



Park Academy West London
an Aspirations Academy

Exclusions Policy

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INTRODUCTION

Park Academy West London is committed to providing optimum learning opportunities for all its students and to supporting this provision through all difficulties experienced by students. Any exclusion in this context is a major decision and will be made within clear parameters.

GENERAL PRINCIPLES

Park Academy West London aims to:

- keep the number of exclusions to a minimum, whilst safeguarding the well-being of all and the education of other students.
- ensure there is a clear understanding by all staff, students and parents of the Academy's commitment to its students and their learning potential.
- ensure that all staff understand the process and its seriousness.
- make available all agreed procedures to parents and the Governing Body if necessary.

1. TYPES OF EXCLUSION

1.1 Internal Exclusion (IE)

Students can be internally excluded by a member of SLT for part of a day, a whole day, and for up to five days (depending on the behaviour).

Internal Exclusion starts at 9am and ends at 3:30pm. During Internal Exclusion, students will reflect on their behaviour, meet with a member of the Pastoral Team, and complete the same work through Google Classroom that they would have completed in lessons that day.

The decision to internally exclude a student will be taken in response to breaches of the Academy Behaviour Policy, including persistent disruptive behaviour, failure to follow staff instructions or a situation whereby allowing the student to remain in mainstream classes the education or welfare of the student or other members of the community would be seriously harmed. There are specific actions or events that do automatically result in an internal exclusion:

- Gross defiance
- Aggressive behaviour (*includes physical violence/fighting*)
- Possession of cigarettes/lighter
- Theft
- Walking out of school without permission
- Prejudice language
- Severe vandalism
- Attending school without a suitable face covering

In every case, before making the decision to internally exclude a student, a member of SLT will ensure that a thorough investigation has been carried out, including allowing the student to give their version of the events, seeking any witness statements and considering any evidence of provocation (racial, sexual or otherwise).

The Academy can place students into Internal Exclusion whilst an investigation is carried out.

In all cases where Serious Misconduct has taken place and a student is to be Internally Excluded, parents/carers will be notified by a member of staff.

1.2 Fixed Term Exclusion (FTE)

The Principal has overall responsibility for FTEs, supported by the Associate Principal and Vice Principal. The relevant member of SLT/Pastoral Team will organise for appropriate record keeping and completion of all relevant paperwork for FTEs. Year Team Leaders/Coordinators/SLT hold all other responsibilities related to FTEs including reintegration meetings.

FTEs are only used for the most serious incidents where the Academy feels that they cannot maintain a safe and orderly learning environment. Following a FTE parents/carers must attend a reintegration interview with the student, where the issues are discussed and targets set for returning to the Academy.

1.3 Permanent Exclusion (PEX)

A decision to exclude a student permanently is a serious one. It will usually be the final step in a process for dealing with disciplinary offences following a wide range of other strategies, which have been tried without success.

It is an acknowledgement by the Academy that it has exhausted all available strategies for dealing with a student. There will be exceptional circumstances where, in the Principal's judgement, it is appropriate to permanently exclude a student for a 'one off' offence.

A decision to permanently exclude a student would normally be taken in response to:

- Inciting violence by bringing visitors onto school site
- Possession of drugs, weapons and fireworks or anything associated to illegal activity
- Persistent defiance
- Other breaches of the Academy's Behaviour for Learning Policy or ethos of the Academy, deemed to be serious enough to warrant this level of sanction.

2. PROCEDURES

The Academy recognises that certain students, because of unacceptable behaviour, often spend a disproportionate amount of time in discipline, counselling and sanctions. These students are worth persevering with and the Academy feels it can help these students if:

- We get full parental support as outlined in the Home School Agreement.
- We do not feel that to continue to provide a place for that student significantly damages the learning of others and the well-being of all the students does not persist in disruptive behaviour contrary to the Academy's Behaviour for Learning Policy.
- The Academy will make full use of the student, parent and carer commitment as outlined in the Home School Agreement and the provisions in the Academy's Behaviour for Learning Policy.
- The Academy does not exclude a student unless it is absolutely necessary to do so and if there is felt to be no other viable alternative.
- This is in response to serious or continuous breaches of the Academy's Behaviour for Learning Policy; or if allowing the student to stay would harm the education or welfare of other students or staff.

2.1 Fixed Term Exclusion (FTE)

- An appropriate member of staff/Pastoral Team collect all necessary documentation on the incident/s. This will include the Serious Incident Form, student statements and witness/staff statements.
- Once reviewed, the Coordinator or Year Team Leader will pass this paperwork onto the relevant member of SLT.
- If a FTE is to be considered, the Assistant Principal will meet with the Vice/Associate Principal, who will refer to the Principal to discuss the issue and recommend a suitable sanction.
- A member of SLT/Pastoral Team will phone the parents to notify them of the decision, and arrange a meeting if appropriate.
- The SLT/Pastoral Team will ensure that the appropriate form is completed for the student file, a work pack and letter is provided to the student on leaving the academy site by the Principal's PA.

2.2 Permanent Exclusion (PEX)

The Permanent Exclusion of students will be the final sanction at the end of a long series of procedures, which are fully outlined in the Academy's Positive Behaviour for Learning Policy.

The decision to Permanently Exclude can also be made due to a serious one off incident. This can also relate to serious Health and Safety breaches.

3. REINTEGRATION MEETING

Reintegration meetings will be led by a Year Team Leader/Coordinator/SLT, and must be held prior to a student returning from a FTE. The tone of such meetings will be positive, however, in the event that a student fails to accept responsibility or set appropriate targets, the reintegration meeting will be judged unsuccessful, the student sent home with the parent and the meeting rescheduled. Reintegration meeting paperwork will be completed and out on the student's file.

Interviewers must follow the agreed form for a reintegration. Targets set during the interview must be put on the meeting paperwork, and where necessary the student must report to the appropriate person at the end of each day until the Academy is satisfied that any targets are being met.

On returning from a FTE students will receive an hour of Pastoral Support on the day they return from the FTE. This will allow students to reflect on their behaviour and help them make better choices in the future.

4. OTHER RELEVANT POLICIES AND LEGISLATION

This policy is based on advice from the Department for Education (DfE) from: [Behaviour and discipline in schools](#) (January 2016)

[Exclusions from maintained schools, academies and pupil referral units in England](#) (September 2017)

Park Academy West London Behaviour for Learning Policy

Park Academy West London Safeguarding and Child Protection Policy