EXCLUSION POLICY
2020-21

Effective Date: July 2018

Last Reviewed: June 2020

Reviewed by: K Hayward

Next Review: July 2021

Exclusion from School

Exclusion is regarded as the last resort, to be used when other disciplinary processes have failed, or when a one off incident is deemed to be of a very serious nature. The decision to exclude can only be made by the Executive Principal or in his /her absence or not able to be contacted by the Head of School.

The Federation's exclusion processes and practices work within the parameters of the schools' legal duties under the DfEs *'Statutory Guidance on Exclusions from maintained schools, Academies and pupil referral units in England from September 2012'*.

For any exclusion the school will follow the set procedure:

1. A pink slip will be completed and signed by the Executive Principal which will include the name of the student, the reason for the exclusion, the period of exclusion and, in the case of a fixed term exclusion, the date and time of the re-admission meeting.

2. Without delay parent/guardians will be notified by phone informing them of the period of exclusion and the reasons for it. The school will make parents/guardians aware that for the first five days of an exclusion parents/guardians are legally required to ensure that their child is not present in a public place during school hours without reasonable justification, and that parents/guardians may be given a fixed penalty notice or prosecuted if they fail to do so. A copy of the exclusion letter is sent to the Local Authority Inclusion Officer and the School Governors Discipline Committee Chair.

3. Parents will, without delay, be provided with the following information in writing:

   - the reasons for the exclusion;
   - the period of a fixed term exclusion, or for a permanent exclusion, the fact that it is permanent;
   - notify the parent/guardian's right to make representations about the exclusion to the governing body and how students may be involved in this;
   - how any representations should be made; and
   - where there is a legal requirement for the governing body to consider the exclusion, that parents/guardians have a right to attend a meeting, be represented at this meeting (at their own expense) and bring a friend;
   - This information will be shared with other services within Central Bedfordshire Children's Services, the Early Help and the SEND services who may contact you to offer additional support. Further information can be found at:
     http://www.centralbedfordshire.gov.uk/school/professionals/information-practitioners/early-help-offer.aspx
     SEN and Disability - Local offer
     http://www.centralbedfordshire.gov.uk/children/sen-disability/landing.aspx

4. When notifying parents/guardians about an exclusion, the Executive Principal will set out what arrangements have been made to enable the student to continue his/her education prior to the student's return to school. The school will take all reasonable steps during the first 5 days of an exclusion to set and mark work for students. Work set will be both accessible and achievable in line with the statutory guidance.

5. If a governor's final warning is to be issued after any fixed term exclusion the school will invite a school governor to attend the re-admission meeting. Only a governor can issue a final governors warning; this governor will not be part of any possible permanent exclusion panel.

6. In the event of a permanent exclusion a letter containing relevant information on the process will be sent out in good time prior to any meeting of the exclusion panel.

Investigations:

For any investigation into an incident that led to the exclusion of a student the House Achievement Leader/Senior Staff member must:

- Ensure that the student is isolated while any investigation is carried out
- The student has given their account of the incident
- Produce a full written record of the incident
- Contact parents/guardians of all students involved in the incident, to advise of the outcome
- Ensure that work is sent home for the student during the exclusion
- Possibly call a case conference if other concerns arise about the student
- At the re-admission interview with parents/guardians and the student a Pastoral Support Plan will be set up to help reintegration into the school. Targets will be set and these will be reviewed at a subsequent pre-arranged meeting with parents/guardians. The targets will be monitored by a report card system
- If the student is at 'Risk of Permanent Exclusion' an intensive Pastoral support programme will be put in place to assist with both the reintegration of a student and their subsequent progression within the school

If there are serious concerns about the student's on-going conduct, the Local Authority Inclusion Officer may be invited to the re-admission meeting.

In all cases, sanctions must be proportionate, reasonable in all the circumstances and not have any religious requirements affecting them. All excluded students will be enabled and encouraged to take part in all stages of the exclusion process, taking into account their age and understanding.

Where parents/guardians dispute the decision of the Federation Board not to reinstate a permanently excluded student, they can ask for a decision to be reviewed by an independent review panel. Where there is an allegation of discrimination (under the equality act 2010) in relation to a fixed term or permanent exclusion, parents can also make a claim to the First-tier Tribunal (for disability discrimination) or a County Court (for other forms of discrimination). Regardless of whether the school recognises that a student has special educational needs (SEN), all parents have the right to request the presence of an SEN expert at an independent review panel. It must be noted that an independent review panel does not have the power to direct a governing body to reinstate an excluded student but it can, if the panel decides the decision is flawed, direct a governing body to reconsider the decision.