

FRED LONGWORTH

HIGH SCHOOL



Exclusions policy

This Policy was approved by:

Pastoral Committee: 17th October 2022

Date for Review: November 2024

1. Aims

Our school aims to ensure that:

- The exclusions process is applied fairly and consistently
- The exclusions process is understood by trustees, staff, parents and students
- Students in school are safe and happy
- Students do not become NEET (not in education, employment or training)

2. Legislation and statutory guidance

This policy is based on statutory guidance from the Department for Education: [Exclusion from maintained schools, academies and pupil referral units \(PRUs\) in England](#).

It is based on the following legislation, which outline schools' powers to exclude students:

- Section 52 of the Education Act 2002, as amended by the Education Act 2011
- The School Discipline (Pupil Exclusions and Reviews) (England) Regulations 2012
- Sections 64-68 of the School Standards and Framework Act 1998

In addition, the policy is based on:

- Part 7, chapter 2 of the [Education and Inspections Act 2006](#), which looks at parental responsibility for excluded students
- Section 579 of the [Education Act 1996](#), which defines 'school day'
- The [Education \(Provision of Full-Time Education for Excluded Pupils\) \(England\) Regulations 2007](#), as amended by [The Education \(Provision of Full-Time Education for Excluded Pupils\) \(England\) \(Amendment\) Regulations 2014](#)
- [Suspension and Permanent Exclusion from maintained schools, academies and pupil referral units 2022](#)

3. The decision to suspend or exclude

Only the headteacher, or acting headteacher, can exclude or suspend a student from school. A permanent exclusion will be taken as a last resort.

Our school is aware that off-rolling is unlawful. OFSTED defines off-rolling as:

“...the practice of removing a pupil from the school roll without a formal, permanent exclusion or by encouraging a parent to remove their child from the school roll, when the removal is primarily in the interests of the school rather than in the best interests of the pupil.”

We are committed to following all statutory exclusions procedures to ensure that every child receives an education in a safe and caring environment.

A decision to exclude or suspend a student will be taken only:

- In response to serious or persistent breaches of the school's behaviour policy, **and**
- If allowing the student to remain in school would seriously harm the education or welfare of others

Before deciding whether to exclude/suspend a student, either permanently or for a fixed period, the headteacher will:

- Consider all the relevant facts and evidence, including whether the incident(s) leading to the exclusion/suspension were provoked.
- Allow the student to give their version of events and fully involve the student in the reasons for the suspension or permanent exclusion so that they are able to understand fully the decisions made.

- Consider if the student has special educational needs or disabilities (SEND) and if the student has SEND has the student fully understood why their behaviour was not acceptable, are there any relevant factors. Further guidance on this area can be found in the DFE guidance on suspensions and permanent exclusions September 2022.
- The Headteacher may decide to cancel, or withdraw a suspension or permanent exclusion, as per guidance September 2022. If this occurs the board of trustees, LA and any relevant services involved with the student should be notified (eg social worker, virtual school head teacher) immediately.

4. Definition

For the purposes of suspensions, school day is defined as any day on which there is a school session. Therefore, INSET or staff training days do not count as a school day.

5. Roles and responsibilities

5.1 The headteacher

Informing parents

The headteacher will immediately provide the following information, in writing, to the parents of an excluded or suspended student:

- The reason(s) for the exclusion/suspension
- The length of a suspension or, for a permanent exclusion, the fact that it is permanent
- Information about parents' right to make representations about the exclusion to the board of trustees and how the student may be involved in this
- Where there is a legal requirement for the board of trustees to meet to consider the reinstatement of a student, and that parents have a right to attend a meeting, be represented at a meeting (at their own expense) and to bring a friend

The headteacher will also notify parents by the end of the afternoon session on the day their child is excluded/suspended that for the first 5 school days of an exclusion/suspension, or until the start date of any alternative provision where this is earlier, parents are legally required to ensure that their child is not present in a public place during school hours without a good reason. Parents may be given a fixed penalty notice or prosecuted if they fail to do this.

