



# The Fountain School

## Policy Documentation

### Policy: Exclusion

Responsibility for Review: Head teacher  
Date of Last Review: April 2025

# EXCLUSION POLICY

## Introduction

The decision to exclude a student will be taken in the following circumstances:-

- (a) In response to a serious breach of the school's Behaviour Policy;
- (b) If allowing the student to remain in school would seriously harm the education or welfare of the student or others in the school.

Exclusion is an extreme sanction and is only available to be administered by the Head teacher (or in the absence of the Head the most senior teacher who is acting in that role). Exclusion is not an appropriate sanction for minor incidents but may be used for:-

- Verbal abuse to Staff and others
- Verbal abuse to students
- Physical abuse to / attack on Staff
- Physical abuse to / attack on students
- Indecent behaviour
- Removal of, or Damage to school property
- Misuse of or possessing illegal drugs and cigarettes or vape pens/ e-cigarettes/ shisha/ geek or elf bars
- Misuse of other banned substances
- Aiding and abetting in the misuse of banned substances (e.g. drugs, cigarettes)
- Theft
- Cheating in exams
- Unacceptable behaviour which has previously been reported and for which school sanctions and other interventions have not been successful in modifying the student's behaviour.
- Racist behaviour
- Failing or refusing to pay school fees or comply with any agreements regarding outstanding payments
- Persistent disruptive behaviour
- Wilful defiance of the properly exercised authority of the school and its staff;
- Bringing the school into disrepute or acting in a manner deliberately to undermine the school's principles or ethos
- Unreasonable or otherwise inappropriate parental behaviour

Please note that exclusion may also be imposed by the school as a sanction for a series of minor misdemeanours.

There are two forms of exclusion, fixed term and permanent:

### **Fixed Term Exclusion**

- Most exclusions are of a fixed term nature and are of short duration (usually between one and three days).
- The Head teacher can exclude a student for one or more fixed periods not exceeding 45 school days in any one school year.
- The Principal has established arrangements to review promptly all permanent exclusions from the school and all fixed term exclusions that would lead to a student being excluded for over 15 days in a school term or missing a school examination.
- Following exclusion parents are contacted immediately where possible.
- A reinstatement meeting will be held following the expiry of the fixed term exclusion and this will involve the Head teacher and other staff where appropriate.

### **Permanent Exclusion**

- The decision to exclude a student permanently is a serious one. It will usually be the formal step in a process for dealing with disciplinary offences following a wide range of other strategies, which have been used without success. It is an acknowledgement that all available strategies have been exhausted and is used as a last resort. This would include persistent and defiant misbehaviour including bullying (which would include racist or homophobic bullying) or repeated possession and or use of an illegal substance.
- There are exceptional circumstances where it is appropriate to permanently exclude a student for a first or 'one off' offence. These might include:-
  - Serious actual or threatened violence against another student or a member of staff.
  - Assault and battery.
  - Supplying an illegal drug or banned substance.
  - Carrying an offensive weapon.
  - Theft (valuable item)
  - Arson.
  - Use of or possessing illegal drugs and cigarettes/ vape pens/ e-cigarettes/ shisha/ geek or elf bars
  - Removal of, or Damage to school property
  - Aiding and abetting in the taking of drugs and cigarettes or any banned substance
  - Failing or refusing to pay school fees or comply with any agreements regarding outstanding payments
  - Wilful defiance of the properly exercised authority of the school and its staff;
  - Bringing the school into disrepute or acting in a manner deliberately to undermine the school's principles or ethos
  - Unreasonable or otherwise inappropriate parental behaviour

The school would consider police involvement for any of the above offences.

These instances are not exhaustive but indicate the severity of such offences and the fact that such behaviour seriously affects the discipline and well-being of the school.

## Factors the School considers before making a decision to exclude

- Exclusion will not be imposed in the heat of the moment unless there is an immediate threat to the safety of others in the school or the student concerned. Before deciding whether to exclude a student either permanently or for a fixed period the Head will:-
  - Ensure appropriate investigations have been carried out.
  - Consider all the evidence available to support the allegations. Allow the student to give her version of events.
  - Check whether the incident may have been produced for example by bullying or by racial or sexual harassment.
  - Consult with others if necessary.
- If the Head is satisfied that ON THE BALANCE OF PROBABILITIES the student did what he or she is alleged to have done, exclusion will be the outcome.

## Exclusion procedure

Once a decision has been made to exclude a student, the following procedure will be carried out:

- A phone call will be made to the parents and parents will be called in on the same day for a meeting with the head teacher
- Parents will be informed of the reason for exclusion.
- If it is a fixed time exclusion, parents will be made aware of the number of days the student is excluded for. A letter will be provided too which will clearly state the days the student is excluded for, reason for exclusion and when she must return to school.
- Work will be provided for the student to be done at home in the time of the fixed term exclusion and parents will be informed that the student must stay at home and not go out anywhere for the days the student has been excluded.
- The exclusion will be logged in the student's sanctions log
- The correct code will be used in the register to record that the student has been excluded
- If it is a permanent exclusion, the local authority exclusion officer will be made aware. Upon communication with the local authority, the school will provide work for five days. Once the student has been allocated another school, we will remove the student from the schools register and the Bradford schools' online register.

## Alternatives to Exclusion

The School does use alternative strategies to exclusion and these are included in the Behaviour Policy.

## Behaviour Management Diary

Students that constantly misbehave are placed on a Behaviour Management Diary for a period of two weeks. The student is set a target by the Head teacher, which she must meet. The student is assessed by all class teachers and the Head teacher during this period.

Any student placed on a Behaviour Management Diary for **three** intervals or more during the same academic year will be expelled.

## **Lunchtime Exclusion**

Students whose behaviour at lunchtime is disruptive may be excluded from the school premises for the duration of the lunchtime period. This will be treated as fixed term exclusion and parents will have the same right to gain information and to appeal.

## **Behaviour Outside School**

Students' behaviour outside school on school business for example school trips or a work experience placement is subject to the School's Behaviour Policy. Bad behaviour in these circumstances will be dealt with as if it had taken place in school. For behaviour outside school but not on school business the Head will exclude a student if there is a clear link between that behaviour and maintaining good behaviour and discipline among the student body as a whole. If students behaviour in the immediate vicinity of the school or on a journey to and from school is poor and meets the school criteria for exclusion then the Head may decide to exclude.