



WOODBIDGE HIGH SCHOOL

Internal Exclusion Policy

September 2024

Principles

1. Internal exclusions are at the discretion of the school and do not qualify as legal or formal suspensions (exclusions). The Department for Education's statutory guidance on suspensions does not apply to internal exclusions, because they do not impact on a student's education by removing them from school premises. The internal exclusions facility at Woodbridge High School is called the Focus Room.
2. Internal exclusion serves as a serious sanction directly below a Fixed Term Suspension but above less serious sanctions such as detentions. Internal exclusion is used to prevent students from engaging with the school community but without this impacting on their academic learning.
3. Internal exclusions are imposed for serious and/or persistent breaches of the code of conduct. Patterns of behaviour may also be considered. The decision to internally exclude a student will depend on the individual circumstances and is at the discretion of the Headteacher. Please see the school's behaviour policy and student code of conduct for further information on the expected standard of behaviour. Where a student has failed to meet the expected standard of behaviour, an appropriate sanction will follow.
4. There is no statutory maximum period for internal exclusion.
 - a. In most cases a period of internal exclusion will last no longer than five school days; and will often be imposed for one or two days.
 - b. There is no maximum period as, in some cases, parents/carers may be unable to provide proper supervision if their child was externally suspended.
 - c. When a longer period of internal exclusion is required, the student may be moved to another local school or a Pupil Referral Unit with appropriate provision.
5. Woodbridge High School never puts internally exclusion students into isolation. Internally excluded students are supervised at all times and are based in a purpose-designed facility. The aim is to continue learning, prevent a reoccurrence of the offending behaviour and to ensure reintegration when the period of internal exclusion is over.

Routines and Procedures

6. Parents/Carers will be informed about the length of, and reasons for, an internal exclusion. They will be contacted by a member of staff on the day that a decision to internally exclude is made; and will receive a letter via email along with a copy of this policy. Parents/Carers may also be invited into school for a meeting with a senior member of staff to discuss the reasons for the internal exclusion. It is expected that parents/carers attend this meeting. Where parents/carers have failed to attend the meeting, it is possible that the period of internal exclusion may be extended until the parent/carer is able to attend.
7. Students on internal exclusion should report to reception at 8:15am. A designated member of staff will collect them and escort them to the school's Focus Room.
8. Students on internal exclusion will be required to hand over their mobile phone if they have this on them, which will be stored securely until the end of the day.
9. Students on internal exclusion will not be entitled to go to the canteen during the day but may bring a packed lunch or order food from the school's canteen, which will be delivered to them.
10. Students on internal exclusion will be provided with appropriate work to complete. This work has been developed in collaboration with Heads of Departments to ensure it is fit for purpose.
11. Students on internal exclusion may be visited by a number of key staff during the day. This may include the Headteacher, other members of the school's leadership team, Heads of Year, a member of the wellbeing team and the school's SENCOs. Each visit will be an opportunity to support the student in reflecting on their behaviour and working with them to avoid a reoccurrence.

12. The Focus Room day will end at 4pm. Any student who is late for the Focus Room will need to make up this time after 4pm. At the end of the Focus Room day, the pastoral manager will review the work they have completed, their behaviour throughout the day and make a judgement as to whether the student has sufficiently reflected on their actions and is able to make a commitment to avoiding such behaviour in future. Any reconciliation sessions with other students or staff may also be carried out at this time.
13. Any student who has not made sufficient progress with the above criteria may have to repeat time in the Focus Room the following day. Where a student's behaviour has fallen significantly short of the expected standard or a student refuses to attend the Focus Room, the school will consider escalating the sanction to off-site respite at another school or PRU for a longer period of time and/or escalate to a Fixed Term Suspension.
14. Following an internal exclusion, there will normally be a reintegration meeting between the parent, the student and a senior member of staff or the student's year co-ordinator. At this meeting, appropriate targets are set.

Complaints/Concerns Regarding Internal Exclusion

15. In accordance with DfE guidance, there is no right of formal appeal for internal exclusions. This is because they do not result in missed education or the removal of a student from school premises. However, the school will always try to engage with parents to discuss the reasons for the internal exclusion, their views on the matter and find an appropriate way forward.
16. If a parent/carer wishes to raise a formal concern about an internal exclusion, they should follow the procedure detailed in the school's Complaints Policy (a copy of which can be provided to you upon contacting the school).

Policy Reviewer: Caroline Moore, Assistant Headteacher

Approval: Agreed via PDC Chair's Action on 12th November 2024 further to C&S Committee review on 4th November 2024 and prior to PDC review on 25th November 2024.

Date of Next Review: Autumn 2025