



Coppice

Primary Partnership

Growing Together, Striving for Excellence.

Exclusions Policy

Approved: **Term 1 2024/25**

Next Review: **Term 1 2026/27**

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 Trust Behaviour Principles and individual school Behaviour policies for further information.
2. This policy is based on statutory guidance from the Department for Education: Suspension and permanent exclusion from maintained schools, academies and pupil referral unit in England, including pupil movement. The principle legislation that guidance, and this policy, relates to is :
 - a. The Education Act 2002, as amended by the Education Act 2011
 - b. The School Discipline (Pupil Exclusions and Reviews) (England) Regulations 2012
 - c. The Education and Inspections Act 2006
 - d. The Education Act 1996
 - e. 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 Behaviour Principles and 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 a suspension 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. 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. THE HEADTEACHER'S POWER TO SUSPEND OR PERMANENTLY EXCLUDE

1. Only the headteacher of a school can suspend or permanently exclude a pupil on disciplinary grounds. A pupil may be suspended for one or more fixed periods (up to a maximum of 45 school days in a single academic year), or permanently excluded.
 - 1.1. A suspension is where a pupil is temporarily removed from the school. A pupil may be suspended for one or more fixed periods (up to a maximum of 45 school days in a single academic year). A suspension does not have to be for a continuous period. It can also be for parts of the school day
 - 1.2. A permanent exclusion is when a pupil is no longer allowed to attend a school (unless the pupil is reinstated). The decision to exclude a pupil permanently should only be taken:
 - 1.2.1. in response to a serious breach or persistent breaches of the school's behaviour policy; and
 - 1.2.2. where allowing the pupil to remain in school would seriously harm the education or welfare of the pupil or others such as staff or pupils in the school.
2. The headteacher should take the pupil's views into account when making any decision, and should make the decision based 'on the balance of probabilities' that an incident happened.

3. All exclusions should be recorded and reasons for the exclusion given. The reasons below (non-exhaustive) are examples of the types of circumstances that may warrant a suspension or permanent exclusion.
 - 3.1. Physical assault against a pupil
 - 3.2. Physical assault against an adult
 - 3.3. Verbal abuse or threatening behaviour against a pupil
 - 3.4. Verbal abuse or threatening behaviour against an adult
 - 3.5. Use, or threat of use, of an offensive weapon or prohibited item that has been prohibited by a school's behaviour policy
 - 3.6. Bullying
 - 3.7. Racist abuse
 - 3.8. Abuse against sexual orientation or gender reassignment
 - 3.9. Abuse relating to disability
4. Any exclusion of a pupil, even for short periods, must be formally recorded. It would also be unlawful to exclude a pupil simply because they have SEN or a disability that the school feels it is unable to meet, or for a reason such as, academic attainment/ability; or the failure of a pupil to meet specific conditions before they are reinstated, such as to attend a reintegration meeting
5. All students returning from a Suspension 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.

D. NOTIFICATION OF AN EXCLUSION

1. Whenever a headteacher suspends or permanently excludes a pupil they must, without delay, notify parents or the excluded pupil of the period of the suspension or permanent exclusion and the reason(s) for it.
2. They must also, without delay, after their decision, provide parents with the following information in writing:
 - a. the reason(s) for the suspension or permanent exclusion;
 - b. the period of a suspension or, for a permanent exclusion, the fact that it is permanent;

- c. parents' right to make representations about the suspension or permanent exclusion to the governing board (in line with the requirements set out in paragraphs 97 to 107) and how the pupil may be involved in this;
 - d. parents' (or an excluded pupil if they are 18 years or older) right to make a request to hold the meeting via the use of remote access and how and to whom to make this request;
 - e. how any representations should be made; and
 - f. where there is a legal requirement for the governing board to consider whether the pupil should be reinstated, that parents or an excluded pupil (if they are 18 years or older) have a right to attend a meeting, to be represented at that meeting (at their own expense) and to bring a friend.
- Where a suspended or permanently excluded pupil is of compulsory school age the headteacher must also notify the pupil's parents of the days on which they must ensure that the pupil is not present in a public place at any time during school hours.

3. The headteacher must, without delay, notify the governing board and Trust Leader of:
 - a. any permanent exclusion (including where a suspension is followed by a decision to permanently exclude the pupil);
 - b. any suspension or permanent exclusion which would result in the pupil being suspended or permanently excluded for a total of more than five school days (or more than ten lunchtimes) in a term; and
 - c. any suspension or permanent exclusion which would result in the pupil missing a public examination or national curriculum test
4. The local authority must be informed without delay of all school exclusions regardless of the length of the exclusion.
5. For a permanent exclusion, if the pupil lives outside the local authority area in which the school is located, the headteacher must also notify the pupil's 'home authority' of the permanent exclusion and the reason(s) for it without delay. The headteacher must also inform the governing board once per term of any other suspensions of which they have not previously been notified.

