

## Exclusion Policy

At Engaging Potential, we aim to create an inclusive, safe and stimulating environment which is encouraging towards learning and that promotes achievement and appropriate behaviour. We recognise that pupils learn best in a safe, compassionate and well-organised environment. However, there are situations where a student may push all boundaries and present a behaviour that exhausts all reasonable steps and measures taken by staff to prevent it. On such occasions Engaging Potential may use this Exclusion Policy.

The behaviour of pupils outside school can also be a reason for exclusion. This might include behaviour on school trips, behaviour on off-site activities, in school transport or whilst engaged with any of Engaging Potentials partner providers.

This Exclusion Policy is designed to sit alongside Engaging Potential's policy on Bullying, Substance Misuse, Physical Restraint and Behaviour Management Strategy.

Exclusion is a disciplinary measure, which the school can use to deal with incidents of serious breach or persistent breach of the policies and strategies mentioned above or where allowing the pupil to remain in school would seriously harm the education or welfare of the pupil or others in the school.

### Types of Exclusion

There are three types of exclusion:

**Internal Exclusion** – a pupil may be removed from a specific room, but not from the school site. This may be one of the disciplinary measures used by the school and is reflected in the school's Behaviour Policy and is often related to safeguarding a young person e.g.; a young person may be removed from the kitchen on the grounds that they are not safe operating in that vicinity.

**Fixed-term exclusion** - Exclusion will only be considered for serious breaches of EP's Behaviour Policy and will not usually be imposed without an investigation unless there is an immediate threat to the safety of others or the young person concerned. It will not be used if alternative solutions have the potential to achieve a change in the young person's behaviour (e.g. apology, handing back stolen goods etc.). EP will set work for the young person during this period of exclusion. Exclusions will not last for more than a maximum of 45 days in any one school year. Parents / carers will be given a date for return and the pupil cannot come back to school until that date. For exclusions over 5 days, West Berkshire Council (WBC) and EP will plan the provision of alternative education during the exclusion.

**Permanent exclusion** – A decision to exclude a young person permanently is a serious one. Permanent exclusion will usually be the final step in the process for dealing with disciplinary offences after a wide range of other strategies have been tried without success. In making this judgement the Head will consider the precise circumstances of each case, including the nature of the incident and the evidence available. A final decision will be made in liaison with West Berkshire Council (WBC) and will include actions, such as:  
Seeking advice from WBC and other professional advice and support  
Asking WBC to carry out a statutory assessment or reassessment  
Arranging an early review of the EHC Plan.

Any exclusion will only be carried out by the Head or the Centre Manager

Pupils will **not** be permanently excluded for:

- Minor breaches of school rules, such as swearing or using a mobile phone
- Poor academic performance
- Lateness or truancy
- On the basis of protected characteristics, such as disability or race
- The behaviour of parents / carers such as refusal or inability to come to a meeting

- For their own protection from bullying by sending them home.

Before deciding whether to permanently exclude a pupil, the Head or Centre Manager will:

- Ensure that an appropriate investigation has been carried out
- Talk to the pupil to allow them to give their version of events
- Check whether the incident may have been provoked, for example by bullying or by racial or sexual harassment
- Consult others, as appropriate
- Consider all the evidence available, taking into account policies to include, but not exhaustive;
  - behaviour management strategy
  - equal opportunities
  - substance misuse
  - bullying

Only after carrying out the above steps, if the person making the decision is satisfied that the pupil did what he or she was accused of, may the pupil be excluded.

**Recording:**

Engaging Potential will keep an accurate record of exclusion which may help to identify patterns of behaviour or other factors which can contribute to the planning and review of a pupil’s progress and support needs at the school. Records and incidents of exclusion will be discussed with the Local Authority via the Contract Review Meetings

Parents / carers will be kept informed immediately of any exclusion, the reasons for it and for how long. Parents / carers have the right to appeal the decision using the compliments, complaints and comments form.

The school engages proactively with parents/carers in supporting the behaviour of pupils with additional needs. In relation to looked after children, Engaging Potential co-operate proactively with foster carers or children’s home workers and the local authority that looks after the young person..

**Returning to school:**

Following an exclusion and on returning to school, the pupil will have the opportunity to discuss the exclusion and to work with staff on how best to avoid the situation arising again. In some cases the pupil may be required to sign a behaviour contract.

Version	Date	Description	Initials
1	30/09/2015		TW
2		Revised and Updated	TW
3	30/09/2018	Revised and Updated	TW
4	30/09/2019	Revised and Updated	TW
5	30/09/2020	Revised and Updated	TW