



### Exclusion policy

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## 1. 1-Aims

The School does not wish to exclude any child from school, unless it is absolutely ~~necessey~~necessary. The School has adopted standard guidance called Exclusion from School and Pupil Referral Units in England, 2012 (updated 2022). The School will refer to this guidance in any decision to exclude a child from school.

If the School deems that an exclusion is necessary the ~~Our~~ school will aims to ensure that:

- The exclusions process is applied fairly and consistently
- The exclusions process is understood by governors, staff, parents and pupils
- ~~Exclusions are not used as part of an approach to off-role students, particularly those with in vulnerable groups~~
- Pupils in school are safe and happy
- Pupils do not become NEET (not in education, employment or training)
- Ensure all suspensions and permanent exclusions are carried out lawfully.

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## 2. Legislation and statutory guidance

This policy is based on statutory guidance from the Department for Education: Suspension and Permanent Exclusion from maintained schools, academies and pupil referral units in England, including pupil movement~~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:

- ~~T~~Section 52 of the Education Act 2002, as amended by the Education Act 2011;
- The School Discipline (Pupil Exclusions and Reviews) (England) Regulations 2012;
- the Education and Inspections Act 2006;
- The Education act 1996;
- 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
- The Equality Act 2010
- Children and Families Act 2014,
- ~~Sections 64-68 of the School Standards and Framework Act 1998~~

In addition, the policy is based on:

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- ~~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~~

### 3. The decision to exclude

Only the Headteacher, or acting Headteacher, can exclude a pupil from school. A permanent exclusion will only be taken as a last resort. The School ~~We are~~ is committed to following all statutory exclusions procedures, as noted above -to ensure that every child receives an education in a safe and caring environment.

~~Our~~ ~~The school will not~~ ~~is aware that off~~ ~~-roll any student as this~~ ~~ing~~ is unlawful. Off rolling is when a school removes a ~~Ofsted defines off-rolling as:~~

~~"...the practice of removing a~~ pupil from the school roll without a formal or, permanent exclusion. ~~It~~ ~~is also illegal for the School to~~ ~~or by encourage~~ ~~ing~~ a parent to remove their child from the school, ~~when any removal of the child is~~ ~~-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 (this can be found on the Schools website or can be requested through the School office), ~~and~~ ~~if~~ allowing the pupil to remain in school would seriously harm the education or welfare of others such as staff or pupils in the school.

Before deciding whether to exclude a pupil, either permanently or for a fixed period, the Headteacher will carry out an investigation to ~~Consider~~ all the relevant facts and evidence, this will include the following (please note the list is not exhaustive):

- establishing the relevant facts and evidence in relation to a suspension or permanent;
- take into account any contributing factors;
- take into account the pupil's views, considering these in light of their age and understanding, unless it would not be appropriate to do so; and
- ~~including whether the incident(s) leading to the exclusion were provoked~~
- ~~Allow the pupil to give their version of events~~

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- Consider whether the pupil is especially vulnerable (e.g. the pupil has a social worker, or is a looked-after child (LAC))
- Consider if the pupil has special educational needs (SEN), where relevant, the pupil will be given support to express their view, including through advocates such as parents or, if the pupil has one, a social worker.

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In making the decision, the headteacher will apply the civil standard of proof, that 'on the balance of probabilities' it is more likely than not that a fact is true. Please be aware the headteacher is not legally obligated to apply the criminal standard of 'beyond reasonable doubt.'

This means that the headteacher will accept that something happened if it is more likely that it happened. The pupil will be informed about how their views have been factored into any decision made.

#### 4. Definitions

Suspension – when a pupil is removed from the school for a fixed period. This was previously referred to as a 'fixed-term exclusion'.

Permanent exclusion – when a pupil is removed from the school permanently and taken off the school roll. This is sometimes referred to as an 'exclusion'.

Off-site direction – when a governing body of a maintained school requires a pupil to attend another education setting temporarily, to improve their behaviour.

Parent – any person who has parental responsibility and any person who has care of the child.

Managed move – when a pupil is transferred to another school permanently. All parties, including parents and the admission authority for the new school, should consent before a managed move occurs.

For the purposes of exclusions, a 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.

