

**Fulbridge Academy**



## **Exclusion Policy**

Date approved:	December 2017
Date reviewed:	December 2019
Date of next review:	December 2021

## **Exclusion Policy**

### **Introduction and General Principles**

At The Fulbridge Academy, behaviour is on the whole, exceptionally good. Permanent exclusion will only be used as a last resort when all other sanctions in line with the school Behaviour policy have been exhausted along with any other reasonable steps and adjustments. This could include being sent to another class, Senior Leaders in the school, or internal exclusion (this is where the child will spend time in another class for a period of time).

Permanent exclusion may, on extremely rare occasions be the only possible response to a single incident of very extreme misconduct which if allowing the child to remain in school would be to the serious detriment of the education and/or welfare of students and staff.

In applying this exclusion policy, we will follow the latest guidance and advice from the Department of Education and the Local Authority.

Each incident of exclusion will be recorded in a standard format, which should detail;

- the name of the student
- the year group and class
- the gender of the student
- the ethnicity of the child
- the type of exclusion
- in the case of fixed term exclusions, the number of days of which

### **Procedures for Fixed-Term Exclusions**

The Principal will normally decide if a student is to be excluded for a fixed period. Where the Principal is absent, this power to exclude for a fixed period is delegated to a Vice Principal. The Principal may withdraw an exclusion that has not been reviewed by the governing board.

Each individual case will be determined on its merit and circumstances will be investigated, considered and taken into account. The degree of severity of the offence, the frequency of occurrence and the likelihood of recurrence will be taken into account, as will the previous record of the student involved.

The behaviour of a pupil outside school can be considered grounds for an exclusion.

If a student is to be excluded for the first time, the length of the exclusion will normally be between 1-3 school days. Longer periods may be used for more serious offences, extreme circumstances or a reoccurrence of misbehaviour following previous fixed term exclusion.

Fixed-term exclusion will be considered as an option where verbal or physical abuse is directed towards staff and students and in serious cases of unprovoked violence towards fellow students or staff. It will also be considered in case of the bringing of dangerous objects or illegal substances onto the school premises.

When the Principal or allocated Senior Manager has decided that there is adequate ground for the exclusion of a student, the parents will be informed by telephone as soon as possible. A letter will then be issued to the parent of the day of exclusion. The letter should detail;

- the reason for the exclusion
- the length of the exclusion

- a suggested date on which parents may meet with the Principal or allocated Senior Manager to discuss the exclusion
  - right to make representations to the Local Governing Committee.
- Information regarding the exclusion should be sent to the Chair of Governors and the Head of the Pupil Referral Service at the Local Authority.

When notifying parents of the exclusion, the school will provide free and impartial information about the exclusion

- [guidance on exclusions](#)
- source of impartial advice to gain further understanding ([Coram's Legal Children](#) / [ACE education](#))
- where relevant links to other local services

Representations to the Local Governors concerning fixed term exclusion will normally be made in the first instance to the Chair of Governors. If the matter cannot be resolved by the Chair of Governors in the first instance, he/she may decide to refer the matter to a sub-committee of Governors.

Before the student returns to school, a reintegration meeting should be convened by the appropriate Senior Leader (Principal/ Vice Principal) with the appropriate members of staff, parents and child. During the reintegration meeting the following will be discussed and documented;

- Name, Year Group
- Exclusion dates
- Reason/s for exclusion
- Date of reintegration meeting
- Agreed and set targets for the child.

At the end of the meeting, all parties will be asked to sign the agreement but the child is escorted back into class. The form is then stored on the record of the child.

In extreme and rare circumstances, the school reserves the right to use fixed term exclusion up to the maximum period allowed in the current legislation. In the case of fixed term exclusions exceeding the maximum period a meeting of Governors Sub Committee will be convened.

If the exclusion is for 6 days or more the Principal (or appropriate Senior Leader) will;

- Plan full-time, offsite, educational provision from day 6 of the exclusion
- Ensure that work is set and sent home for completion.
- Notify parents of their responsibility to ensure that their child is not found in a public place during school hours
- Inform the Local Authority of the details of the exclusion and the provision made for the individual.

### **Procedures for Permanent Exclusions**

The Principal alone will normally decide if a student is to be permanently excluded. Where the Principal is absent and the Vice Principal feels that permanent exclusion may be the appropriate response, the Vice Principal may exclude the student for a fixed-term period to allow the Principal to consider the case on his/ her return.

Permanent exclusion is a very serious decision to come to and should only be used when all other sanctions, reasonable adjustments have failed to produce the desired outcomes for the student. It

may also be an appropriate response to a single incident of extreme misconduct, for example extreme violence towards a fellow students or assault on a staff member.

The Principal will inform the parents of a permanent exclusion immediately by telephone and followed up in writing. The letter will give parents at least seven days notice of a hearing before the Governors Sub Committee to consider the exclusion.

The letter will state;

- That the student has been permanently excluded
- The reasons for the permanent exclusion
- the parents right to examine the record of the student
- the purpose of the hearing
- that the parent and student should attend the hearing and have the right to be accompanied by a friend
- that if they do not attend the hearing it may proceed in their absence
- that is the Governor confirm the exclusion, the parents have a right of appeal to an Independent Appeals Committee

A copy of this letter should be sent to the Chair of Governors and Sub Committee.

The Principal will make arrangements for a hearing before a Governors' Sub Committee to take place within 14 days of the exclusion. Normally, three members of the Governors will sit on the sub committee. No Governor who has any prior knowledge or involvement in the case should sit on the panel.

