

Exclusion Policy



SILVER BRIDGE SCHOOL

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1. Aims

Our school aims to ensure that:

- › The exclusions process is applied fairly and consistently
- › The exclusions process is understood by staff, parents, and students
- › Students in school are safe and happy

2. The decision to exclude

Only the Headteacher or, in his absence, a senior member of staff acting with his authority, can exclude a student from school. A decision to exclude a student will only be taken:

- In response to a serious breach or breaches of the school's discipline policy;
- If allowing the student to remain in the school would seriously harm the education and/or welfare of the student or others in the school.

The decision to exclude a student, whether for a fixed term or permanent, is a serious one. The decision to exclude on a permanent basis is extremely serious and should normally be the final step in the process when the use of a range of strategies has proved unsuccessful.

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

“...the practice of removing a student 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 student.”

We are committed to ensuring that every child receives an education in a safe and caring environment.

3. Definition

For the purposes of exclusions, 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.

4. Roles and responsibilities

4.1 The headteacher

Informing parents/carers

The headteacher will immediately provide the following information, in writing, to the parents/carer of an excluded pupil:

- › The reason(s) for the exclusion
- › The length of a fixed-term exclusion or, for a permanent exclusion, the fact that it is permanent
- › Information for parents'/carers' about how to make representations about the exclusion to the proprietor/governing body and that the pupil may be involved in this

Details of any alternative provision that may have been arranged will also be included.

Informing the proprietor/governing body and local authority

The headteacher will immediately notify the proprietor/governing body and the local authority (LA) of:

- › A permanent exclusion, including when a fixed-period exclusion is made permanent
- › Exclusions which would result in the student being excluded for more than 5 school days (or more than 10 lunchtimes) in a term
- › Exclusions which would result in the student missing a public examination

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.

4.2 The proprietor/governing body

The proprietor/governing body can consider the reinstatement of an excluded student (see section 5)

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.

5. Considering the reinstatement of a student

The proprietor/governing body will consider the reinstatement of an excluded student within 15 school days of receiving the notice of the exclusion if:

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

The proprietor/governing body 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 proprietor/governing body will consider whether the exclusion was reasonable and procedurally fair. 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 exclude.

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

The proprietor/governing body will notify, in writing, the headteacher, parents and the LA of its decision, along with reasons for its decision, without delay.

6. School registers

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

- 15 school days have passed since the parents/carers were notified of the exclusion panel's decision to not reinstate the pupil and no application has been made for an independent review panel, or
- The parents/carers 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 proprietor/governing body will wait until that review has concluded before removing a pupil's name from the register.

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

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

7. Returning from a fixed-term exclusion

Following a fixed-term exclusion, a re-integration meeting will be held involving the pupil, parents/carers, a member of senior staff and other staff, where appropriate.

The following measures may be implemented when a pupil returns from a fixed-term exclusion:

- Agreeing a behaviour contract

8. Monitoring arrangements

The headteacher monitors the number of exclusions every term and reports back to the proprietor/governing body.

This policy will be reviewed by headteacher every two years. At every review, the policy will be shared with the proprietor/governing body.

9. Links with other policies

This exclusions policy is linked to our;

- Behaviour policy