

**NEW COLLEGE LEICESTER**



# **Exclusion Policy**

May 2010

## Exclusion Policy

In most cases exclusion will be the last resort after a range of measures have been tried to improve students behaviour. At New College students identified as at risk of exclusion will have been referred to alternative or additional provision to meet individual needs.

Exclusion must be viewed as the strongest sanction possible. Exclusions are available to the school through the authority of the Principal. They can be either fixed term or permanent.

A decision to exclude a student should be taken only:-

- a) in response to serious breaches of the school's behaviour policy; and
- b) if allowing the student to remain in school would seriously harm the education or welfare of the student or others in the school.

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

There will however, be exceptional circumstances where, in the Principal's judgment it is appropriate to permanently exclude a student for a "one-off" offence which is deemed to be severe.

The details of the procedures to be followed are contained in the DfES circular 10/99 Social Inclusion in Pupil Support. These are available for parent/carer information on request.

Incidents leading to exclusion will always be discussed with both students and parents/carers prior to the exclusion taking place.

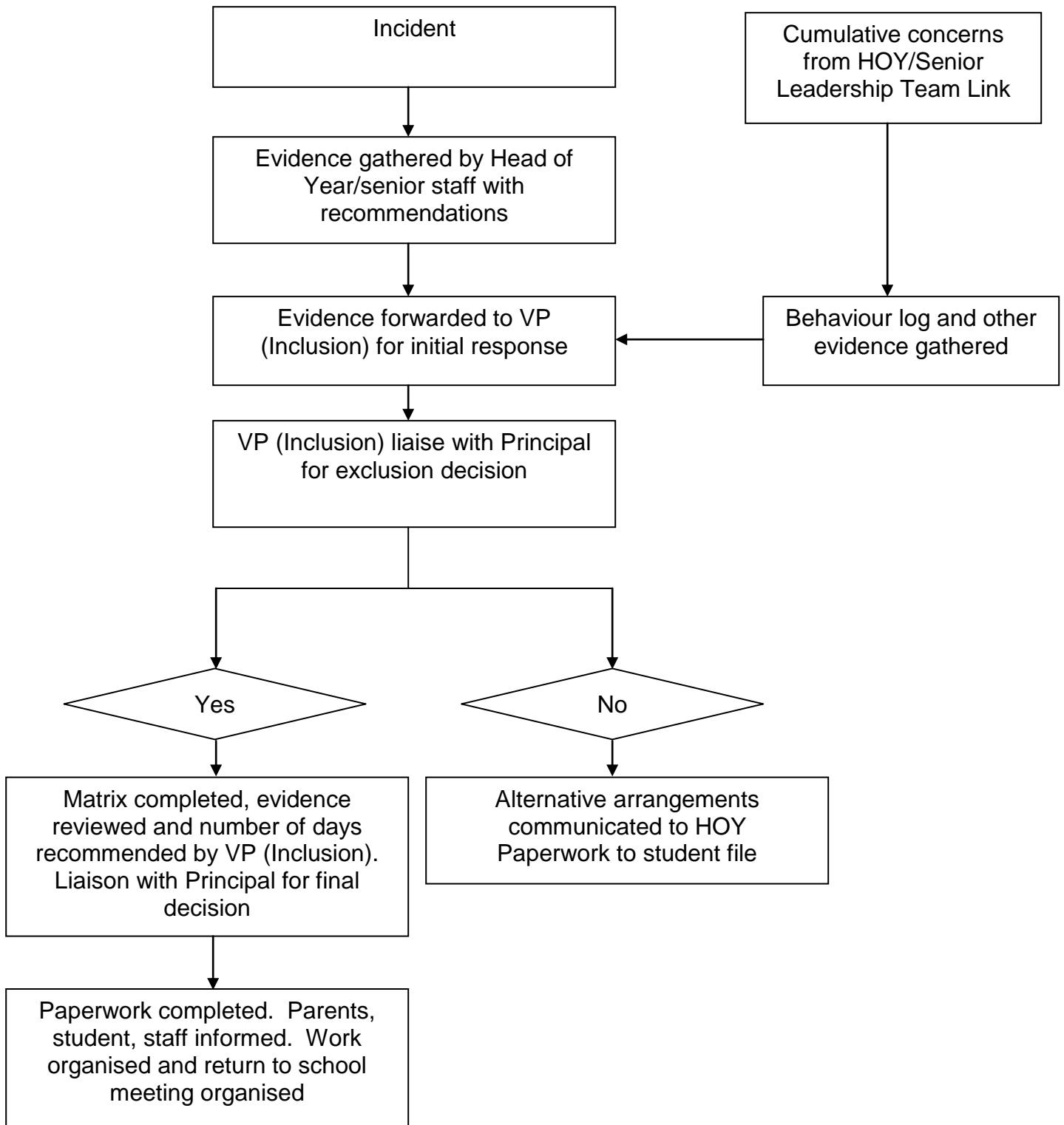
Excluded pupils will be provided with individualised work and daily supervision/support for their work.

