



Hope View School

Exclusions Policy

Hope View School accepts its responsibility to maintain discipline and good conduct to secure an orderly learning environment in which teaching and learning can take place. It is appreciated that many pupils excluded from school never get back into education and risk exclusion from society later in life. Thus, exclusion is recourse to be taken with the utmost reluctance and when all alternative strategies have been tried and failed.

Exclusion can take the following forms:

Fixed Term External Exclusion – where a pupil remains at home for a specified number of days before being allowed to return to school. During the exclusion period, parents/carers have a legal duty to ensure the pupil remains at home or at an appropriate venue. The exclusion is a sanction not a “day off.” Work will be sent home for the pupil to complete and it is expected that parents or carers will support the school in ensuring the work is completed as well as discussing with the pupil the consequences of their actions. On the day the pupil is expected to return from school following the exclusion, they must attend a return from exclusion meeting with their parents/carers/social worker and a member of the school’s Senior Leadership Team. A pupil will not be readmitted to the school until this meeting has taken place with them present. A fixed term external exclusion will be recorded on the pupil’s school record.

Fixed Term External Exclusions can be awarded for any of the following, (though this list is not exhaustive): persistent and deliberate breaking of school rules; repeatedly refusing to follow instructions and school procedures; deliberate bullying, verbal or physical abuse of another pupil or member of staff; deliberate damage to school property or equipment, deliberate disruption to the smooth running of the school and causing a negative impact on the learning of others.

Internal Exclusion – where a pupil remains in school but is segregated from peers for a specified period of time but under the supervision of a senior member of staff. This type of exclusion is implemented when parents’ commitments to other children in the family or work make it impossible for them to supervise the pupil at home on an external exclusion or when the school believes that the pupil would not be appropriately supervised at home and would be allowed to meet up with friends or spend the time engaged in non-related school activities thus making the sanction non-effective.

An Internal Exclusion is implemented for the same reasons as above and will be recorded as such on the pupil’s school record.

“Time Out” Period – difficult circumstances, issues outside of school, problems settling in or periods of stress and anxiety can cause a pupil’s behaviour to deteriorate

significantly and rapidly. At times it is necessary to give a pupil a period of “time out” from school. This will occur when we feel that the work and strategies being employed are not being as effective as they should be. Often this can result in an ongoing deterioration in behaviour and, in some cases, can not only be detrimental to the pupil but to the smooth running of the school and to the progress and well-being of other pupils. Where some individuals are concerned, they may also put the safety of staff and other pupils at risk which is not acceptable under any circumstances. A period of “time out” is to support a pupil in regaining their focus and to allow them to reflect and calm down away from the school environment. A “Time Out” Period will be implemented when the school feels that it would be beneficial for a pupil to remain at home for a period of time (normally not more than two days) so that they can refocus. The same supervision expectations for External Exclusions apply but it is hoped that parents and carers will work with the pupil to settle them down again before they return to school. “Time Out” Periods are often useful in preventing a pupil’s behaviour from deteriorating further or becoming more serious which could then result in an External Exclusion. They are not recorded on a pupil’s school record and the pupil is expected to return to school, at the normal time on the day specified without the need for a return from exclusion meeting.

Permanent Exclusion –a pupil is removed from the school on a permanent basis. When this occurs, the pupil will not be permitted to return to the school under any circumstances. An annual review meeting will be organised within 10 days of the first day of exclusion and it is expected that parents or carers and social worker will attend as well as a representative of the pupil’s Local Authority. If the necessary representatives are unable to attend within this timescale, the school will go ahead with the meeting and report back to the Local Authority so that they can take steps to find alternative provision for the pupil. The pupil will remain on role at Hope View School and work will be sent home for them until such time as alternative provision is found. A permanent exclusion is recorded on a pupil’s school record.

Permanent Exclusion will be awarded for repeatedly attacking staff or other pupils; serious drugs or alcohol or drugs related incidents; any serious incident of a sexual nature; persistent bullying; incidents of arson. (this list is not exhaustive).

Managed Move – this is where the school believe they are unable to meet the objectives, outcomes and needs of a pupil’s Education and Health Care Plan due to the deterioration of a pupil’s behaviour which repeatedly results in fixed term exclusions or “Time Outs” and recommends that alternative provision be found. In such cases an annual review or professionals meeting will be scheduled to be attended by parents or carers and social worker and a representative from the pupil’s Local Authority. If the pupil is serving a fixed term external exclusion at the time of the meeting, it is likely that they will remain out of school until alternative provision is found if it is deemed that readmitting them could be detrimental to the smooth running of the school, other pupils and could potentially result in the pupil being permanently excluded. The school will set work or arrange tuition for the pupil for as long as they remain on role. Their absence will not be recorded as an exclusion once a decision has been made for the pupil to be moved on. If the pupil continues to attend Hope View School, a request for alternative provision to be found before the end of the school term will be made.

The occurrence of a variety of situations can lead to a pupils being excluded from school. Before reaching such a decision, the Headteacher will:

- Consider all the relevant facts and firm evidence to support the allegations made. If there is any doubt that the pupil actually did what is alleged, the pupil will not be excluded.
- Allow the pupil to give their version of the events
- Check whether an incident appeared to be provoked by racial or sexual harassment
- Consult, others, being careful not to involve anyone who may later take part in the statutory review of the decision.

We understand that parents/carers do have work or other commitments throughout the course of the day however, if a situation becomes untenable and “time out” is needed, we expect support from home to be offered both to the pupil and to the school. Very rarely do we ask parents or carers to collect a pupil from school throughout the course of the day. However, an incident may occur when collection is required and we ask for support with this where possible as it is in the best interest of the pupil.

All decisions regarding the permanent exclusion of a pupil will be made in consultation with parents/carers and the placing authority.

In the case of a permanent exclusion appeal against the decision may be made, in the first instance, to the School without prejudice to one’s statutory rights.

It is the duty of the child’s local authority to make arrangements for educational provision from the sixth day of a permanent exclusion.

We will never exclude a pupil without careful consideration and we will always make every effort to support and work with all of our pupils when they are experiencing difficulty. However, whilst we are fully trained and experienced in working with pupils’ with behavioural, emotional and social difficulties and Autism Spectrum Diagnosis, Hope View is not a secure unit nor merely a “behaviour school.” All of our pupils have additional needs and some do not exhibit negative behaviour at all. We have many vulnerable pupils at Hope View School and we are totally committed to the welfare, health and safety of all of our pupils. Therefore, from a staff/pupil safety and legal standpoint there is a threshold with regard to how much aggressive or threatening behaviour we are prepared or able to accept. We will not tolerate extreme or persistent verbal or physical aggression that puts our staff and other pupils at risk. If a pupil’s behaviour escalates to a level which cannot be managed by our staff and the Police have to be called to the school site, permanent exclusion will be enforced immediately.

Links with other policies:

Anti Bullying

Positive Handling

Child Protection Policy

Complaints Policies

Behaviour & Discipline Policy

Sanction & Rewards Policy

Named Contact for this Policy: Mrs C Lorne – Headteacher

Policy Review Date: August 2022