

Saffron Walden County High School



Exclusions Policy

Date adopted or ratified; July 2017
Amended; 27th September 2022
Reviewed by governors; September 2025

This policy is regularly reviewed following recommended guidelines

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

Exclusions are used for various reasons. They are often instrumental in modifying an individual student's behaviour. They serve to emphasise the expectations of the school and act as a deterrent to poor behaviour. In some cases they are necessary to preserve the safety and security of all students and staff in the school.

Permanent Exclusion

The school does not make regular use of permanent exclusion. In general, this would be regarded as the very last resort. However, permanent exclusion would always be likely in the following circumstances (but not limited to these):

- Possession/intent to supply/supply/use of illegal substances
- Violence towards staff
- Actions causing gross offence to staff and/or pupils, such that continued membership of the school community would be intolerable
- Violence to other pupils that impacts significantly on their welfare or is persistent.
- Persistent disruption, jeopardising the education of pupils and not responding to other measures

Suspension

A suspension, where a pupil is temporarily removed from the school, is an essential behaviour management tool. A pupil may be suspended for one or more fixed periods (up to a maximum of 45 school days in a single academic year). Suspension from school will normally be used for:

- The use of highly offensive or obscene language towards staff
- Violence towards other pupils
- Defiance or failure to follow staff instructions
- Persistent breaches of school discipline which cannot be resolved through the use of less serious sanctions (including smoking/vaping offences)
- Theft or taking items without permission
- Other malicious activities designed to disrupt school life or damage school property

It is hoped that suspensions will be for just one day enabling the student to reintegrate rapidly and use the sanction towards a new stage of improved behaviour.

However, exclusions of two to five days will normally be used for:

- Setting off the fire alarm
- Particularly serious and flagrant instance of the above
- A student who has already received a one-day exclusion and has failed to respond
- Incidents which might normally result in permanent exclusion but where there are mitigating circumstances
- Circumstances where particularly serious behaviour has escalated unpredictably and where time is required for more detailed liaison with other agencies

General Principles

The Year Achievement Co-ordinator will arrange for work to be set either by subject teachers, or for a pre-prepared pack of work to be given to the student.

1. Wherever possible the parent will be telephoned immediately by the Headteacher or where this is not possible, the Deputy Headteacher, Year Achievement Co-ordinator or delegated member of staff. A letter confirming the exclusion will be sent by post.
2. The exclusion will normally begin on the next working day except where this could seriously damage the pupil's progress, such as during examinations.
3. The pupil will usually be isolated in school for the rest of the school day on which the exclusion is issued.
4. Procedures will be followed in accordance with the latest DfE guidance

Re-admission Procedure

The Headteacher, or Deputy/ Assistant Headteacher and Year Achievement Co-ordinator will interview the pupil and parent/carer before re-admission to the school. Re-admission might be subject to certain conditions governing future conduct and requiring the pupil and parent/carer to sign a "behaviour contract". In addition, measures will be taken to support the pupil on his/her return to school to prevent a recurrence of poor behaviour. Such measures could include a re-negotiated curriculum, Special Needs support, professional counselling. The Form Tutor and Year Achievement Co-ordinator will support and closely monitor a pupil's re-admission to school and the parent/guardian will be kept informed of progress and developments.

Suspension Warnings

First Suspension Warning

As a response to a serious act of misbehaviour, or persistent bad behaviour which has not been improved by support, warnings and punishment, the pupil is interviewed by the Year Achievement Co-ordinator and is formally given a **First Suspension Warning** (see *attached letters*). This effectively puts the pupil "on probation" for the next six weeks. If appropriate, the pupil and parents are invited to interview with the Year Achievement Co-ordinator where they are informed of the seriousness of the First Suspension Warning and of the consequences of further misbehaviour. All staff are notified in the Staff Bulletin when a pupil has been given a First Suspension Warning. External agencies such as MECES (Missing Education & Child Employment Service) may be informed, where relevant. The Form Tutor is kept closely informed of developments and helps to monitor the pupil's progress.

Examples of misbehaviour that might trigger a First Suspension Warning are persistent disobedience, disruptive behaviour in lessons and about school, discourtesy to staff, failure to attend detentions, failure to produce work.

All students on Suspension Warnings are to be reviewed on a fortnightly basis by the YAC and SSO.

Second Suspension Warning

After further discipline offences the pupil is interviewed by the Year Achievement Co-ordinator and Dep Head/ Asst Head.. The **Second Suspension Warning** will be for a specified period (usually six school weeks). Parents, staff and other relevant parties are again notified. (*See attached letters*)

If serious misbehaviour continues, the pupil may be excluded from the school for a fixed period. Parents are informed of the exclusion and of their rights to appeal.

All students on Suspension Warnings are to be reviewed on a fortnightly basis by the YAC and Dep Head/ Asst Head.

Notes

Certain very serious breaches of discipline may result in a pupil being given a Second Suspension Warning or even being excluded without necessarily going through the earlier stages.

If a pupil on the First Warning is well behaved for a specific period, she/he will be removed from the exclusion procedure. If a pupil on the Second Warning is well behaved for a specified period she/he will be transferred to the First Warning and then, after a further period, be removed from the exclusion procedure.

Isolation base

Students can be placed in the schools on-site Isolation base for periods of between 1 lesson and 2 days, or during lunchtimes. This sanction can be used as an alternative to an external suspension for poor behaviour or failure to attend detentions.