



BROOKE HILL ACADEMY TRUST

Exclusion Policy

Introduction

It is the policy of Brooke Hill Academy Trust 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. (See Behaviour Management Policy).

Purpose of this policy

The Exclusion Policy is designed to briefly outline the Trust's approach to exclusions within the statutory framework as defined in *The School Discipline (Pupil Exclusions and Reviews) (England) Regulations 2012*. This policy complements and reinforces the statutory guidance, and is designed to clarify how schools in the Trust operate on a day to day basis.

The Trust follows the Exclusion guidance issued by Rutland County Council (updated 2017).

Principles

- Exclusion is a sanction used by the schools in the Trust only in cases deemed as serious breaches of the Trust's Behaviour Policies. A pupil may be at risk of exclusion from school for:
 - Verbal or physical assault of a pupil or adult;
 - Persistent and repetitive disruption of lessons and other students' learning;
 - Extreme misbehaviour which is deemed outside the remit of the normal range of sanctions.
- A Fixed Term Exclusion from any of the schools in the Trust can only be authorised by the Executive Headteacher or Head of School acting on their behalf. If none are available to authorise the exclusion a decision should be deferred until the opportunity for authorisation is available.
- In the case of a Permanent Exclusion, this can only be authorised by the Executive Headteacher and must only be done after consulting the Chair of Trustees/Governing Body of the intention to impose this sanction, although the final decision rests with the Executive Headteacher.

- The school seeks to reduce the number of incidents leading to exclusions by promoting a positive atmosphere of mutual respect and discipline within the school.
- The school regularly monitors the number of Fixed Term Exclusions to ensure that no group of pupils is unfairly disadvantaged through their use and that any underlying needs of individuals are being fully met.

Notification of an Exclusion

- Parents will be notified as soon as possible of the decision to exclude a pupil and the reason for the exclusion. This will be done on the day of the exclusion being authorised by either direct phone contact or a face-to-face meeting. Written confirmation of the reason(s) for the exclusion will be sent to parents the same day.
- In the case of a Permanent Exclusion parents will be notified by the Executive Head teacher/Head of School in a face-to-face meeting.
- A pupil who has been excluded will have the reason for his/her exclusion explained to them by a member of staff so that they understand the nature of their misbehaviour.
- The school will also work to put in place a programme for the pupil on his/her return. This will include input from staff at the school, parents, if appropriate, and any other appropriate bodies eg the Local Authority Inclusion Officer. Should it be decided for whatever reason that the matter needs to be put in the hands of another agency i.e. the incident leads to the discovery that there is a child protection issue, the school will continue to monitor the situation and work closely with the Inclusion Officer. It is hoped that in most cases following an exclusion, the child will be able to return to school and that further input will promote in him/her a more positive attitude and a subsequent improvement in behaviour.
- The Chair of Trustees/Governors, LA Inclusion Officer and relevant school staff will be notified on the day of the exclusion of all Fixed Term Exclusions by being sent a copy of the exclusion letter, which is sent out to parents; it will clearly outline the reasons for the exclusion.

Pupils Returning from a Fixed Term Exclusion

All pupils 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.

Permanent Exclusions

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 the school may decide to permanently exclude a pupil because of ongoing issues or even for a 'one-off' incident.

If your child has been permanently excluded, be aware that:

- the school's governing body is required to review the Executive Head teacher's decision and you may meet with them to explain your views on the exclusion;
- if the governing body confirms the exclusion, you can appeal to an independent appeal panel organised by the local authority;
- the school must explain in a letter how to lodge an appeal;
- the Local Authority must provide full-time education from the sixth day of a permanent exclusion.

Appeals

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 Clerk to the Governors ... *the LGBs have no clerk so is this really something Nicola Tyers gets involved in?*].

Relationship to other school policies

The Exclusion Policy should be read in tandem with the Trust's Behaviour Management Policy as well as other relevant policies, particularly the Inclusion Policy, Special Educational Needs Policy and the Equality & Diversity Policy. It is also worth considering the Trust's Anti-Bullying Policy and Attendance Policy.

Monitoring and Review

The impact of this policy will be reviewed by the Education Provision Committee.

The Executive Head teacher will provide the Education Provision Committee with regular monitoring reports which will help it to evaluate the effectiveness of the policy and procedures.

The policy and procedures will be reviewed and amended in the light of such evaluation and in consultation with representatives of all key stakeholders.