Fair Ways Education- GLADE School Exclusion Policy

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Fair Ways Vision, Mission and Values

Our vision
To build a community that changes lives, makes a difference to society and leaves a legacy greater than us and our contributions.

Our mission
To grow a compassionate, resilient, and trauma-informed community, that embraces learning, so that we improve the lives and outcomes of individuals.

Our values
Our values form the heart of the work we do, defined by Fair Ways people, for Fair Ways people. These are the values by which we operate, by which we are governed, and to which we are held accountable.

We therefore expect every individual within Fair Ways to *play their part*:

PROFESSIONAL	**A**CCEPTING	**R**EFLECTIVE	**T**RANSPARENT
· We do what we say we will. · We approach challenges with optimism and enthusiasm. · We don't judge, we notice. · We put the needs of the service before our own personal gains.	· We don't give up on people. · We value all individuals and are willing to challenge them. · We embrace each other's differences as much as our similarities. · We accept responsibility for our actions.	· We give feedback, we invite feedback, we listen to feedback. · We look inward before we look outward. · We learn as much from our mistakes as from our successes. · We listen to each other, learn from each other and grow together.	· We are always willing to explain why. · We have the courage to be open and honest. · We earn trust through our transparency. · We live by our values even when no-one is watching.

1 Statement of Intent

1.1 As stated in other Fair Ways Education policies we are committed to providing a caring, friendly and safe environment for all of our young people, so they can learn in a relaxed and secure atmosphere. The objective of the school is that we do not exclude young people. However, when the behaviour of a young person is deemed to be so totally unacceptable as to cause damage to property, injury to themselves or others or is drug or weapon related, exclusion will be considered and applied as the only possible alternative. This policy is to be used as guidance for the implementation of exclusions.

2 The Decision to Exclude

2.1 A decision to exclude a young person, either for a fixed period or permanently, is seen as a last resort by the school.

2.2 The school is responsible for communicating to young people, parents / carers and staff its expectations of standards of conduct. A range of policies and procedures are in place to promote good behaviour and appropriate conduct.

2.3 No exclusion will be initiated without first exhausting other strategies or, in the case of a serious single incident, a thorough investigation. Exclusion will not be used as a punishment in Fair Ways Education.

2.4 Reasons for exclusion:

- serious breach of the school's rules or policies
- risk of harm to the education or welfare of the young person or others in the school including criminal damage

2.5 Any exclusion will be at the discretion of the Head of School.

3 Temporary Exclusion

3.1 A temporary exclusion should be for the shortest time necessary; Ofsted evidence suggests that 1-3 days is usually enough to secure benefits without adverse educational consequences.

4 Persistent or Cumulative Problems

4.1 Exclusion for a period of time from half a day to 5 days for persistent or cumulative problems would be imposed only when the school had already offered and implemented a range of support and management strategies. These could include:

- discussion with the young person and restorative reflection
- mentoring
- discussions with Parents / Carers / Social Workers / LA
- target setting
- Managing and removing potential provocation or barriers
- mediation
- Therapeutic hub support
- A robust intervention plan

4.2 Exclusion will not be used for minor incidents (e.g. lateness, poor academic performance or breaches of minor rules), except where these are persistent and defiant.

5 Single Incident

5.1 Temporary exclusion may be used in response to a serious breach of school rules and policies, or a disciplinary offence for which it is deemed necessary that a period of separation would be beneficial in reparation. In such cases the Head of School will investigate the incident thoroughly and consider all evidence to support the allegation, taking account of the school's policies. The young person will be encouraged to give his / her version of events and the Head will check whether the incident may have been provoked, for example by bullying or racial harassment.

If an exclusion is decided, the Head must inform the Executive head immediately.

6 Permanent Exclusion

6.1 A permanent exclusion is a very serious decision, and the Head of School will consult with the Executive Head before any decision is made.

6.2 As with a temporary exclusion, it will follow a range of strategies and be seen as a last resort, or it will be in response to a very serious breach of school rules and policies or a disciplinary offence such as:

- serious actual or threatened violence against another young person or a member of staff for which the evidence indicates may recur

- possession or use of an illegal drug on school premises
- carrying an offensive weapon
- persistent bullying
- racial harassment
- an offence of a sexual nature
- serious damage to property

6.3 If the Head of School decides to exclude a young person, he / she will:

- ensure that there is sufficient recorded evidence to support the decision
- explain the decision to the young person
- contact the parents / carers / placing authority to explain the decision and ask that the young person be collected
- send a letter to the parents / carers / placing authority confirming the reasons for the exclusion, whether it is a permanent or temporary exclusion, the length of the exclusion and any terms or conditions agreed for the young person's return
- in cases of more than a day's exclusion, ensure that appropriate work is set and that arrangements are in place for it to be marked
- plan how to address the young person's needs on his / her return
- plan a meeting with parents / carers and young person on his / her return

6.4 An exclusion should not be enforced if doing so may put the safety of the young person at risk. In cases where parents / carers will not comply by, for example, refusing to collect the young person, their welfare is the priority.

6.5 There will be no refund of fees following temporary or permanent exclusion. In the case of permanent exclusion fees will not be returned / credited. Fees in lieu of notice will not be charged, but all outstanding fees will be payable in full.

7 Behaviour Outside School

7.1 Young people's behaviour outside school on school business e.g. on school trips, at sports fixtures, is subject to the school's behaviour policy. Bad behaviour in such circumstances will be dealt with as if it had taken place in school.

7.2 For behaviour outside the school, not on school business, the Head of School may exclude a young person if there is a clear link between that behaviour and maintaining good behaviour and discipline within the school, or if it is deemed to be damaging to the reputation of the school.

8 Young People with Special Educational Needs and Disabilities

8.1 The school must take account of any special educational needs when considering whether or not to exclude a young person.

8.2 We have a legal duty under the Disability Discrimination Act 1995 as amended not to discriminate against disabled young people by excluding them from school for behaviour related to their disability. The Head should ensure that reasonable steps have been taken by the school to respond to a young person's disability so the young person is not treated less favourably for reasons related to the disability. 'Reasonable steps' could include:

- differentiation in the school's behaviour policy
- developing strategies to prevent the young person's behaviour
- requesting external help with the young person
- staff training

8.3 Where reasonable adjustments to policies and practices have been made to accommodate a young person's needs and to avoid the necessity for exclusion as far as possible, exclusion may be justified if there is a material and substantial reason for it. A specific incident affecting order and discipline in the school may be such a reason.

9 Marking Attendance Registers Following Exclusion

9.1 When a young person is excluded temporarily, he / she should be marked as absent using Code E.

10 Managed Move

Fair ways education does not participate in the managed moves programme.

11 Removal from the School for Other Reasons

11.1 The Head of School may send a young person home, after consultation with that young person's parents / carers and a health professional as appropriate. If the young person poses an immediate and serious risk to the health and safety of other young people and staff, for example, because of a diagnosed illness such as a notifiable disease, this is not an exclusion and should be for the shortest possible time.

12 Procedure for Appeal

12.1 The procedural format for an appeal against a decision to exclude is to strictly follow that of the school complaints policy, except that the Head of School will immediately refer the complaint to those not directly involved in the original decision. (Refer to the Complaints policy in conjunction with any considered complaints or appeals.)

13 Associated Documentation & Legislation

- Disability Discrimination Act 1995