

Exclusion Policy

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SLT Lead	Director of Schools
Signed: Chief Executive Officer	<hr/>
Chair of Trustees	<hr/>

Contents

1. Aims
 2. Legislation and statutory guidance
 3. Links to other policies
 4. Statement of principles
 5. The decision and authority to exclude
 6. Definition
 7. Roles and responsibilities
 8. Considering the reinstatement of a pupil
 9. An independent review
 10. School registers
 11. Returning from a fixed-term exclusion
 12. Monitoring arrangements
 13. Links with other policies
- Appendix 1: Independent review panel training

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 pupils
- Pupils in school are safe and happy
- Pupils 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 pupils:

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

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 pupils
- 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](#)

This policy complies with The Gallery Trust's funding agreement and articles of association.

3. Links to other policies

This policy should be read in conjunction with the school's Behaviour Policy as well as other relevant policies including the SEN Policy, Anti-Bullying Policy and Safeguarding Policies.

4. Statement of principles

Permanent exclusion will only be used as a last resort, in response to a serious breach or persistent breaches of the school's behaviour policy, and where allowing the pupil to remain in school would seriously harm the education and/or welfare of the pupil or others in the school.

All schools seek to reduce the number of incidents leading to exclusions by promoting a positive atmosphere of mutual respect in the school, all underpinned by a restorative approach.

All children who attend schools in The Gallery Trust have Special Educational Needs and/or Disabilities. Any decision to exclude will consider the special educational needs of the pupil including:

- Their cognitive ability to understand the risks and consequences of their behaviour

- Any additional need arising from a pupil's mental health
- The impact of any diagnosis or condition the pupil has

When considering exclusion, the Head Teacher will take into account:

- Possible short-term mitigating circumstances such as bereavement, change in personal circumstances, mental health issues etc
- Whether all preventative strategies have been fully utilised

Permanent exclusions are rare across The Gallery Trust. We regularly monitor all 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.

5. The decision and authority to exclude

Only the Head Teacher¹ (including Executive Head Teacher and Head of School where these roles are in the staffing structure) can exclude a pupil from school. A permanent exclusion must be authorised by the Head Teacher and will only be taken as a last resort. A member of the Executive Team can be consulted to assist in this decision, but the final decision will always rest with the Head Teacher.

The Gallery Trust 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 a pupil will be taken only:

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

Before deciding whether to exclude a pupil, either permanently or for a fixed period, the Head Teacher will:

- Consider all the relevant facts and evidence, including whether the incident(s) leading to the exclusion were provoked
- Allow the pupil to give their version of events (where possible and appropriate)
- The nature of the pupil's Special Educational Needs, including details within the pupil's Education Health and Care Plan and any impact this will have had on the factors leading to an exclusion

¹ In line with statutory guidance Head Teacher includes an individual acting in this role. This is someone appointed to carry out the functions of the Head Teacher in the Head Teacher's absence or pending the appointment of a Head Teacher.

6. Definition

For the purposes of exclusions, the 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.

7. Roles and responsibilities

7.1 The Head Teacher

Informing parents

The Head Teacher will immediately provide the following information, in writing, to the parents 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 about parents' right to make representations about the exclusion to the Board of Trustees and how the pupil may be involved in this
- How any representations should be made
- Where there is a legal requirement for the Board of Trustees meet to consider the reinstatement of a pupil, 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 Head Teacher 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.

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

- 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 pupil 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, 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 Head Teacher will immediately notify the CEO, the Board of Trustees and the Local Authority (LA) of:

- A permanent exclusion
- Exclusions which would result in the pupil being excluded for more than 5 school days (or more than 10 lunchtimes) in a term

- Exclusions which would result in the pupil missing a public examination

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

For all other exclusions, the Head Teacher will notify the CEO, the Board of Trustees and LA once a term.

7.2 The Board of Trustees

Responsibilities regarding exclusions are delegated to a Disciplinary Committee of The Board of Trustees.

The Disciplinary Committee has a duty to consider the reinstatement of an excluded pupil (see section 8).

