

# **AL-ZAHRA SCHOOL**

## **EXCLUSION POLICY**

To be read in conjunction with  
**BEHAVIOUR MANAGEMENT POLICY & COMPLAINT POLICY**

**2024/25**

Schools:	Al-Zahra School
Head Teacher	Mrs Z Rizvi

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## 1. INTRODUCTION

At Al-Zahra school, we believe that learning is the most important reason for being at School and that nothing should stop learning. In order to support learning and to create a community in which all pupils and staff feel safe, it may be necessary to consider exclusion as a consequence for behaviour which is contrary to the ethos and expectations of the School. Or when allowing the pupil to remain in School would seriously harm the education or welfare of other persons or the pupil herself in the School.

Exclusion is recognised as an appropriate sanction, however permanent exclusion is used as a last resort when a range of other strategies have been tried and exhausted. Most exclusions are the result of persistent breaches of the Behaviour policy. A permanent exclusion for a serious breach (e.g. a one-off or first offence) only happens in the most serious of circumstances. Reference to exclusion includes both fixed term and permanent exclusions. Where the policy is referring to a specific type of exclusion, the wording will make this clear.

### i. Policy Aims

This policy deals with the School's policy and procedure which informs the School's use of exclusion. It contains guidelines, which may be adapted as necessary, explaining the circumstances and sorts of behaviour that could merit exclusion.

### ii. Roles and Responsibilities

- The Head Teacher will be responsible for the overall implementation and management of this policy. The decision to exclude a pupil will be made by the Head Teacher;
- The teacher is responsible in the first instance for dealing with infringements of the Behaviour policy, and creating a conducive learning environment in which pupils develop self-discipline and personal responsibility;
- Form Tutors will be responsible for monitoring School's demerits ladder on weekly basis. They will raise any issues in staff meetings when necessary;
- Parents/ Carers have the opportunity to ensure the behaviour policy is adhered to and raise with the School any issues arising from the operation of the policy.
- Pupils also have a responsibility to ensure that any incidents of disruption, bullying and any form of harassment are reported.

At Al-Zahra school we understand the importance of listening to pupils, parents/ carers and teachers to ensure that issues are identified before they escalate, and good practice is always reinforced.

## 2. SERIOUS OFFENCES

<b>Misdemeanours</b>	<b>Issued by:</b>	<b>Notes</b>
Truancy from school or lesson	HT	
Major vandalism	HT	
Stealing	HT	
Bullying (verbal, physical, racial, cyber)	HT	Refer to Child-on-Child Abuse Policy
Unauthorised access to staff computers, equipment and school data	HT	
Possessing or sharing of offensive material	HT	Pornographic/ Extremist or intolerant material
Sending messages of a sexual nature through any medium to a student of the opposite sex/ same sex	HT	
Inappropriate sexual behaviour	HT	
Slander towards staff	HT	
Violence leading to injury	HT	
Possession of any Group A forbidden item	HT	Please refer to pg.17

**i. Forbidden items:****1- DRUGS and SMOKING EQUIPMENT such as:**

- Matches, lighters, etc;
- Cigarettes;
- E-cigarettes;
- Tobacco;
- Cigarette papers;
- Shisha pens;
- Alcohol;
- Solvents;
- Any form of illegal drug or legal highs;
- Any other drugs except medicines covered by the Prescribed Medicines Procedure.

**2- WEAPONS or DANGEROUS items such as:**

- Knives, including pen knives and craft knives;
- Razors;
- Catapults;
- Guns of any kind, including replicas and BB guns;
- Laser pens;
- Knuckle dusters and studded arm bands, bracelets, etc;
- Whips or similar items such as long chains;
- Pepper sprays and gas canisters (e.g. CS gas);
- Fireworks or explosives of any kind including “snaps”;
- Dangerous chemicals (e.g. strong acids and alkalis, bleaches, hair dyes, etc).

