

# International School Seychelles



## **School Exclusions Policy**

*You are not born for yourself but for the world*

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## 1. Policy Aims

This policy is based on the commitment by the school community to achieve three aims:

- 1.1. ensuring the safety and well-being of all members of the school community at all times
- 1.2. maintaining an appropriate education environment for the successful learning of all
- 1.3. reducing the need for exclusion to be used as a sanction

Exclusion will only ever be used as a last resort and will always be seen as a sanction to be avoided if at all possible.

## 2. Policy Scope

- International School of Seychelles (ISS) believes that students need to have the right to learn and develop in a safe environment.
- Students who do not demonstrate satisfactory levels of commitment and behaviour are at risk of exclusion.
- This policy applies to all students.

### 2.1 Definitions

2.1.1. A **fixed term exclusion** is for a specific period of time. A pupil may be excluded for one or more fixed periods (up to a maximum of 45 school days in a single academic year). The ISS shall not extend a fixed-period exclusion or 'convert' a fixed-period exclusion into a permanent exclusion.

2.1.2. In exceptional cases, usually where further evidence has come to light, a further fixed-period exclusion may be issued to begin immediately after the first period ends; or a **permanent exclusion** may be issued to begin immediately after the end of the fixed period.

2.1.3. Pupils whose lunchtime behaviour is disruptive may be excluded from the school premises for the duration of the lunchtime period. An exclusion that takes place over a lunchtime would be counted as **half a school day exclusion**.

2.1.4. It is the Principal's duty to notify parents of the exclusion of their child, in all cases.

2.1.5. A **permanent exclusion** involves:

- The child being removed from the school roll.
- The Principal believes that the school can no longer meet the needs of your child.
- The Principal believes that your child should not be allowed back at the school.

### 2.2 Links with other policies and practices

This policy links with several other policies, practices and action plans including:

- Respectful School policy
- Pastoral care policy

### **3. Monitoring and Review**

- International School of Seychelles (ISS) will review this policy at least once annually.
- ISS will regularly monitor exclusions to ensure that this policy is consistently applied.
- To ensure they have oversight of exclusions, the Senior Leadership Team will be informed of any matters relating to exclusions, as appropriate.
- The Senior Leadership Team will report on a regular basis to the Board of Governors issues around exclusions, including outcomes.
- Any issues identified via monitoring will be incorporated into ISS action planning.

### **4. Internal exclusions / suspensions**

- 4.1. Internal exclusion is when a pupil is excluded from the rest of the school and must work away from their class for a fixed amount of time. This will be in a different classroom or in an office, under the guidance of a senior member of staff.
- 4.2. An internal exclusion is a discretionary measure, where a pupil's behaviour is escalating unacceptable and disruptive, and as such more serious measures need to be taken but there are not yet grounds for an external / fixed-term exclusion.

### **5. Fixed term exclusions**

- 5.1. Exclusion will only be imposed instantly if the student is considered to be an immediate threat to the safety of others in the school or themselves.
- 5.2. The Head of Primary/Secondary will conduct thorough and appropriate investigations before deciding whether or not to exclude a pupil, allowing the pupil to give their version of events, and considering the wider context, including all appropriate school policies, to ensure that any relevant information is taken into account.
- 5.3. Exclusion can only ever be administered as a sanction by the Heads of Primary/Secondary, in consultation with the Principal.
- 5.4. Exclusions will normally be of a fixed-term nature, typically between one and three days.
- 5.5. The Head of Primary/Secondary can exclude a pupil for one or more fixed periods not exceeding a total of 45 school days in any one school year.
- 5.6. Following an exclusion decision, the pupil will be kept safely under supervision, apart from all other pupils. The parents or guardians of the child will be contacted and asked to collect the child. The child will be supervised until collection.
- 5.7. A letter will also be sent via iSAMS, setting out the background to, and details of the exclusion. It will also set out the rights of appeal of the parents and the next steps (as below).
- 5.8. A return to school meeting will be organised to coincide with the expiry of the fixed-term exclusion. This will involve the Principal and other staff where appropriate. During this meeting, reflection on previous actions and future support strategies will be discussed. During the course of a fixed term exclusion where the pupil is to be at home, parents/guardians are advised that the pupil is not allowed on the school premises, and that daytime supervision is their responsibility as parents/guardians.
- 5.9. Parents/guardians may appeal to the Principal against any exclusion. If they are not satisfied with the outcome, they may appeal to the Chair of the Board of Governors, who can be contacted via the Principal's PA. The appeal to the Chair of Governors, should be filed no later than 14 days from the date of the Principal's decision.

- 5.10. The Chair of the Board of Governors shall appoint a panel of Governors (including the Chair) to hear the appeal and where necessary to meet with the parents/guardians.
- 5.11. Only parents/guardians will be allowed to be at the meeting and minutes of the meeting will be taken by the Secretary to the School Board. Any decisions made at this stage will be final.
- 5.12. Records relating to exclusions will be stored on iSAMS.

## **6. Permanent exclusion procedure**

- 6.1. Permanent exclusions will be rare but remain as an option in extreme cases. The extreme cases that will lead to consideration of a permanent exclusion include, but are not limited to the following:
  - Supplying or use of illegal drugs
  - Sexual abuse
  - Violence towards a teacher in the school
  - Carrying an offensive materials/illegal/dangerous weapon
  - Arson
  - Persistent bullying
  - Persistent prejudice based harassment or hatred based acts
  - Persistently poor behaviour
  - Destruction or misuse of school property
  - Failure to improve in line with ISS Sanctions policy
- 6.2. As above (in point 5), a full investigation will be carried out by the Principal considering all context. Parents will have the same rights of appeal against permanent exclusion:
  - Parents/guardians may appeal to the Principal against any exclusion.
  - If they are not satisfied with the outcome, they may appeal to the Chair of the Board of Governors, who can be contacted via the Principal's PA. The appeal to the Chair of Governors, should be filed no later than 14 days from the date of the Principal's decision.
  - The Chair of the Board of Governors shall appoint a panel of Governors (including the Chair) to hear the appeal and where necessary to meet with the parents/guardians.
  - Only parents/guardians will be allowed to be at the meeting and minutes of the meeting will be taken by the Secretary to the School Board. Any decisions made at this stage will be final.
  - Records relating to exclusions will be stored on iSAMS.