



FRED LONGWORTH
HIGH SCHOOL

Internal Exclusion Policy

This policy was approved by:

The Pastoral Committee: 31st October 2022

Date for Review: November 2024

Rationale

There are times in school when an incident or issue is serious enough to warrant a student being removed from lessons. Wherever possible students at Fred Longworth High School will not be suspended from school; we will aim to keep them in school to maintain the continuity of their learning. There are two forms of internal exclusion – placement with a member of staff (eg Deputy Head of Year/Head of Year) or placement in The Internal Exclusion Room. The aim of these internal exclusions is to maintain outstanding behaviour in lessons, to ensure that the school is safe for staff and students, and for students to have time to reflect on their behaviour and to improve this in the future.

Guidelines

- 1) The staff authorised to place students into internal exclusion are members of the Senior Leadership Team (SLT) and Heads of Year (HoY).
- 2) Placements will be short – usually for a day or a few days dependant on the seriousness of the incident/issue. At times students will be placed in internal exclusion for a few periods or half a day. Occasionally a student may spend longer periods in internal exclusion – for example as part of a longer withdrawal from lessons after a serious incident, or to provide Day 6 education after day 5 of a longer suspension.
- 3) Students are placed in internal exclusion as a result of a serious incident, red behaviour, pending an investigation, and at times in conjunction with a suspension from school.
- 4) During these exclusions from lessons students will be allowed to use the toilet and they will receive breaks/lunch, as part of a structured day. Students will however be removed from their friendship group for the duration of their exclusion from lessons.
- 5) As part of internal exclusion staff will work closely with students to help them to reflect on their actions and improve their behaviour.
- 6) At times we will accommodate students from other schools as part of mutual agreements between schools. When students are placed in partner school internal exclusion rooms, we will provide work for the student to complete.
- 7) Work will be provided for students whilst in internal exclusion. Our Internal Exclusion Manager will send out daily requests to staff to ensure that staff are aware of which students won't be in lessons. Staff will then send work to the Internal Exclusion Room.
- 8) Heads of Year are responsible for informing parents when a student is placed in internal exclusion. Parents will be informed about the reasons for the placement and where appropriate a parental meeting will take place following the period of isolation from lessons.

- 9) Whilst students are placed in The Internal Exclusion Room their behaviour must be of a good standard. A warning system will be in operation and if students receive three warnings they will repeat the day or time that they owe. If students do not maintain good behaviour whilst in internal exclusion the school will consider further sanctions, for example the use of suspensions.
- 10) Our Pastoral Leader works closely with each HoY and the Internal Exclusion Room Manager to monitor the use of internal exclusion, in partnership with the Pastoral Deputy Head.
- 11) If a student is placed in internal exclusion on a number of occasions the Pastoral Team will review the effectiveness of internal exclusion for this student, and look towards other strategies and plans to improve the student's behaviour.
- 12) The Pastoral Deputy Head and Pastoral Leader monitor data associated with internal exclusion and this information is presented to Trustees each term.
- 13) This policy will be reviewed every two years.