

**Plymouth Studio School
Exclusion of Pupils Policy**

As approved by Governors:	22 November 2017
Current until:	22 November 2020
Post holder responsible for review:	Principal and Full Governing Body

Plymouth Studio School uses three types of exclusions.

These are: Internal, Fixed Term and Permanent.

Internal Exclusions

This is used where students have committed breaches of discipline which, in the judgement of the school, are in need of a greater sanction than a detention and the school reserves the right to impose a fixed term with the student placed in isolation. Students who are isolated will take separate break and lunchtimes from the rest of the school population. The student is expected to comply with the rules of the isolation room. Failure to follow the rules of the isolation room can lead to an extension of the period of time served, fixed term and possible permanent exclusions. The number of days in the isolation room is dependent upon the judgement and evidence available at the time.

Fixed Term Exclusions

When a serious offence is committed or when a student fails to heed earlier warnings about poor conduct they may be excluded from school. The period of time imposed by the school is judged upon the evidence available at the time. Work will be provided by the school for collection, and, if fixed term exclusion is more than 5 days in one block, then other educational provision will be provided. Decisions to

issue fixed-term exclusions will be given in writing although, initially, the School will seek to contact the parent orally as soon as possible. The number of days of fixed-term exclusion must not exceed 45 days in any one academic year.

Permanent Exclusions

The decision to exclude a child permanently is a final and serious phase in the process of dealing with disciplinary offences and would normally only be used when a range of other strategies have failed, such as a pastoral support plan (see Pupil Behaviour Policy) or it is deemed that a serious breach of the School's Behaviour Policy has taken place.

An individual will be permanently excluded for the following reasons:

- Serious violence or the threat of serious violence against another pupil, member of staff or any visitor to the school community.
- Sexual abuse or assault.
- Supplying or being in possession of illegal drugs on the school premises.
- Carrying an offensive weapon or anything that could be used as an offensive weapon against pupils, staff or visitors to the school community.
- Theft of school property.
- Vandalism to school property.
- Persistent poor and disruptive behaviour.
- Persistent and defiant behaviour towards members of staff, including bullying.
- Serious malicious allegation against a member of staff that is unproven.
- Continual failure to follow the required level of behaviour in the isolation room. (see section on isolation Room)
- Failure to achieve the targets as laid down by the pastoral support plan (PSP)

Any other incident which, in the view of the school is of such a serious nature, warrants a permanent exclusion. The judgement of the Principal will be based upon

the welfare and safeguarding of the whole school community after due consideration of all the evidence available to them at the time.

Responsibilities of the Principal

When excluding a pupil, whether for a fixed period or permanently, the Principal has a duty to inform the parents/carers without delay. This will normally only be done by telephone and the telephone call will be followed by a letter posted First Class within one school day.

The letter will include information about:

- The reasons for the exclusion
- The length of exclusion
- The arrangements for holding an Exclusion Meeting with the Governors' Pupils' Disciplinary Committee
- The arrangements for the continuing education of the pupil, including setting and marking of work

Exclusion Meeting

The exclusion meeting will normally take place within the Local Authority area of the excluded pupil and be chaired by the chair of the Pupil Discipline Committee. All relevant parties will be invited to the meeting. The meeting will allow the parent/carers to state their case and in the case of a permanent exclusion give them an opportunity to make an appeal against the decision. If the Principal extends the fixed period or converts it into a permanent exclusion, the school will write again to the parents/carers with this information. The Principal also has a duty to inform the Senior Leadership Team of all exclusions.

Removal from the Admissions Register

The name of a student, who has been permanently excluded from the school will not be removed from the School roll until 15 days after the exclusion hearing has taken place in order to allow for appeal. Under Section 51A of the Education Act 2011 all students, who have been permanently excluded by a panel of the Governors' Pupil Disciplinary Committee, have the right to appeal to a "Independent Appeal Committee" that can either uphold the decision of the Pupil Disciplinary Committee or recommend the committee to re-consider.

No exclusion will be initiated without first exhausting other strategies or, in the case of a serious single incident, a thorough investigation.