'Looked After' children will be further supported using the LA policy for 'Looked After' children.

### Review of Policy

This policy will be reviewed annually by the VP Inclusion working with associated staff and students.

## Exclusion Referral Procedure



### Exclusion Decision Form

Student Name: \_\_\_\_\_

Tutor Group: \_\_\_\_\_

Date: \_\_\_\_\_

Reason for Exclusion	Action by perpetrator	More mitigating factors	Entry point	More aggravating factors	Repeat offence with similar seriousness	Repeat offence with similar seriousness
Physical assault against a pupil	Obstruction and/or jostling	Warning/sanction e.g. period of reflection	Reflection	Formal warning and internal exclusion	Fixed period exclusion – 3 days	Fixed period exclusion – 5 days
	Fighting	Reflection	Formal warning and internal exclusion	Fixed period exclusion – 3 days	Fixed period exclusion – 5 days	Fixed period exclusion – 10 days
	Violent behaviour	Formal warning and internal exclusion	Fixed period exclusion – 5 days	Fixed period exclusion – 10 days	Fixed period exclusion – 15 days	Permanent exclusion
	Behaviour which causes or has the potential to cause physical harm to a pupil	Formal warning and internal exclusion	Fixed period exclusion – 5 days	Fixed period exclusion – 10 days	Fixed period exclusion – 15 days	Permanent exclusion
Physical assault against an adult	Obstruction and/or jostling resulting in slight physical harm to an adult	Formal warning and internal exclusion	Fixed period exclusion – 5 days	Fixed period exclusion – 10 days	Fixed period exclusion – 15 days	Permanent exclusion
	Violent behaviour resulting in wounding	Fixed period exclusion – 10 days	Fixed period exclusion – 15 days	Permanent exclusion		
	Fighting resulting in wounding	Fixed period exclusion – 15 days	Permanent exclusion			
	Behaviour which causes or has the potential to cause serious physical harm to an adult	Fixed period exclusion – 15 days	Permanent exclusion			
Verbal abuse/threatening behaviour against a pupil	Swearing	Reflection	Formal warning and internal exclusion	Fixed period exclusion – 3 days	Fixed period exclusion – 5 days	Fixed period exclusion – 7 days
	Verbal intimidation	Reflection	Formal warning and internal exclusion	Fixed period exclusion – 3 days	Fixed period exclusion – 5 days	Fixed period exclusion – 10 days
	Aggressive behaviour	Reflection	Formal warning and internal exclusion	Fixed period exclusion – 3 days	Fixed period exclusion – 5 days	Fixed period exclusion – 10 days
	Threatening violence	Formal warning and internal exclusion	Fixed period exclusion – 3 days	Fixed period exclusion – 5 days	Fixed period exclusion – 10 days	
	Homophobic abuse and harassment	Formal warning and internal exclusion	Fixed period exclusion – 3 days	Fixed period exclusion – 5 days	Fixed period exclusion – 10 days	
	Carrying an offensive weapon	Fixed period exclusion – 5 days	Fixed period exclusion – 10 days	Fixed period exclusion – 15 days	Permanent exclusion	

