



Exclusion Policy

Darul Hadis Latifah Secondary School & College

1. Introduction:

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

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

Exclusion is an extreme sanction and is only administered by the Principal (or, in the absence of the Principal, the Vice-Principal who is acting in that role). Exclusion, whether fixed term or permanent may be used for any of the following, all of which constitute examples of unacceptable conducts, and are infringements of the School's Behaviour Policy:

- Verbal or online abuse to Staff and others
- Verbal or online abuse to students
- Physical abuse/attack on Staff
- Physical abuse/attack on students
- Indecent behavior
- Damage to property
- Misuse of illegal drugs
- Misuse of other substances
- Theft
- Serious actual or threatened violence against another student or a member of staff
- Sexual abuse or assault
- Supplying an illegal drug
- Carrying an offensive weapon
- Arson
- Unacceptable behavior which has previously been reported and for which School's sanctions and other interventions have not been successful in modifying the student's behavior.

This is not an exhaustive list and there may be other situations where the Principal makes the judgment that exclusion is an appropriate sanction.

2. Exclusion Procedure:

Most exclusion is of a fixed term nature and is of short duration (usually between one and three days). The Governors have established arrangements to review promptly all permanent exclusions from the School and all fixed term exclusions that would lead to a pupil being excluded for over 15 days in a school term or missing a public examination. The Governors and the Principal have established arrangements to review fixed term exclusions which would lead to a pupil being excluded for over five

days and made arrangements for working in the area of Behavior and provide for education on the sixth day. Following exclusion parents are contacted immediately where possible. A letter will be sent by post or email if agreed to by the parents/guardian, giving details of the exclusion and the date the exclusion ends. Parents have a right to make representations to the Governing Body.

A return to School meeting will be held following the expiry of the fixed term exclusion and this will involve a member of the Senior Management Team. It is School practice to have a readmission meeting with the parents and, where it is deemed necessary; a Pastoral Support Plan will be drawn up. This needs to be agreed with the School, student and parents.

During the course of a fixed term exclusion where the pupil is to be at home, parents are advised that the student is not allowed on the School premises, and that daytime supervision is their responsibility, as parents/guardians. Each subject teacher will set work to do at home during the exclusion period. Teachers will mark and give feedback on work received. The form tutor will communicate with parents, pupil and school.

3. Permanent Exclusion

The decision to exclude a pupil permanently is a serious one. There are two main types of situation in which permanent exclusion may be considered:

- The first is a final, formal step in a concerted process for dealing with disciplinary offences following the use of 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 misbehavior including bullying (which would include racist or homophobic bullying) or repeated possession and or use of an illegal drug on School premises.
- The second is where there are exceptional circumstances and it is not appropriate to implement other strategies and where it could be 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, Sexual abuse or assault, supplying an illegal drug, carrying an offensive weapon, arson.
- The School may 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 behavior seriously affects the discipline and well-being of the School.

**Offensive weapons are defined in the Prevention of Crime Act 1953 as “any article made or adapted for causing injury to the person; or intended by the person having it with him for such use by him.*

4. General factors the School considers before making a decision to exclude

Exclusions will not be imposed instantly 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 School will:

- Ensure appropriate investigations have been carried out.
- Consider all the evidence available to support the allegations taking into account the behavior Policy.
- Allow the student to give his version of events.
- Check whether the incident may have been provoked for example by bullying or by racial or sexual harassment.
- Ensure that where witness or staff statements, that they are signed, dated and collated together.

If the School is satisfied that on the balance of probabilities the student did what he is alleged to have done, exclusion will be the outcome.

5. Exercise of discretion

In reaching a decision, the School will always look at each case on its own merits. Therefore, a tariff system, fixing a standard penalty for a particular action, is both unfair and inappropriate. In considering whether permanent exclusion is the most appropriate sanction, the School will consider:

- The gravity of the incident, or series of incidents, and whether it constitutes a serious breach of the School’s behavior Policy the effect that the student remaining in the School would have on the education and welfare of other students and staff.
- In the case of a student found in possession of an offensive weapon, whether there is an intention to use it or not, it is the School’s usual policy in this particularly serious matter to issue a permanent exclusion. In line with its statutory duty, these same two tests of appropriateness will form the basis of the deliberations of the Principal /Governors, when it meets to consider the School’s decision to exclude. If required the Principal shall explain the reasons for the decision and make the appropriate evidence available, such as the student’s School record, witness statements and the strategies used by the School to support the student prior to exclusion.

6. Lunchtime Exclusion

Students whose behavior at lunchtime is disruptive will be internally excluded and monitored by Staff in Student Support.

7. Behaviour Outside School

Students' behavior outside School on school "business" for example, school trips and journeys, away school sports fixtures or a work experience placement, is subject to the School's behavior Policy. Poor behavior in these circumstances will be dealt with as if it had taken place in School. For behavior outside School but not on school business this policy will still have effect if there is a clear link between that behavior and maintaining good behavior 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 School may decide to exclude.

8. Drug-Related Exclusions

In the best interest of the pupils the Principal may exclude permanently any pupil who is involved in drug-related offence either in the school or outside the School.

Monitoring & Evaluation:

The Principal is responsible for overall monitoring & evaluating of exclusion system. Form tutors are responsible for communicating with parents and other subject teachers during the exclusion process.

This policy will be monitored and review annually.

Date Policy Approved: 1st September 2020

Print Name (Chair of Governors): **Maulana Muhammad Abdul Jalil**

Signature (Chair of Governors):

Next Review Date: September 2021

Responsibility for review: Principal/Governors