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| Date of Issue  |  Pupil Exclusion Policy | Policy Number |
| 03.01.2019 | 2 |
| Review Date |  | Policy Owner |
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1. **Purpose**
	1. The purpose of this policy is to establish the position taken by the Governing Body and staff or Bedford Free School in relation to serious breaches of the Behaviour Policy which could result in individual pupil exclusion.
2. **Policy**
	1. The staff and governors of Bedford Free School are fully committed to achieving high standards of discipline and behaviour in school.
	2. The Behaviour Policy sets out clearly the code of conduct expected of all pupils. All staff are in agreement with the policy and implement it consistently so that pupils understand what is expected of them and know the boundaries of behaviour.
	3. Through the Behaviour Policy and related Code of Conduct, Bedford Free School aims to promote among pupils; self-discipline; a respect for authority; care and respect for others and an understanding that good behaviour is expected and bad behaviour is sanctioned.
	4. In accordance with the Equality Act 2010 (the Equality Act), Bedford Free School will not discriminate against, harass or victimise pupils because of: sex; race; disability; religion or belief; sexual orientation; pregnancy/maternity; or gender reassignment. We will make reasonable adjustments for pupils with SEND to enable them to meet the school’s expectations.
	5. The Principal and governing board will comply with statutory duty in relation to SEN when administering the exclusion process. This includes having regard to the SEND Code of Practice.
	6. Bedford Free School will not exclude for a non-disciplinary reason, for example; a pupil simply because they have additional needs or a disability that the school feels it is unable to meet, or for a reason such as: academic attainment/ability; the action of a pupil’s parents; or the failure of a pupil to meet specific conditions before they are reinstated, such as to attend a readmission meeting. However, a pupil who repeatedly disobeys their teachers’ academic instructions is likely to be subject to exclusion.
	7. Bedford Free School will not make ‘Informal’ or ‘unofficial’ exclusions, such as sending a pupil home ‘to cool off’. Any exclusion of a pupil, even for short periods of time, will be formally recorded.
	8. If a pupil’s behaviour is disruptive or violent; in spite of all the measures in the behaviour policy and related procedures and undermines the quality of teaching and learning for other pupils, then procedures for the exclusion of the pupil will be enforced.
	9. The Behaviour Policy and related procedures detail the early intervention systems in place to deal with bad behaviour and as a result, exclusion will only be used as a last resort, except when an immediate exclusion is appropriate.
	10. Bedford Free School will ensure full-time provision is maintained for the first five days of any permanently excluded pupil.
	11. The school will ensure systems are in place to reinstate excluded pupils as soon as possible.
	12. The school will do everything reasonably possible to establish good working relationships with parents/carers of pupils who have been excluded.
	13. The Principal reserves the right to move straight to a permanent exclusion if the actions of a pupil endangers the safeguarding of themselves, other children, school staff and property.
	14. The Principal reserves the right to vary the length of an exclusion dependant upon the age or stage of a pupil in line with the related procedures.
	15. The Principal also reserves the right to vary the length of an exclusion dependant on the severity or frequency of an offence.
3. **Responsibilities**
	1. The Governing Body has a responsibility to ensure funding is in place to support this policy and ensure this policy is made available to parents/carers.
	2. The Governing Body retains responsibility for the effective implementation, monitoring and evaluation of this policy.
	3. The Principal holds delegated powers and responsibilities to ensure all relevant school personnel are aware of and comply with this policy.
	4. The Principal has the authority to make the decision to exclude. When making the decision the Principal will;
* Ensure a thorough investigation is carried out into any alleged incident and consider all the evidence that is available.
* Ensure that there is a written record of all stages of the investigation including any signed witness statements.
* Check whether the alleged incident was provoked by racial or sexual harassment and take into account any breach of the school’s equal opportunities policy.
* Consult with any other relevant people.
* Consider alternatives to exclusion.
* Decide on the length of the exclusion.
* Ensure that parents/carers and relevant authorities are informed immediately.
	1. In any one school year the Principal is allowed to exclude a pupil for one or more fixed term periods but not exceeding 45 school days.
	2. During any period of exclusion the school will continue to provide education for the pupil and plan for the pupil to be reinstated after the exclusion period has ended.
	3. A pupil may be permanently excluded if:
* All other strategies have failed.
* The offence was a serious one-off offence such as:
	+ Serious, actual or threatened, violence against a pupil or a member of the school personnel.
	+ Sexual abuse or assault.
	+ Supplying an illegal drug.
	+ Carrying an offensive weapon.
	+ \* Or any other serious offence.

*The list above is merely a number of examples suggested of serious one off offences which may lead to a permanent exclusion but the list is by no means exhaustive \**

1. **Related Documents**
	1. Equal Opportunities Policy
	2. Pupil Behaviour Policy
	3. Sanctions Procedure
	4. Exclusion Procedure
	5. Code of Conduct
2. **Monitoring, Evaluation and Review**
	1. This policy will be monitored and reviewed every two years or as necessary by the Governing Body.