Reason for Exclusion	Action by perpetrator	More mitigating factors	Entry point	More aggravating factors	Repeat offence with similar seriousness	Repeat offence with similar seriousness
Verbal abuse and/or threatening behaviour against an adult	Swearing	Reflection	Internal exclusion and formal warning	Fixed period exclusion – 3 days	Fixed period exclusion – 5 days	Fixed period exclusion – 7 days
	Verbal intimidation	Internal exclusion and formal warning	Fixed period exclusion – 5 days	Fixed period exclusion – 10 days	Fixed period exclusion – 15 days	Permanent exclusion
	Aggressive behaviour	Internal exclusion and formal warning	Fixed period exclusion – 5 days	Fixed period exclusion – 10 days	Fixed period exclusion – 15 days	Permanent exclusion
	Threatening violence	Fixed period exclusion – 5 days	Fixed period exclusion – 10 days	Fixed period exclusion – 15 days	Permanent exclusion	
	Homophobic abuse and harassment	Internal exclusion and formal warning	Fixed period exclusion – 5 days	Fixed period exclusion – 10 days	Fixed period exclusion – 15 days	Permanent exclusion
	Carrying an offensive weapon	Fixed period exclusion – 5 days	Fixed period exclusion – 10 days	Fixed period exclusion – 15 days	Permanent exclusion	
	Malicious allegation	Fixed period exclusion – 10 days	Fixed period exclusion – 15 days	Permanent exclusion		
Bullying	Verbal	Reflection	Formal warning and internal exclusion	Fixed period exclusion – 3 days	Fixed period exclusion – 5 days	Fixed period exclusion – 10 days
	Physical	Reflection	Formal warning and internal exclusion	Fixed period exclusion – 3 days	Fixed period exclusion – 5 days	Fixed period exclusion – 10 days
	Homophobic	Internal exclusion and formal warning	Fixed period exclusion – 3 days	Fixed period exclusion – 5 days	Fixed period exclusion – 10 days	
	Racist	Internal exclusion and formal warning	Fixed period exclusion – 3 days	Fixed period exclusion – 5 days	Fixed period exclusion – 10 days	Permanent exclusion
Racist abuse	Derogatory racist statements	Internal exclusion and formal warning	Fixed period exclusion – 3 days	Fixed period exclusion – 5 days	Fixed period exclusion – 10 days	Permanent exclusion
	Racist graffiti	Internal exclusion and formal warning	Fixed period exclusion – 3 days	Fixed period exclusion – 5 days	Fixed period exclusion – 10 days	Permanent exclusion
	Swearing that can be attributed to racist characteristics	Internal exclusion and formal warning	Fixed period exclusion – 3 days	Fixed period exclusion – 5 days	Fixed period exclusion – 10 days	Permanent exclusion
	Racist taunting and harassment	Fixed period exclusion – 5 days	Fixed period exclusion – 10 days	Fixed period exclusion – 15 days	Permanent exclusion	
	Racist bullying	Fixed period exclusion – 5 days	Fixed period exclusion – 10 days	Fixed period exclusion – 15 days	Permanent exclusion	
Sexual misconduct	Sexual graffiti		Reflection	Internal exclusion and formal warning	Fixed period exclusion – 3 days	Fixed period exclusion – 5 days
	Lewd behaviour	Reflection	Internal exclusion and formal warning	Fixed period exclusion – 3 days	Fixed period exclusion – 5 days	Fixed period exclusion – 5 days
	Sexual harassment	Internal exclusion and formal warning	Fixed period exclusion – 5 days	Fixed period exclusion – 10 days	Fixed period exclusion – 15 days	Permanent exclusion
	Sexual bullying	Internal exclusion and formal warning	Fixed period exclusion – 5 days	Fixed period exclusion – 10 days	Fixed period exclusion – 15 days	Permanent exclusion
	Sexual abuse	Fixed period exclusion – 15 days	Permanent exclusion			

