



PATRON
HM THE QUEEN



Exclusion Policy

Policy Date: 28th November 2019

Policy Agreed By: Head of School

Policy Review Date: 28th November 2020

Introduction

The difficulties that learners with ASD can experience mean that they may not always respond in an appropriate way to staff requests or interactions with their peers. The School will attempt to deal with any problems in respect of a learner before considering the use of formal exclusion procedures. Strategies explored will include personalised calming techniques, additional visual support, more frequent movement breaks. In the event of any situation or developing problem which is likely to lead to an exclusion, the Head Teacher will emphasise to the parents and the local education authority the steps which the school is taking to try to prevent the exclusion.

Investigation

The Head of school will:

- Establish and record the facts of the behaviour in question on the day of the incident, or as soon as possible thereafter;
- Not decide to exclude a pupil until he/she has all the facts and firm evidence, allowing as much time for staff to prepare paperwork/evidence as is practical;
- Consider the need for a review of the pupil's statement and needs, and consider the merits of a request to the parents or Local Education Authority to withdraw the pupil from the School pending the outcome of such a review.

Exclusion by the Head Teacher

If the Head of school decides to exclude a pupil he/she will:

- Immediately notify the Local Authority and the parents by telephone, and, within twenty-four hours of the exclusion, confirm to both the Local Authority and the parents by letter the fact of such exclusion, the reasons for it, and inform the parents (and if appropriate the Local Authority) of their rights to make representations. in accordance with paragraph 4 below;
- Inform the Chair of Education Committee by letter as soon as reasonably practicable, and in the event of a permanent exclusion, or a fixed period exclusion exceeding five School days, within one School day following the exclusion;
- On the day of the exclusion make arrangements with the parents or the Local Authority to return the pupil to the care of the parents or Local Authority as appropriate;
- Work with the Local Authority to see if support can be made available for the pupil until the Trustees have considered representations made to them (if any), or if the Statement can be changed to name another school;

Rights to make representation

- The parents of a pupil who has been excluded on a temporary basis for less than five School days, may, within five School days from the date of the Head of school's letter to them informing them of the exclusion, make written representations to the Director of Education upon the exclusion.

- If a pupil has been excluded permanently, or for a fixed period exceeding five School days, or where the aggregate number of School days during which the pupil has been excluded in any one School term will as a result of the exclusion in question exceed five, the parents and the relevant Local Authority have the right to make written representations to the Director of Education, and to repeat such representations in person at the meeting convened to consider the exclusion.

Fixed period exclusion

- Following receipt of representations made by parents LVS will convene a meeting with the Director of Education to consider the action taken by the Head of school.
- Notify the parents, the Head of school and the Local Authority of the meeting.
- The Director of Education will consider the action taken by the Head of school, hear any representations received from the parents and Local Education Authority in accordance with the procedures and time limits set out above, and decide whether the pupil should be re-instated or the exclusion upheld.
- In deciding whether to direct the re-instatement the Director of Education should consider the parents' and the LA's representations, have regard to the appropriate use of exclusion and consider whether the Head of school has tried sufficient alternative approaches to improve a pupil's behaviour before resorting to exclusion, and whether any further strategies might be an alternative to exclusion. In relation to permanent exclusion, the Director of Education should also satisfy himself that all possible strategies to improve a learner's behaviour were tried and have failed or whether a revision of the learner's Statement is more appropriate than exclusion.
- If a permanent exclusion is upheld, the Director of Education will notify parents and the Local Authority of the decision by letter within one School day of the decision.

Review

This policy is to be read in conjunction with other relevant policies:

- LVS Oxford Culture and Wellbeing Policy
- LVS Oxford Anti-bullying
- LVS Oxford Health & Safety Policy