#### 5. Roles and responsibilities

##### 5.1 The Headteacher

##### Informing parents

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

- The reason(s) for the suspension or permanent exclusion;
- The period length of a fixed-term exclusion suspension or, ~~for a~~ permanent exclusion, ~~the fact that it is permanent~~;
- Information about parents' right to make representations ~~about for~~ the suspension or permanent exclusion to the governing body and how the pupil may be involved in this;
- How the representation should be made; and
- The legal rights for the ~~pupil~~ pupil and parent attending the  
~~Where there is a legal requirement for the governing body meeting to meet to consider the reinstatement of a excluded pupil (fixed or permanent), 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 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, P~~parents are legally required to ensure that their child is not present in a public place during school hours without a good reason for the first 5 days of the exclusion. 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; and
- Any information required by the pupil to identify the person they should report to on the first day.

Where this information ~~is not provided on the first day of the exclusion, the School will ensure that it is provide 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 governing body and local authority**

The Headteacher will immediately notify the governing body and the local authority (~~which for Grimsdyke School is~~ Harrow Council) of:

- A permanent exclusion, including when a fixed-period exclusion is made permanent;

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- Exclusions which would result in the pupil being excluded for more than 5 school days (or more than 10 lunchtimes) in a term; and
- Exclusions which would result in the pupil missing a public examination.

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

For all other exclusions, the Headteacher will notify the governing body and Local Authority once a term.

#### Informing the pupil's social worker and/or virtual school head (VSH)

If a:

- Pupil with a social worker is at risk of suspension or permanent exclusion, the headteacher will inform the social worker as early as possible
- Pupil who is a looked-after child (LAC) is at risk of suspension or exclusion, the headteacher will inform the VSH as early as possible

This is in order to work together to consider what factors may be affecting the pupil's behaviour, and what further support can be put in place to improve the behaviour.

If the headteacher decides to suspend or permanently exclude a pupil with a social worker / a pupil who is looked after, they will inform the pupil's social worker / the VSH, as appropriate, without delay, that:

- They have decided to suspend or permanently exclude the pupil
- The reason(s) for the decision
- The length of the suspension or, for a permanent exclusion, the fact that it is permanent
- The suspension or permanent exclusion affects the pupils ability to sit a National Curriculum test or public exam (where relevant)

The social worker / VSH will be invited to any meeting of the governing body about the suspension or permanent exclusion. This is so they can provide advice on how the pupil's background and/or circumstances may have influenced the circumstances of their suspension or permanent exclusion. The social worker should also help ensure safeguarding needs and risks and the pupil's welfare are taken into account.

#### Cancelling suspensions and permanent exclusions

The headteacher may cancel a suspension or permanent exclusion that has already begun, but this will only be done where it has not yet been reviewed by the governing body. Where there is a cancellation:

- The parents, governing body and LA will be notified without delay
- Where relevant, any social worker and VSH will notified without delay



- Parents will be offered the opportunity to meet with the headteacher to discuss the cancellation
- As referred to above, the headteacher will report to the governing body once per term on the number of cancellations
- The pupil will be allowed back in school

#### **Providing education during the first 5 days of a suspension or permanent exclusion**

During the first 5 days of a suspension, if the pupil is not attending alternative (AP) provision, the headteacher will take steps to ensure that achievable and accessible work is set and marked for the pupil. Online pathways such as Google Classroom or Oak Academy may be used for this. If the pupil has a special educational need or disability, the headteacher will make sure that reasonable adjustments are made to the provision where necessary.

If the pupil is looked after or if they have a social worker, the school will work with the LA to arrange AP from the first day following the suspension or permanent exclusion. Where this isn't possible, the school will take reasonable steps to set and mark work for the pupil, including the use of online pathways.

#### **5.2 The governing body**

Responsibilities regarding exclusions are delegated to the Pastoral Committee consisting of at least 3 governors.

The Pastoral Committee has a duty to consider the reinstatement of an excluded pupil (see section 6).

Within 14 days of receipt of a request, the governing body will provide the secretary of state and the Local Authority with information about any exclusions in the last 12 months.

For a fixed-period exclusion of more than 5 school days, the governing body will ensure that the school arranges suitable full-time education or educational provision for the pupil. This provision will begin no later than the sixth day of the exclusion.

#### **Monitoring and analysing suspensions and exclusions data**

The governing body will challenge and evaluate the data on the school's use of suspension, exclusion, off-site direction to alternative provision and managed moves.