The above is not an exhaustive list and there may be other situations where the Head Teacher makes the judgment that exclusion is an appropriate sanction.

**ii. Confiscation of Items**

Any forbidden item may be searched for by a member of staff. Two members of staff will be present during the search. Pupils should be asked to empty the contents of their bags and pockets. All forbidden items will be confiscated permanently and handed over to the parents/ carers. All illegal items will be handed over to the Police. The school reserves the right to confiscate cameras or mobile phones and to delete any unauthorised pictures or video recordings of students or staff.

### iii. **Behaviour outside School**

Pupils' behaviour outside Al-Zahra school on School business - for example school trips and journeys away school sports fixtures or a work experience placement - is subject to School policies. Inappropriate behaviour in these circumstances, including incidents where it is considered that the School has been brought into disrepute, will be dealt with as if it had taken place in School and in accordance with School policies, and this policy, where the circumstances warrant it.

## 3. **EXCLUSION FORMAT**

### i. **Fixed Term Exclusion**

Fixed term exclusions can range from one day to five days depending on the seriousness of the student's action. The normal progression of exclusions is as follows:

- One day - letter of exclusion to parents/ carers giving details of reasons and requesting an interview with parents/guardians before the student is re-admitted to school;
- Three days - letter of exclusion to parents/ carers giving details of reasons and requesting an interview before the student is re-admitted. Student is put on a daily report, the duration of which is at the discretion of the Head Teacher;
- Five days - letter of exclusion to parents/ carers giving details of reasons requesting an interview before the student is re admitted. Student is put on a contract and monitored using the daily report system

While excluded, the pupil will be set appropriate work. It is expected that parents/ carers will supervise the pupil during their period of exclusion.

### ii. **Permanent Exclusion**

The decision to exclude a student permanently is a serious one and is usually the final step in a process of dealing with disciplinary incidents after a range of other strategies have been tried without success. The permanent exclusion is therefore an acknowledgement by the school that all available strategies have been exhausted. There will however be exceptional circumstances where in the Head Teacher's judgement, it is appropriate to exclude a student for a one off or first offence. These might include:

- serious actual or threatened violence towards another student or member of staff;
- supplying an illegal substance;

- carrying an offensive weapon.

These instances are not exhaustive but indicative of the severity of the incident and the impact on the well-being and order of the school community.

### iii. **Exclusion process**

The decision to exclude a pupil will be made by the Head Teacher, based on the outcome of an investigation that will involve:

- Taking written statements from those directly involved and witnesses;
- Interviewing those directly involved;
- Interviewing where necessary any witnesses;
- General investigation of the allegations;
- Reviewing pupil files, previous exclusions during the same academic year will be taken into consideration;
- There are fixed term exclusions and the infinitely more serious is permanent exclusion;
- The school will always provide information in writing if they are sending your child home for disciplinary reasons;
- Following exclusion parents/ carers are contacted immediately where possible. A letter will be sent by post giving the following details;
  - the reason for the exclusion;
  - the length of the exclusion - the number of days if fixed term, or that it is permanent;
  - interview date procedures prior to re-admission – if fixed term;
  - information about how you can challenge the exclusion.
- During the course of a fixed term exclusion where the pupil is to be at home, parents/ carers are advised that the pupil is not allowed on the school premises, and that daytime supervision is their responsibility as parents/guardians;
- There is also a responsibility on parents/ carers to make sure your child (if they are of compulsory school age) is not in a public place during school hours for the first five days of the exclusion;
- Based on DfE guidance on exclusions where further evidence does come to light, a further fixed period exclusion may be issued to begin immediately after the first fixed period ends; or a permanent exclusion may be issued to begin immediately after the end of the fixed period.