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 fixed-period exclusion of more than 5 school days, the Board of Trustees will arrange suitable full-time education for the pupil. This provision will begin no later than the sixth day of the exclusion.

For schools with secondary aged pupils only:

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

7.3 The Local Authority

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

8. Considering the reinstatement of a pupil

The Board of Trustees will consider the reinstatement of an excluded pupil 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 pupil's total number of school days of exclusion to more than 15 in a term
- It would result in a pupil missing a public examination or national curriculum test

If requested to do so by parents, the Board of Trustees will consider the reinstatement of an excluded pupil within 50 school days of receiving notice of the exclusion if the pupil would be excluded from school for more than 5 school days, but less than 15, in a single term.

Where an exclusion would result in a pupil missing a public examination, the Board of Trustees will consider the reinstatement of the pupil before the date of the examination. If this is not practicable, the Board of Trustees will consider the exclusion and decide whether or not to reinstate the pupil.

The Board of Trustees can either:

- Decline to reinstate the pupil, or

- Direct the reinstatement of the pupil immediately, or on a particular date

In reaching a decision, the Board of Trustees will consider whether the exclusion was lawful, reasonable and procedurally fair and whether the Head Teacher 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 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 Board of Trustees will notify, in writing, the Head Teacher, parents and the LA of its decision, along with reasons for its decision, without delay.

Where an exclusion is permanent, the Board of Trustees' 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 pupil's SEN are considered to be relevant to the exclusion
 - The option to gain advice and support from SENDIASS
 - An explanation of the role of the local authority Exclusion and Reintegration Team (or equivalent)
 - That, regardless of whether the excluded pupil has recognised SEN, parents have a right to require the academy trust 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 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

9. An independent review

If parents apply for an independent review, the The Gallery Trust will arrange for an independent panel to review the decision of the Board of Trustees to not reinstate a permanently excluded pupil.

Applications for an independent review must be made within 15 school days of notice being given to the parents by the Board of Trustees of its decision to not reinstate a pupil.

A panel of 3 members will be constituted with representatives from each of the categories below.

- 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 governors who have served as a governor for at least 12 consecutive months in the last 5 years, provided they have not been teachers or Head Teachers during this time
- Head Teachers or individuals who have been a Head Teacher within the last 5 years

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

- Are a Member or Trustee of the Gallery Trust
- Are the Head Teacher of the excluding school, or have held this position in the last 5 years
- Are an employee of The Gallery Trust, or are on the governing board of the excluding school (unless they are employed as a Head Teacher at another school)
- Have, or at any time have had, any connection with The Gallery Trust, the school, parents or pupil, 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
- Quash 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.

10. School registers

A pupil'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 pupil 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 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.

11. Returning from a fixed-term exclusion

Following a fixed-term exclusion, a re-integration meeting will be held involving the pupil, parents, 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
- An update of the pupils Positive Handling Plan, Individual Support Plan or equivalent
- A reintegration timetable (which may be full or part-time)

12. Monitoring arrangements

The Director of SEND and School Improvement monitors the number of exclusions every term and reports back to the CEO and Board of Trustees. They also liaise with the local authority to ensure suitable full-time education for excluded pupils.

This policy will be reviewed by the Director of Schools every three years and presented to the Schools and Education Committee who will recommend the updated policy to the full Board of Trustees for approval.

13. Links with other policies

This exclusions policy is linked to the following policies:

- Behaviour policy
- SEN Policy
- Anti-Bullying Policy
- Safeguarding Policy

Appendix 1: Independent review panel training

The Gallery Trust must ensure that all members of an independent review panel and clerks have received training within the 2 years prior to the date of the review.

Training must have covered:

- The requirements of the primary legislation, regulations and statutory guidance governing exclusions, which would include an understanding of how the principles applicable in an application for judicial review relate to the panel's decision making
- The need for the panel to observe procedural fairness and the rules of natural justice
- The role of the chair and the clerk of a review panel
- The duties of Head Teachers, governing boards and the panel under the Equality Act 2010
- The effect of section 6 of the Human Rights Act 1998 (acts of public authorities unlawful if not compatible with certain human rights) and the need to act in a manner compatible with human rights protected by that Act