The governing body will consider:

- How effectively and consistently the school's behaviour policy is being implemented
- The school register and absence codes
- Instances where pupils receive repeat suspensions

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- Interventions in place to support pupils at risk of suspension or permanent exclusion
- Any variations in the rolling average of permanent exclusions, to understand why this is happening, and to make sure they are only used when necessary
- Timing of moves and permanent exclusions, and whether there are any patterns, including any indications which may highlight where policies or support are not working
- The characteristics of suspended and permanently excluded pupils, and why this is taking place
- Whether the placements of pupils directed off-site into alternative provision are reviewed at sufficient intervals to assure that the education is achieving its objectives and that pupils are benefiting from it
- The cost implications of directing pupils off-site

### 5.3 The Local Authority (“Harrow”)

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.

For pupils who are LAC or have social workers, the LA and the school will work together arrange suitable full-time education to begin from the first day of the exclusion.

## 6. Considering the reinstatement of a pupil

The Pastoral Committee of the governing body will consider the reinstatement of an excluded pupil within 15 school days of receiving the notice of the exclusion if:

- The exclusion is permanent; or
- 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; or
- It would result in a pupil missing a public or National test or examination

If requested to do so by parents, Pastoral Committee of the governing body 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 or National test, Pastoral Committee of the governing body will consider the reinstatement of the pupil before the date of the examination or test. If this is not practicable, the chair of the governing body (or the vice-chair where the chair is unable to make this consideration) will consider the exclusion independently and decide whether or not to reinstate the pupil.

The Pastoral Committee of the governing body 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 Pastoral Committee of the governing body will consider:

- Whether the decision to suspend or permanently exclude was lawful, reasonable, and procedurally fair
- Whether the headteacher followed their legal duties
- The welfare and safeguarding of the pupil and their peers
- Any evidence that was presented to the governing body

~~whether the exclusion was lawful, reasonable and procedurally fair and whether the Headteacher 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.

The following parties will be invited to a meeting of the governing body and allowed to make representations or share information:

- Parents, or the pupil if they are 18 or over (and, where requested, a representative or friend)
- The pupil, if they are aged 17 or younger and it would be appropriate to their age and understanding (and, where requested, a representative or friend)
- The headteacher
- The pupil's social worker, if they have one
- The VSH, if the pupil is looked after
- A representative of the local authority

The governing body will try to arrange the meeting within the statutory time limits set out above and must try to have it at a time that suits all relevant parties. However, its decision will not be invalid simply on the grounds that it was not made within these time limits.

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 Pastoral Committee of the governing body will notify, in writing, ~~the Headteacher, parents and the Local Authority~~ of its decision, along with reasons for its decision, without delay:

- The parents, or the pupil, if they are 18 or older
- The headteacher
- The pupil's social worker, if they have one
- The VSH, if the pupil is looked after
- The local authority

#### ➤ The pupil's home authority, if it differs from the school's

Where an exclusion is permanent, the Pastoral Committee of the governing body 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~~ this will include the following:

- 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;
- That, regardless of whether the excluded pupil has recognised SEN, parents have a right to require the Local Authority 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; and
- 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. This can only happen once the Independent review panel has concluded its proceedings.

### **7. An independent review**

If parents apply for an independent review, the Local Authority will arrange for an independent panel to review the decision of the governing body not to 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 Pastoral Committee of the governing body of its decision to not reinstate a pupil.

A panel of 3 or 5 members will be constituted with representatives from each of the categories below. Where a 5-member panel is constituted, 2 members will come from the school governor category and 2 members will come from the Headteacher category.

- 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 Headteachers during this time
- Headteachers or individuals who have been a Headteacher within the last 5 years

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

- Are a member of the Local Authority or governing body of the excluding school
- Are the Headteacher of the excluding school, or have held this position in the last 5 years
- Are an employee of the Local Authority or the governing body, of the excluding school (unless they are employed as a Headteacher at another school)
- Have, or at any time have had, any connection with the Local Authority school, governing body, 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 panel must consider the interests and circumstances of the pupil, including the circumstances in which the pupil was permanently excluded, and have regard to the interests of other pupils and people working at the school.

Taking into account the pupil's age and understanding, the pupil or their parents will be made aware of their right to attend and participate in the review meeting and the pupil should be enabled to make representations on their own behalf, should they desire to.