6. Notifications must include the reason(s) for the suspension or permanent exclusion and the duration of any suspension or, in the case of a permanent exclusion the fact that it is permanent.

E. THE LGB AND LA DUTIES TO ARRANGE EDUCATION FOR EXCLUDED PUPILS

1. It is important for schools to help minimise the disruption that suspension or permanent exclusion can cause to a pupil's education. Whilst the statutory duty on governing boards or local authorities is to arrange full-time education from the sixth day of a suspension or permanent exclusion, there is an obvious benefit to the pupil in starting this provision as soon as possible
2. The school should take reasonable steps to set and mark work for the pupil.
3. For a suspension of more than five school days, the governing board must arrange suitable full-time education for any pupil of compulsory school age.
4. For permanent exclusions, the local authority must arrange suitable full-time education for the pupil to begin from the sixth school day after the first day the permanent exclusion took place. This will be the pupil's 'home authority' in cases where the school is in a different local authority area. The school should collaborate with the local authority when the pupil might be eligible for free home to school travel, arranged by the local authority, to the place where they will be receiving education.

F. THE LGB'S DUTY TO CONSIDER AN EXCLUSION

1. The governing board has a duty to consider parents' representations about a suspension or permanent exclusion. The requirements on a governing board to consider the reinstatement of a suspended or permanently excluded pupil depend upon a number of factors
2. At CPP, a panel of three governors will be formed to consider the exclusion
3. The governing board must consider and decide on the reinstatement of a suspended or permanently excluded pupil within 15 school days of receiving notice of a suspension or permanent exclusion from the headteacher if:

- it is a permanent exclusion;
 - it is a suspension which would bring the pupil's total number of school days out of school to more than 15 in a term;
 - it would result in the pupil missing a public examination or national curriculum test
4. The requirements are different for suspensions where a pupil would be excluded for more than five but not more than 15 school days in a term. In this case, if the parents make representations, the governing board must consider and decide within 50 school days of receiving the notice of suspension whether the suspended pupil should be reinstated. In the absence of any representations from the parents, the governing board is not required to meet and cannot direct the reinstatement of the pupil.
5. The following parties must be invited to a meeting of the governing board and allowed to make representations or share information:
- parents (and, where requested, a representative or friend);
 - the headteacher;
 - a representative of the local authority
 - the child's social worker if the pupil has one; and
 - the VSH if the child is LAC.
6. In the case of a suspension which does not bring the pupil's total number of days of suspension to more than five in a term, the governing board must consider any representations made by parents, but it cannot direct reinstatement and is not required to arrange a meeting with parents.
7. In the light of its consideration, the governing board can either:
- decline to reinstate the pupil; or
 - direct reinstatement of the pupil immediately or on a particular date
8. In the case of a permanent exclusion where the governing board decides not to reinstate the pupil, the governing board's notification must state that the exclusion is permanent and provide notice of parents' right to ask for the decision to be reviewed by an IRP and the following information:

- the date by which an application for a review must be made (15 school days from the date on which notice in writing of the governing board's decision is given to parents);
- where and to whom an application for a review (and any written evidence) should be submitted;
- that a request to hold the meeting via the use of remote access can be made and knows how and to whom to make this request to;
- that any application should set out the grounds on which it is being made and that, where appropriate, this should include a reference to how the pupil's SEN are considered to be relevant to the permanent exclusion;
- that, regardless of whether the permanently excluded pupil has recognised SEN, parents have a right to require the local authority/academy trust to appoint a SEN expert to advise the review panel;
- details of the role of the SEN expert; and
- that parents may, at their own expense, appoint someone to make written and/or oral representations to the panel.

A summary of the governing board's duties to consider reinstatement⁶²

Conditions of exclusion

Governing board duties

Does the exclusion meet any of the following conditions?

- It is a permanent exclusion
- It is a suspension that alone, or in conjunction with previous exclusions, will take the pupil's total number of days out of school above 15 for a term. This includes suspensions that total 15.5 days
- It is a suspension or permanent exclusion that will result in the pupil missing a public exam or national curriculum test*

↓ Yes

The governing board must convene a meeting to consider reinstatement **within 15 school days** of receiving notice of the suspension or permanent exclusion.⁶³

*If the pupil will miss a public exam or national curriculum test, the governing board must take reasonable steps to meet **before** the date of the examination. If this is not practical, the chair of governors may consider pupil's reinstatement alone.

⁶⁴

↓ No

Will the suspension(s) take the pupil's total number of school days out of school above five but less than 16 for the term?

↓ No

The governing board must consider any representations made by parents but does not have the power to decide whether to reinstate the pupil.

Yes

Has the parent made representations?

↓ Yes

The governing board must convene a meeting to consider reinstatement within 50 school days of receiving notice of the suspension.

↓ No

The governing board is not required to consider the suspension and does not have the power to decide to reinstate the pupil.