Reason for Exclusion	Action by perpetrator	More mitigating factors	Entry point	More aggravating factors	Repeat offence with similar seriousness	Repeat offence with similar seriousness
	Sexual assault	Fixed period exclusion – 15 days	Permanent exclusion			
Drug and alcohol related	Smoking			Reflection	Formal warning	Internal exclusion
	Alcohol abuse		Reflection	Formal warning	Internal exclusion	Fixed period exclusion – 3 days
	Substance abuse		Reflection	Formal warning	Internal exclusion	Fixed period exclusion – 3 days
	Inappropriate use of prescribed drugs		Reflection	Formal warning	Internal exclusion	Fixed period exclusion – 3 days
	Possession of illegal drugs	Internal exclusion and formal warning	Fixed period exclusion – 5 days	Fixed period exclusion – 10 days	Fixed period exclusion – 15 days	Permanent exclusion
	Supplying and/or dealing in drugs	Fixed period exclusion – 10 days	Fixed period exclusion – 15 days	Permanent exclusion		
Damage	Graffiti		Reflection and removal of graffiti	Formal warning and removal of graffiti	Internal exclusion and removal of graffiti	Fixed period exclusion – 3 days
	Vandalism	Internal exclusion and formal warning	Fixed period exclusion – 3 days & remediation	Fixed period exclusion – 5 days	Fixed period exclusion – 10 days	Permanent exclusion
	Arson	Fixed period exclusion – 15 days	Permanent exclusion			
Theft	Stealing from school property	Reflection	Formal warning and internal exclusion and return goods	Fixed period exclusion – 3 days	Fixed period exclusion – 5 days	Fixed period exclusion – 5 days
	Stealing personal property from pupil		Reflection and return goods	Formal warning and internal exclusion	Fixed period exclusion – 3 days	Fixed period exclusion – 5 days
	Stealing personal property from an adult	Formal warning and internal exclusion	Fixed period exclusion – 5 days and return goods	Fixed period exclusion – 10 days	Fixed period exclusion – 15 days	Permanent exclusion
	Selling and dealing in stolen property	Formal warning and internal exclusion	Fixed period exclusion – 3 days and return goods	Fixed period exclusion – 5 days	Fixed period exclusion – 7 days	Fixed period exclusion – 15 days
Persistent disruptive behaviour	Disobedience	Reflection	Formal warning	Internal exclusion	Fixed period exclusion – 3 days	Fixed period exclusion – 5 days
	Challenging behaviour	Formal warning	Internal exclusion	Fixed period exclusion – 3 days	Fixed period exclusion – 5 days	Fixed period exclusion – 10 days
	Persistent violation of school rules	Internal exclusion	Fixed period exclusion – 3 days	Fixed period exclusion – 5 days	Fixed period exclusion – 10 days	Permanent exclusion

## Exclusion Room

1. The Exclusion Room is for those students who would otherwise be sent home. Its purpose is to avoid an exclusion and to be a punitive experience.
2. It is not a 'removal' room. Students who need removing should be dealt with within faculties.
3. Parents should be informed that the students will be in the room and given the reasons why.
4. Students must remain in silence for the whole time they are in the room. Conversations are not allowed.
5. They will sit alone.
6. Student must have work.
7. Students should report to Central Reception instead of morning registration and they will be escorted to the Exclusion Room by a member of staff.
8. Students will be allowed a snack and drink, but must provide their own and bring it with them at break. At break time students should not leave the room, they may stop work but remain seated. An escorted toilet break is allowed within the LSU as well.
9. At lunch time if students are a free school meal student, HOY will arrange for a lunch to be provided and delivered to the Exclusion Room. If they are not they should bring their own.  
  
At lunch time students should not leave the room. They may stop work but remain seated.
10. In emergency e.g. fire alarm, escort students to the assembly point at the rear of the LSU. For other emergencies there is a telephone sited in the LSU office.
11. Students should report to the exclusion room at 9.10am and leave at 3.20pm when the bell has gone.

## Exclusion Room Referral Procedure