If alternative provision is being arranged, the following information will be included when notifying parents of an exclusion/suspension:

- The start date for any provision of full-time education that has been arranged
- The start and finish times of any such provision, including the times for morning and afternoon sessions, where relevant
- The address at which the provision will take place
- Any information required by the student to identify the person they should report to on the first day

Where this information on alternative provision is not reasonably ascertainable by the end of the afternoon session, it may be provided in a subsequent notice, but it will be provided no later than 48 hours before the provision is due to start. The only exception to this is where alternative provision is to be provided before the sixth day of an exclusion/suspension, in which case the information can be provided with less than 48 hours' notice with parents' consent.

Informing the board of trustees and local authority

The headteacher will immediately notify the board of trustees and the local authority (LA) of:

- A permanent exclusion, including when a suspension is made permanent
- Suspensions which would result in the student being suspended for more than 5 school days (or more than 10 lunchtimes) in a term
- Suspensions which would result in the student missing a public examination (LA would not be notified in this instance)

For a permanent exclusion, if the student lives outside the LA in which the school is located, the headteacher will also immediately inform the student's 'home authority' of the exclusion and the reason(s) for it without delay.

For all other suspensions, the headteacher will notify the board of trustees.

As of September 2022 headteachers must inform parents, social care/VSH (if relevant) without delay if a student is suspended or permanently excluded.

5.2 The board of trustees

Responsibilities regarding exclusions are delegated to the board of trustees' discipline committee consisting of at least 3 trustees.

The board of trustees has a duty to consider the reinstatement of an excluded/suspended student (see section 6).

Within 14 days of receipt of a request, the board of trustees will provide the secretary of state with information about any exclusions in the last 12 months.

For a suspension of more than 5 school days, the school will arrange suitable full-time education for the student. This provision will begin no later than the sixth day of the suspension.

Provision does not have to be arranged for students in the final year of compulsory education who do not have any further public examinations to sit.

The board of trustees must be fully informed of suspension and permanent exclusion pupil group data and any pupil moves so that they can monitor this area effectively.

5.3 The LA

For permanent exclusions, the LA is responsible for arranging suitable full-time education to begin no later than the sixth day of the exclusion.

6. Considering the reinstatement of a student

The trustees' discipline committee will consider the reinstatement of an excluded/suspended student within 15 school days of receiving the notice of the exclusion if:

- The exclusion is permanent
- It is a suspension which would bring the student's total number of school days of suspension to more than 15 in a term
- It would result in a student missing a public examination

If requested to do so by parents, the board of trustees' discipline committee will consider the reinstatement of a suspended student within 50 school days of receiving notice of the suspension if the student would be suspended from school for more than 5 school days, but less than 15, in a single term.

Where a suspension would result in a student missing a public examination, the board of trustees' discipline committee will consider the reinstatement of the student before the date of the examination. If this is not practicable, the chair of the board of trustees (or the vice-chair where the chair is unable to make this consideration) will consider the exclusion independently and decide whether or not to reinstate the student.

The board of trustees' discipline committee can either:

- Decline to reinstate the student, or
- Direct the reinstatement of the student immediately, or on a particular date

In reaching a decision, the board of trustees' discipline committee will consider whether the suspension was lawful, reasonable and procedurally fair and whether the headteacher followed their legal duties. They will decide whether or not a fact is true 'on the balance of probabilities', which differs from the criminal standard of 'beyond reasonable doubt', as well as any evidence that was presented in relation to the decision to suspend/exclude.

Minutes will be taken of the meeting, and a record of evidence considered kept. The outcome will also be recorded on the student's educational record.

The board of trustees' discipline committee will notify, in writing, the headteacher, parents and the LA of its decision, along with reasons for its decision, without delay.