- If the child is excluded for a further fixed period, or is permanently excluded following the original exclusion, the Head Teacher will notify parents/ carers of the new exclusion without delay;
- For permanent exclusions, your Local Authority will arrange suitable full-time education for the pupil of compulsory school age, to begin no later than the 6th day of the exclusion. This duty is set out in section 19 Education Act 1996;
- Parents/ carers have a right to make representations to Al-Zahra school as directed in the letter; all hearings will be heard by the Head Teacher;
- Records relating to exclusions will be stored confidentially.

#### **4. The Three-stage Parent/ Carer Appeal Procedure**

##### **i. Stage 1 – Informal Resolution**

- It is hoped that most concerns, appeals or complaints will be resolved quickly and informally;
- When a parent/ carer is making an initial representation of their appeal, concern or complaint, there is usually no need for this to be put in writing;
- The parents/ carers would discuss their appeal or concerns with the Head Teacher. At the end of the discussion it will be made clear to the parent/ carer what action, if any, are taken, the timescale within which it will take place and how they will be notified of any outcomes;
- A written record, will be kept by the Head Teacher of all appeals, concerns or complaints and the date on which they were received and resolved;
- If it is apparent that the parent/ carer is not happy with the response, the parent/ carer will be advised that a formal appeal or complaint should be put in writing.

##### **ii. Stage 2 – Formal Resolution (Head Teacher)**

- If the appeal, concern or complaint cannot be resolved informally, then parents/ carers should put their appeal or complaint in writing to the Head Teacher, who will acknowledge it within five school days;
- The Head Teacher will decide the appropriate course of action. In most cases the Head Teacher will make arrangements to meet parents/ carers within five school days of receiving the written



appeal or complaint. If possible, a resolution will be reached at this stage;

- It may be necessary for the Head Teacher to carry out further investigations. Where an investigation takes place written statements will be taken and recorded;
- The Head Teacher may in certain cases refer the matter to Proprietors of Al-Zahra school;
- Once the Head Teacher is satisfied that, so far as is practicable, all of the relevant facts have been established, a decision will be made and parents/ carers will be informed of this decision in writing within 20 school days or a mutually agreed time of meeting the parents/ carers or those making the appeal or complaint. The Head Teacher will give reasons for the decision;
- Head Teacher will also notify the parents/ carers that if they are not satisfied, the parent/ carer will be advised that they may send a written appeal or complaint to the Proprietors of Al-Zahra school.

### **iii. Stage 3 – Panel Hearing**

- If the parents/ carers feel an appeal or complaint to a Head Teacher has not been answered satisfactorily, they can appeal against the response provided, by writing for the complaint to be referred to the Proprietors of Al-Zahra school, The Al-Khoei Foundation;
- It is important that all stages of the informal procedure have been exhausted. If this is not the case the parents/ carers will be advised to follow the procedures described for the informal stages above;
- If the Head Teacher is the subject of the complaint, the earlier stages will be skipped, and the Proprietors of Al-Zahra school will undertake the investigation;
- The Proprietors of Al-Zahra school will convene a Panel of three people normally consisting of the appointed member of trustee overseeing school, another member of the Board of Trustees, who are not directly involved in the matters that are subject to complaint, and an independent neutral person of good standing within the community not directly connected with the school;
- The Panel will call for a full report from the Head Teacher and, if necessary, obtain further particulars about the matter. The Panel will examine the complaint fully before responding. The complainant will be invited, with a relative, teacher or friend (and an interpreter if needed) to a meeting that should normally take

place within 15 school days of the complaint being made within Stage Three;

- Legal representation will not normally be appropriate. Children giving evidence to the Panel will be encouraged to be represented by a suitable advocate;
- The Head Teacher may be invited to attend the meeting in order to clarify the facts about the previous investigation;
- After due consideration of all the relevant facts, the Panel will reach a decision and make recommendations that shall be completed within 15 school days of the hearing. The appointed member of trustee overseeing school activities will write to the complainant, the Head Teacher and the person who is the subject of the complaint informing them of its decisions and the reasons for them. The decision of the Panel will be final.