Where a SEN expert is present, the panel must seek and have regard to the SEN expert's view of how SEN may be relevant to the pupil's permanent exclusion.

Where a social worker is present, the panel must have regard to any representation made by the social worker of how the pupil's experiences, needs, safeguarding risks and/or welfare may be relevant to the pupil's permanent exclusion.

Where a VSH is present, the panel must have regard to any representation made by the social worker of how any of the child's background, education and safeguarding needs were considered by the headteacher in the lead up to the permanent exclusion, or are relevant to the pupil's permanent exclusion.

The independent panel will decide one of the following:

- Uphold the governing body's decision
- Recommend that the governing body reconsiders reinstatement
- Quash the governing body's decision and direct that they reconsider reinstatement (only when the decision is judged to be flawed)

New evidence may be presented provided it has been submitted at least 2 days before the panel meets, though the school cannot introduce new reasons for the permanent exclusion or the decision not to reinstate. The panel must disregard any new reasons that are introduced.

In deciding whether the decision was flawed, and therefore whether to quash the decision not to reinstate, the panel must only take account of the evidence that was available to the governing body at the time of making its decision. This includes any evidence that the panel considers would, or should, have been available to the governing body and that it ought to have considered if it had been acting reasonably.

If evidence is presented that the panel considers it is unreasonable to expect the governing body to have been aware of at the time of its decision, the panel can take account of the evidence when deciding whether to recommend that the governing body reconsider reinstatement.

The panel's decision can be decided by a majority vote. In the case of a tied decision, the chair has the casting vote.

Once the panel has reached its decision, the panel will notify all parties in writing without delay.

This notification will include:

- The panel's decision and the reasons for it
- Where relevant, details of any financial readjustment or payment to be made if the governing body does not subsequently decide to offer to reinstate the pupil within 10 school days
- Any information that the panel has directed the governing body to place on the pupil's educational record

## 8. 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 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.

#### **Making a return to the LA**

Where a pupil's name is to be removed from the school admissions register because of a permanent exclusion, the school will make a return to the LA. The return will include:

- The pupil's full name
- The full name and address of any parent with whom the pupil normally resides
- At least 1 telephone number at which any parent with whom the pupil normally resides can be contacted in an emergency
- The grounds upon which their name is to be deleted from the admissions register (i.e., permanent exclusion)
- Details of the new school the pupil will attend, including the name of that school and the first date when the pupil attended or is due to attend there, if the parents have told the school the pupil is moving to another school
- Details of the pupil's new address, including the new address, the name of the parent(s) the pupil is going to live there with, and the date when the pupil is going to start living there, if the parents have informed the school that the pupil is moving house

This return must be made as soon as the grounds for removal is met and no later than the removal of the pupil's name.

#### **9. 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. At this meeting a reintegration plan will be agreed and signed. The following measures may be implemented when a pupil returns from a fixed-term exclusion:

- Agreeing a behaviour contract
- Putting a pupil 'on report'
- Internal isolation
- Tracking success through a reward chart
- Phased return to school
- Individualised education plan
- Referral for assessment and/ or support from relevant external agencies e.g. CAMHS

- The school will explain the reintegration strategy to the pupil in a reintegration meeting before or on the pupil's return to school if they have not attended the planning meeting. During the meeting the school will communicate to the pupil that they are getting a fresh start and that they are a valued member of the school community.
- The pupil, parents, a member of senior staff, and any other relevant staff will be invited to attend the meeting.
- The meeting can proceed without the parents in the event that they cannot or do not attend.
- The school expects all returning pupils and their parents to attend reintegration meetings, but pupils who do not attend will not be prevented from returning to the classroom.

## 10. Monitoring arrangements

The Inclusion Manager monitors the number of exclusions every term and reports back to the Headteacher and governing body. They also liaise with the local authority to ensure suitable educational provision / full-time education for excluded pupils. The school will use the results of this analysis to make sure it is meeting its duties under the Equality Act 2010. If any patterns or disparities between groups of pupils are identified by this analysis, the school will review its policies in order to tackle it.

This policy will be reviewed by Pastoral Committee of the governing body every two years. At every review, the policy will be shared with the governing body.

## 11. Links with other policies

This exclusions policy is linked to our:

- Behaviour policy
- SEND policy and information report

## Appendix 1: Independent review panel training

The Local Authority 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 Headteachers, governing bodies 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