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# Kingsbrook School

*'A unique service for unique young people'*

## Exclusions

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### **Priory Kingsbrook School**

Southburgh,  
Thetford,  
IP25 7TJ  
United Kingdom

**Tel: 01953 852303**

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**Email: [kingsbrookscool@priorygroup.com](mailto:kingsbrookscool@priorygroup.com)**

<b>Local Procedure Title</b>	<b>Exclusions</b>
<b>Site</b>	<b>Kingsbrook</b>
<b>ECS Policy number and title</b>	<b>ECS 37 Exclusions</b>
<b>Local Procedure template reference</b>	<b>ECS LP 37</b>
<b>Local Procedure date</b>	31 <sup>st</sup> August 2020
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<b>Local Procedure Author(s)</b>	Ursula Castillo
<b>Local Procedure Ratification</b>	Checked and Approved by: Leon Brandon

<p><b>1. What is an exclusion?</b></p> <ul style="list-style-type: none"> <li>▪ <b>Fixed period exclusion</b></li> <li>▪ A fixed period exclusion is where a child is temporarily removed from school. They can only be removed for up to 45 school days in one school year, even if they have changed school.</li> <li>▪ If a child has been excluded for a fixed period, schools should set and mark work for the first 5 school days.</li> <li>▪ If the exclusion is longer than 5 school days, the school must arrange suitable full-time education from the sixth school day, e.g. at a pupil referral unit.</li> <li>▪ <b>Permanent exclusion</b></li> <li>▪ Kingsbrook School does not permanently exclude students.</li> </ul>
<p><b>2. The Law</b></p> <ul style="list-style-type: none"> <li>▪ All fixed term exclusions are covered by primary legislation, regulation and statutory guidance. The most used and referred to is the 2012 Exclusion Guidance.</li> <li>▪ The guidance, which must be adhered to by everyone involved in the exclusion process. It also makes clear that disruptive behaviour can usually be an indication of unmet needs, and schools should try to identify this need before moving towards a fixed term exclusion.</li> </ul>
<p><b>3. Reduced timetables</b></p> <ul style="list-style-type: none"> <li>▪ While reduced timetables for some pupils have their part to play when dealing with disruptive pupils and addressing 'identified needs', the guidance makes clear that they should be used only in 'very exceptional circumstances' to meet an individual's needs and should not be regarded as a long term solution.</li> <li>▪ Reduced timetables cannot be initiated without written notification to parents and without their written consent.</li> <li>▪ They must be subject to a time limit.</li> <li>▪ A pastoral support programme or alternative provision must be put in place.</li> </ul>
<p><b>4. Informal, or unofficial exclusions</b></p> <ul style="list-style-type: none"> <li>▪ Sending pupils home to 'cool off'.</li> <li>▪ Arranging for parents / carers to collect their young people early so 'they do not get into any further trouble'.</li> <li>▪ 'They are not having a good day'.</li> </ul> <p>All of these scenarios are unlawful, regardless of whether they occur with the agreement of parents/carers.</p>

Any exclusion of a pupil, even for a short period of time, must be formally recorded and will form part of the school's official exclusion statistics.

### 5. Responsibility

- The decision to exclude, in whatever form it takes, can only be initiated by the Head of School who must notify the parent or carer of the reasons for the exclusion and the length of time it will be in force.
- The 2015 Government White Paper, *Education Excellence Everywhere*, states that "Schools should have financial penalties imposed if they have illegally excluded a child".

### 6. Ending a Placement

- Ending a placement at Kingsbrook School follows a systematic process.
- The local authority, parent/carer and the Head of School can initiate the process of a placement ending.
- Before a final decision has been made to end a placement the following must take place:
- An emergency professionals meeting to include parents/carers must be called to discuss the current difficulties and reasons behind why the placement is in jeopardy.
- An EHCP Review will take place, early if needs be, to ascertain an up to date review of education, health and care needs.
- Following on from the above meetings; additional strategies and resources must be considered before a final decision is made to end the placement.
- The additional strategies and resources will be trialled for a period of four weeks to enable a 'fair' opportunity for any new strategy or resource to help support the student.
- After the four week period; another meeting will be held with parents/carers and professionals where a final decision will be made as to the suitability of the placement.

### 7. Summary

- Kingsbrook School will only consider fixed term exclusions in the most extreme of circumstances.
- The behaviour, age and cognitive understanding, severity of attachment needs will all be considered when and if issuing fixed term exclusions.
- Every effort and behaviour strategy and the consideration of alternative options such as reduced times tables will be considered as an alternative to fixed term exclusions.
- Kingsbrook School will not permanently exclude students. If it is deemed a student's behaviours are such that they place themselves at significant risk or risk the significant harm of others, albeit staff and peers, then the process of serving notice on a student will be given. This is only after all additional means of support have been taken by Kingsbrook School to ensure the safety of the student, their peers and staff have been taken and evidenced they have not worked.
- We will ensure all procedures and regulations are correctly implemented and adhered to.

### Frequently Asked Questions

<b>When may exclusion be considered?</b> Behaviours that place a student, fellow peers and staff at significant risk of harm.	<b>How are records of the exclusion maintained, and who does this?</b> The Head of School maintains the exclusions log.
<b>How are behaviour expectations communicated to children &amp; young people?</b>	<b>How are exclusions monitored?</b> Exclusions are tracked via incident recording on

<p>Students play an active role in the setting of targets for improving behaviour choices. Students also have social skills and emotional literacy lessons incorporated into their timetable where being able to make positive choices with their behaviour is taught. Positive behaviour choices are directly linked to the reward programme for each student, so they are aware of what they are working towards.</p>	<p>School Pod and also on the attendance data. Exclusions are logged in the exclusion book, giving reason and action taken also noting what alternative strategies and means of support have been implemented before the decision has been made to issue a fixed term exclusion.</p>
<p><b>Who can make the decision to exclude?</b> The Head of School can only make the decision to issue a fixed term exclusion.</p>	<p><b>Who handles any appeals?</b> The Head of School will initially manage any appeal against fixed term exclusions. If the outcome from the appeal is not to the satisfaction of the parent/carer then the parent/carer can formally address, in writing, their objection to the Operations Director for East Anglia.</p>
<p><b>How is the decision communicated, and who does this?</b> Once the decision has been made that fixed term exclusion is the only viable option, a meeting will be held with the student and their parent/carer. The Head of School would personally address the student in the presence of the parent/carer as to the reason behind the fixed term exclusion.</p>	<p><b>What processes are in place for readmission following fixed term exclusions?</b> Another meeting will be held with the student and parent/carer before the end of the fixed term exclusion. The behaviour that caused the fixed term exclusion would be discussed and alternative behaviour choices would be raised. A restorative approach to the behaviour will be taken and this may well involve talking to the student or member of staff that were impacted by the negative behavioural response. Behaviour contracts and a report card system may be considered.</p>
<p><b>How is the child/young person supported to leave the site?</b> The parent/carer would be asked to take the student home after the fixed term exclusion meeting.</p>	<p><b>Who is responsible for ensuring school work is provided as required?</b> The Head of School would instruct the student's class teacher to send work home.</p>

**Local Procedure Review History:**

Date Reviewed	Reviewer	Summary of revisions
31/08/19	Ursula Castillo	Linked to new reward system
15/12/19	Ursula Castillo	Greater clarification upon processes and the removal of permanent exclusion from the procedure.
31/08/20	Ursula Castillo	Updated for new Academic Year 2020-2021