



Woodside Group Exclusion Policy

At Woodside Lodge Outdoor Learning Centre the decision to exclude a child for a fixed period or permanently is a last resort and will normally only be taken after the full range of alternative strategies have been tried and have failed or would be likely to fail, and only:

- when there has been a serious breach of discipline, and
- if allowing the pupil to remain in school would seriously harm the education, safety or welfare of that pupil or others in the school.

Internal Exclusions

In some circumstances where it is felt an exclusion from Woodside Lodge would be highly detrimental to the emotional well being of a pupil, and where the school feels it could safely accommodate the pupil, internal exclusion is used. This involves having one-to-one supervision away from the main school population during the school day with work provided by the appropriate subject teacher. Opportunities to discuss their behaviour and ways of avoiding repetition are provided during this time. Parents/Carers would be informed prior to the internal exclusion taking place.

Fixed Term Exclusions

A pupil may be excluded for one or more fixed periods (each to a maximum of 15 school days) not exceeding 45 school days in any one school year.

Permanent Exclusion

The decision to exclude a child permanently is a final and serious phase in the process of dealing with disciplinary offences and would normally only be used when a range of other strategies have failed.

Responsibilities of the Head Teacher/Head of Base:

When excluding a pupil, whether for a fixed period or permanently, the Head Teacher has a duty to inform the parents/carers without delay. This will normally only be done by telephone, and the telephone call will be followed in writing within one school day. The written communication will include information about:

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- o the reasons for the exclusion and the steps taken to try to avoid it;
- o the length of the exclusion;
- o the arrangements for holding an Exclusion Meeting to review the situation;
- o the arrangements for the continuing education of the pupil, including setting and marking of work.

Fixed Term Exclusion meeting

Parents will be informed of a FTE on the day the decision is taken. They will also be invited to a 'return to school' meeting with the pupil which may help the pupil to reintegrate back into school more effectively. We recognize that many parents may not be able to attend such meetings due to distance from home/transport issues/work commitments etc and in such instances would endeavour to contact parents to discuss how the school day went on a pupil's return from exclusion.

Permanent Exclusion Meeting

The exclusion meeting will normally take place within the Local Authority area of the excluded pupil and be chaired by an Officer of the LA or the Head Teacher by agreement. All relevant parties will be invited to the meeting. The meeting will allow the parent/carers to state their case and in the case of a permanent exclusion give them an opportunity to make an appeal against the decision. The Head Teacher/Head of Base also has a duty to inform the Senior Management Team of all exclusions.

Removal from the Admissions Register

The name of a pupil who has been permanently excluded from the school will not be removed from the Register until after the Exclusion Meeting has taken place.

Alternative provision

In situations where fixed term exclusions are not appropriate, but the attendance of a pupil on site may place them or others at risk, a short term alternative solution to education (such as use of an online learning platform) will be set up pending an emergency annual review or other resolutionary meeting.

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