

# LINTON VILLAGE COLLEGE EXCLUSIONS, REMOVAL FROM MAINSTREAM LESSONS AND ISOLATION POLICY

## FOR IMPLEMENTATION IN JANUARY 2012

This document should be read in conjunction with the College's Behaviour for Learning Policy.

### **Exclusion**

**Definition of exclusion:** the Principal decides that a child is placed out of school for a fixed or permanent period as a consequence of unacceptable or unmanageable behaviour. During a period of fixed term exclusion work will be provided by the school for the child to complete. The kinds of behaviour that could result in exclusion are:

- Stealing
- Major environmental damage
- Verbal /physical abuse including racial, sexist, religious and homophobic abuse towards student(s) / staff
- Despite all sanctions, students persist in blatant disregard of the LVC Code of Conduct
- Students are caught in possession of alcohol, weapons or illegal substances
- Disruption of an examination.

'Excluded' status is not the same as short-term isolation or Removal from Mainstream Lessons. Exclusion is noted on a student's 'record' and has to be reported on transfer to other schools.

Exclusion can be fixed term: a period of 1 – 5 days depending on the seriousness of the incident. In exceptional circumstances, a student could be fixed term excluded for more than 5 days, but the College would make education provision through the Henry Morris Centre from the 6<sup>th</sup> day of exclusion. Following a fixed term exclusion parents are invited to a re-admission interview before a child is reinstated in mainstream lessons.

Permanent exclusion at LVC means a recommendation has been given by the Principal to exclude a child permanently from school. This could mean that any of the following could result:

- Permanent exclusion could be avoided because the College, the LA and parents agree a managed move to another school using the Managed Move Protocol
- The child's case could be referred to the South Cambs Inclusion Partnership panel to determine an education placement outside of the school
- The College could provide an alternative education through the Henry Morris Centre
- Permanent exclusion from Linton Village College.

Only the Principal can approve the exclusion of a child and s/he should only do so having considered the following:

1. The nature of the offence
2. Whether the matter has been investigated properly (written statements, witness statements all considered) and the balance of proof satisfied
3. The student's version of events heard and recorded
4. Any mitigating circumstances or special considerations weighed (eg SEN)
5. The previous involvement of the Student Support Team and if there is a CAF for the child
6. Whether alternative strategies have been previously deployed
7. Who else might need to be consulted (SENCo, ESLAC teachers, social worker, child protection officer)
8. Precedents as far as length of exclusion.

## **Notification of exclusion**

When the Principal has decided to exclude the College will:

- Inform the parent by telephone straight away
- Write an exclusion letter based on the LA template and ensure that it is received no later than the following day.

## **Managed Move Protocol**

A managed move instead of a permanent exclusion may be suitable for some students, especially for students for whom a 'fresh start' might enable them to achieve. LVC follows the LA protocol for managed moves.

## **Discipline Committee**

The Discipline Committee is responsible for reviewing the decision of the Principal to permanently exclude a student. Parents are informed by the exclusion letter that they have the right to have an exclusion reviewed. The Discipline Committee has limited powers to either uphold or overturn the Principal's decision to permanently exclude.

The Secretary of State for Education would not expect a Discipline Committee to reinstate a student who has been permanently excluded for:

- Serious actual or threatened violence against another student or member of staff
- Sexual abuse or assault
- Supplying an illegal drug
- Carrying an offensive weapon
- Persistent and defiant misbehaviour including bullying (which would include racist and homophobic bullying) or repeated possession and / or use of an illegal drug on school premises.

## **Independent Appeal Panel**

The role of the Independent Appeal Panel is to review the permanent exclusion and Discipline Committee decision.

An Appeal Panel may:

- Uphold the decision to exclude
- Direct immediate reinstatement or reinstatement at some future date; or
- Decide that because of exceptional circumstances or other reasons it is not practical to give a direction requiring reinstatement, but that it would otherwise have been appropriate to give such direction.

## **Removal to the Henry Morris Centre**

Definition of Removal: A member of the Senior Leadership Team determines that a child is taught away from mainstream lessons within the Henry Morris Centre for a fixed time and/or until reintegration into mainstream lessons is felt to be appropriate. The kinds of behaviour that could result in removal are the same as those which might result in a fixed term exclusion, but it is the judgement of the member of SLT that a removal would more effectively address the behaviour of the child than an exclusion. A removal is recorded on the record of a child but is not reported to the LA. When a child is 'removed' a letter will be sent to parents to inform them that this has happened. In this letter it will be made clear when the child should attend school and until what time and when they should take their break and lunch periods. These will not necessarily be in line with the

mainstream school. Parents will be invited to meet a member of SLT for a reintegration meeting before the child is returned to lessons.

The Henry Morris centre is used for a wide variety of purposes: one to one tuition, counselling, isolation, meetings and locality work. The Henry Morris Centre Manager oversees the environment and manages the timetables of those in the centre.

### **Isolation**

Isolation is used to punish disruptive behaviour around school or less serious infringements of the school code of behaviour. Students are given work to do in a room away from their peers for no more than one school day and sometimes as little as a single lesson. Isolation is also used to allow staff and students a 'cooling down' period or to allow an incident to be investigated. Isolation is recorded and reported to parents but is not passed on as part of a student's record. There is no need for a reintegration or readmission meeting following a period of isolation.

### **Appendices** (kept in school exclusion protocol folder)

1. The Managed Move Protocol
2. Model letters to parents

September 2011