enough to warrant. These might include:
 - Serious, actual or threatened violence against another student or staff member
 - Sexual abuse or assault
 - Supplying an illegal drug
 - Carrying an offensive weapon * (whether intended use or not)
 - Arson
- The school will consider police involvement for any of the above offences



* Offensive weapons are defined in the Prevention of Crime Act 1953 as “any article made or adapted for causing injury to the person; or intended by the person having with him for such use by him”

These instances are not exhaustive but indicate the severity of such offences and the fact that such behaviour seriously affected the discipline and well being of the School.

Factors taken into account by the School before making the decision to exclude

- Exclusion will not be imposed unless there is an immediate threat to the safety of others in the School or the student concerned.
- Before making the decision to exclude either fixed term or permanently, the Head will:
 - Ensure appropriate investigations have been carried out and documented
 - Consider all evidence available to support the allegations, taking into account Student Code of Conduct, Equal Opportunities and Race Relation Policies
 - Allow the student to give their detail of events
 - Check any factors which may have contributed towards the incident i.e. bullying, racial, sexual harassment

Once the Head Teacher is satisfied that the alleged incidents occurred, exclusion will be the outcome.

Head Teacher Discretion

Hillcrest Shifnal School, as part of Hillcrest SEMH Services has provision to give pre-agreed notice on any placement deemed to be unsuited to the provision, this period will begin with written notice to the Local Authority to terminate the agreement between LA and Hillcrest Services in relation to a school based or school and residential based placement, during this time alternate provision may be implemented depending on Risk Assessment

Each case will be reviewed individually and judged on its own merits. In considering whether exclusion is the most appropriate sanction the Head Teacher will consider:

- The gravity of the incident/incidents and whether it constitutes a breach of conduct
- The effect that the student remaining in School would have on the education and welfare of other students and staff

4.0 OTHER SANCTIONS

The Positive Behaviour Policy clearly identifies a range of other sanctions which can be used as effective mechanisms to manage behaviour. Exclusion, as stated throughout this policy is the last resort when it has been deemed that all other routes have been exhausted without success.

APPENDIX 1-REFERENCES AND LEGAL CONTEXT

Legal Status-This Policy is written in accordance with Part 3, Paragraph 9 and Exclusion Element of Part 6 (24)(3)a of The Education (Independent School Standards Compliance Record) 2014 (England) (Amendment) Regulations. (

Document Type	Policy	Version Number	1.5
Policy Owner	Laura Smith	Last Review Date	September 2021
Date First Issued	June 2017	Next Review Date	September 2023



'Excluding Pupils - A Practical Guide for Independent Schools' by Farrer & Co (an ISBA Briefing Document),
May 2013
Education and Inspections Act 2006
Education Act 2002

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