

**Coppice Primary
Partnership**

An Ethic of Excellence



Exclusions Policy

Approved: October 2022

Next review: October 2024

A. OVERVIEW

1. It is the policy of the Coppice Primary Partnership schools to try to deal with all behavioural issues in an active, positive way, employing a wide range of strategies, including those specifically designed to avoid such issues reaching the point of exclusion. Please see the 'Behaviour and Anti-Bullying' policy for further information.
2. 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 pupils:
 - a. Section 52 of the Education Act 2002, as amended by the Education Act 2011
 - b. The School Discipline (Pupil Exclusions and Reviews) (England) Regulations 2012
 - c. Sections 64-68 of the School Standards and Framework Act 1998
3. In addition, the policy is based on:
 - a. Part 7, chapter 2 of the Education and Inspections Act 2006, which looks at parental responsibility for excluded pupils
 - b. Section 579 of the Education Act 1996, which defines 'school day'
 - c. 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

B. PRINCIPLES

1. As a trust we feel it is important to promote a caring and supportive environment to enable all members of the school community to feel secure, respected and therefore promote good behaviour in others.
2. The development of personal qualities and social skills and the fostering of socially acceptable behaviour are an integral aspect of the school Exclusion Policy.
3. Exclusions are used sparingly and only as part of an overall behaviour strategy which seeks to develop a culture of inclusion, ownership of and responsibility for one's own behaviour.
4. All pupils will be made aware that verbal abuse, physical abuse and threatening behaviour which not only compromises their own personal health and safety and learning but also the health and safety and learning of others in our school is not acceptable. This type of behaviour may result in fixed term or permanent exclusion.
5. The schools seek to avoid permanent exclusions. These take place only for very serious incidents or when all other strategies have been tried and have failed over time. Fixed term exclusions (suspensions) are used when other strategies and sanctions have not been effective over time or when there has been a single clear and serious breach of discipline.

C. TYPES OF EXCLUSION

1. A Fixed Term Exclusion – now referred to as a suspension - from the school can only be authorised by the Headteacher or Deputy Head teacher acting on their behalf. If none are available to authorise the exclusion a decision should be deferred until the opportunity for authorisation is available. The school regularly monitors the number of Fixed Term Exclusions to ensure that no group of students is unfairly disadvantaged through their use and that any underlying needs of individuals are being fully met
2. In the case of a Permanent Exclusion this can only be authorised by the Head teacher (or Trust Leader) and must only be done after consulting the Chair of Governors of the intention to impose this sanction, although the final decision rests with the Head teacher of the school.
3. 'Informal' or 'unofficial' exclusions, such as sending a pupil home 'to cool off', are unlawful, regardless of whether they occur with the agreement of parents or carers. Any exclusion of a pupil, even for short periods of time, must be formally recorded.

D. WHEN IS EXCLUSION APPROPRIATE

1. Advice should be sought from Kent Inclusion and Attendance Adviser if a long-term or permanent exclusion is likely so that all alternatives to exclusion and further support can be explored.
2. A decision to exclude a pupil should only be taken:
 - a. in response to a serious breach or serious breaches of the school's behaviour policy; and
 - b. if allowing the pupil to remain in the school would seriously harm the education or welfare of the pupil or others in the school.
3. Before deciding whether to exclude a pupil, either permanently or for a fixed period, the headteacher will:
 - a. Consider all the relevant facts and evidence, including whether the incident(s) leading to the exclusion were provoked
 - b. Allow the pupil to give their version of events
 - c. Consider if the pupil has special educational needs (SEN)

E. NOTIFICATION OF AN EXCLUSION

1. The headteacher (or person deputising in their absence) will immediately provide the following information, in writing, to the parents of an excluded pupil:
 - a. The reason(s) for the exclusion
 - b. The length of a fixed-term exclusion or, for a permanent exclusion, the fact that it is permanent
 - c. Information about parents' right to make representations about the exclusion to the governing board and how the pupil may be involved in this

- d. Where there is a legal requirement for the governing board to meet to consider the reinstatement of a pupil, and that parents have a right to attend a meeting
2. The headteacher will also notify parents by the end of the afternoon session on the day their child is excluded that for the first 5 school days of an exclusion, 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.
3. In the case of a Permanent Exclusion parents will be notified by the Head teacher in a face-to-face meeting.
4. The Chair of Governors will be informed, and a copy of the letter to parents made available.
5. The school administrator will record the nature and length of the exclusion on the schools SIMs system
6. The exclusion will be reported to the next Full Governing Body meeting.

F. STUDENTS RETURNING FROM A FIXED TERM EXCLUSION (SUSPENSION)

1. All students returning from a Fixed Term Exclusion are required to attend a reintegration meeting, accompanied by a parent. This meeting will seek to establish practical ways in which further exclusion can be avoided and behaviour modified to acceptable standards in partnership between student, parent and school.

G. PERMANENT EXCLUSIONS

1. A school will usually only permanently exclude a child as a last resort, after trying to improve the child's behaviour through other means. However, there are exceptional circumstances in which a Head teacher may decide to permanently exclude a pupil because of ongoing issues or even for an extremely serious 'one-off' incident.
2. In the case of a Permanent Exclusion, this can only be authorised by the Head teacher (or Trust Leader) and must only be done after consulting the Chair of Governors of the intention to impose this sanction, although the final decision rests with the Head teacher of the school.
3. If your child has been permanently excluded, be aware that:
 - a. The Head teacher will inform the parents of the decision in a face to face meeting. The parents will be informed of the decision and the reasons for it. The evidence leading up to the decision will be explained.
 - b. A letter of confirmation will be sent on the same day by first-class post outlining the reasons for the decision, the procedures for appeal which are open to the parents
 - c. The Chair of Governors and the Hearings & Appeals Governor will be informed, and a copy of the letter to parents made available

- d. The school's governing body is required to review the Head teacher's decision and you may meet with them to explain your views on the exclusion
- e. The Academy must provide full-time education up to the sixth day of a permanent exclusion
- f. A special meeting of a delegated committee of the Governing Body will be called within fifteen working days of the date of exclusion, of which the parents will be notified, in order to consider the decision of the Head teacher.

H. APPEALS

1. All correspondence regarding an exclusion from the school will inform parents of their right to appeal to the Governing Body against the decision to exclude. This procedure is clearly set out in the statutory guidance. The person who should be contacted to initiate an appeal is the Trust Governance Professional.

I. EXCLUSIONS COMMITTEE

1. The Governing Body delegates authority to a committee of governors, of whom the Head teacher shall not be one.
2. The committee is delegated the authority, to consider:
 - The report of the Head teacher in respect of the decision to exclude a pupil
 - The representations of the parents of the pupil (if present) to question those involved, if appropriate
 - To allow cross-questioning
 - To decide either to endorse the decision of the Head teacher, or to direct the Head teacher to reinstate the pupil.

J. RELATIONSHIP TO OTHER POLICIES

1. The Exclusion Policy should be read in tandem with the Behaviour Policy as well as other relevant school policies, particularly the Inclusion Policy, Special Educational Needs Policy and the Equal Opportunities Policy. It also has a close inter-relationship with the AntiBullying Policy and Attendance Policy