Where an exclusion is permanent, the board of trustees' discipline committee decision will also include the following:

- The fact that it is permanent
- Notice of parents' right to ask for the decision to be reviewed by an independent review panel, and:
 - The date by which an application for an independent review must be made
 - The name and address to whom an application for a review should be submitted
 - That any application should set out the grounds on which it is being made and that, where appropriate, reference to how the student's SEN are considered to be relevant to the exclusion
 - That, regardless of whether the excluded student has recognised SEN, parents have a right to require the school to appoint an SEN expert to attend the review
 - Details of the role of the SEN expert and that there would be no cost to parents for this appointment
 - That parents must make clear if they wish for an SEN expert to be appointed in any application for a review
 - That parents may, at their own expense, appoint someone to make written and/or oral representations to the panel, and parents may also bring a friend to the review
- That if parents believe that the exclusion/suspension has occurred as a result of discrimination, they may make a claim under the Equality Act 2010 to the first-tier tribunal (special educational needs and disability), in the case of disability discrimination, or the county court, in the case of other forms of discrimination. A claim of discrimination made under these routes should be lodged within 6 months of the date on which the discrimination is alleged to have taken place.

7. An independent review

If parents apply for an independent review, the school will arrange for an independent panel to review the decision of the board of trustees not to reinstate a permanently excluded student.

Applications for an independent review must be made within 15 school days of notice being given to the parents by the board of trustees' discipline committee of its decision to not reinstate a student.

A panel of 3 or 5 members will be constituted with representatives from each of the categories below. Where a 5-member panel is constituted, 2 members will come from the school trustees' category and 2 members will come from the headteacher category.

- A lay member to chair the panel who has not worked in any school in a paid capacity, disregarding any experience as a school governor or volunteer
- School trustees who have served as a trustee for at least 12 consecutive months in the last 5 years, provided they have not been teachers or headteachers during this time
- Headteachers or individuals who have been a headteacher within the last 5 years

A person may not serve as a member of a review panel if they:

- Are a member of the academy trust, or board of trustees of the excluding school
- Are the headteacher of the excluding school, or have held this position in the last 5 years
- Are an employee of the LA/academy trust, or the board of trustees, of the excluding school (unless they are employed as a headteacher at another school)
- Have, or at any time have had, any connection with the LA/academy trust/school, board of trustees, parents or student, or the incident leading to the exclusion, which might reasonably be taken to raise doubts about their impartiality
- Have not had the required training within the last 2 years (see appendix 1 for what training must cover)

A clerk will be appointed to the panel.

The independent panel will decide one of the following:

- Uphold the board of trustees' decision
- Recommend that the board of trustees reconsiders reinstatement
- Overrule the board of trustees' decision and direct that they reconsider reinstatement (only when the decision is judged to be flawed)

The panel's decision can be decided by a majority vote. In the case of a tied decision, the chair has the casting vote.

8. School registers

A student's name will be removed from the school admissions register if:

- 15 school days have passed since the parents were notified of the exclusion panel's decision to not reinstate the student and no application has been made for an independent review panel, or
- The parents have stated in writing that they will not be applying for an independent review panel

Where an application for an independent review has been made, the board of trustees will wait until that review has concluded before removing a student's name from the register.

Where alternative provision has been made for an excluded student and they attend it, code B (education off-site) or code D (dual registration) will be used on the attendance register.

Where suspended students are not attending alternative provision, code E (absent) will be used.

9. Returning from a suspension

Following a suspension, a re-integration meeting will be held involving the student, parents, a member of senior staff and other staff, where appropriate.

The following measures along with others may be implemented when a student returns from a suspension:

- Agreeing a behaviour contract
- Putting a student 'on report'
- Internal isolation
- Behaviour mentoring/support

Please refer to the school's behaviour policy for further points related to reintegration of a student.

10. Monitoring arrangements

The pastoral deputy head monitors the number of suspensions every term and reports back to the headteacher/board of trustees at pastoral committee meetings. This policy will be reviewed by the pastoral deputy head every two years. At every review, the policy will be shared with the board of trustees.

11. Links with other policies

This exclusions policy is linked to our:

- Behaviour policy
- Safeguarding policy
- SEND policy
- Attendance policy