The procedure followed at the hearing will be as informal as possible. It will normally follow the format set out below;

- The Sub Committee will meet jointly with the Principal and the parent. Student and any accompanying companion.
- The Governors will invite the Principal to give his/her reasons for recommending permanent exclusion
- The parent/s will be invited to ask questions of the Principal
- The parent/s will be given the opportunity to explain why they think permanent exclusion is inappropriate
- The Principal will be given an opportunity to ask questions of the parents.
- The Principal and parents will be given the opportunity to sum up and ask further questions of the Governors. The Governor may wish to ask further questions to either the Principal or the parents.
- The Governors should be given time to convene to allow them to consider their decision. At this point, the Principal, parents and students should withdraw from the meeting.
- It is important that all parties in the meeting are aware that an adjournment can be called at anytime. This could be for discussion, to compose themselves or seek advice from a professional advisor.

The Governors will decide to either;

- Uphold the decision of the permanent exclusion
- To order the immediate reinstatement of the student

The decision of the Governors Sub Committee will be communicated to the parent s by letter on the same day. If the Governors decide to uphold the decision to permanently exclude, the letter should inform the parents of their right to appeal to an Independent Appeals Committee.

## **Monitoring**

Each incident of exclusion will be brought to the attention of the Chair of the Local Governing Committee and reviewed at the relevant committee meetings.

Please see below for details of the letters notifying parents that their child has been excluded -

Letter 1 - A fixed period exclusion less than 6 days

Letter 2 - A fixed period exclusion between 6 and 15 days

Letter 3 - A fixed period exclusion of 16 days or more

Letter 4 - Permanent exclusion.

### **MODEL LETTER 1 - FROM HEAD TEACHER (OR TEACHER IN CHARGE OF A PRU) NOTIFYING PARENT OF A FIXED PERIOD EXCLUSION OF LESS THAN 6 DAYS, AND WHERE A PUBLIC EXAMINATION IS NOT MISSED**

Dear **(Parent's Name)**

I am writing to inform you of my decision to exclude **(Name of Child)** for a period of **(Period of Exclusion)**. This means that **(Name of Child)** will not be allowed in this School/College for this period.

I realise that this exclusion may well be upsetting for you and your family, but this decision has not been taken lightly. **(Name of Child)** has been excluded for this fixed period for the following reasons:

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**(School other than PRU)** You have the right to make representations to the School Governors Discipline Committee. If you wish to make representations please contact **(Name of Contact)** on/at **(Contact Details – Address, Phone Number, email)**, as soon as possible.

**(PRU)** You have the right to make representations to **(name of LEA)**. These representations will be considered by **(here set out arrangements which the LEA have made for considering representations)**. If you wish to make representations please contact **(Name of contact)** on/at **(Contact Details-Address, Phone Number, email)** as soon as possible.

You also have the right to see a copy of **(Name of Child)**'s school record. Due to confidentiality restrictions, you will need to notify me in writing if you wish to be supplied with a copy of **(Name of Child)**'s school record. I will be happy to supply you with a copy if you request it. There may be a charge for photocopying.

The school will continue to set work for **(Name of Child)** during the period of **his/her** exclusion **(Please insert what arrangements are in place for this)**. Please ensure that any work set by the school is completed and returned to us for marking.

You have a duty to ensure that your child is not present in a public place in school hours during the period of this exclusion unless there is reasonable justification. You could be prosecuted or receive a penalty notice if your child is present in a public place during school hours on these days. It will be for you to show reasonable justification.

I would like to draw your attention to the relevant sources of free and impartial information as follows:

- Department for Education statutory guidance on exclusions:  
[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/269681/Exclusion\\_from\\_maintained\\_schools\\_academies\\_and\\_pupil\\_referral\\_units.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/269681/Exclusion_from_maintained_schools_academies_and_pupil_referral_units.pdf)
- The Coram Children's Legal Centre: [www.childrenslegalcentre.com](http://www.childrenslegalcentre.com), Tel: 08088 020 008

*Where relevant please also include links to local services such as Traveller Education Services or*

- Peterborough branch of the Parent Partnership:  
[http://www.peterborough.gov.uk/children\\_and\\_families/schools/special\\_educational\\_needs/inclusion\\_teams/parent\\_partnership\\_officer-1.aspx](http://www.peterborough.gov.uk/children_and_families/schools/special_educational_needs/inclusion_teams/parent_partnership_officer-1.aspx)

**(Name of Child)**'s exclusion expires on **(Date)** and we expect **(Name of Child)** to be back in school on **(Date)** at **(Time)**. I am sure it would be helpful for us to meet to discuss **(Name of Child)**'s return to school before they are due back. Please could you contact **(Name)** to arrange a convenient time and date.

Yours sincerely

**Headteacher**

**MODEL LETTER 2 - FROM HEAD TEACHER (OR TEACHER IN CHARGE OF A PRU) NOTIFYING PARENT OF A FIXED PERIOD EXCLUSION OF 6 TO 15 DAYS, OR WHERE CUMULATIVE EXCLUSIONS IN THE SAME TERM FALL WITHIN THIS RANGE, OR WHERE A PUBLIC EXAMINATION IS MISSED**

Dear **(Parent's Name)**

I am writing to inform you of my decision to exclude **(Name of Child)** for a period of **(Period of Exclusion)**. This means that **(Name of Child)** will not be allowed in this **(School/College)** for this period.

I realise that this exclusion may well be upsetting for you and your family, but this decision has not been taken lightly. **(Name of Child)** has been excluded for this fixed period for the following reasons:

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**(School other than PRU)** You have the right to request a meeting of the School Governors Discipline Committee at which you may make representations and the decision to exclude can be reviewed. As the length of the exclusion is more than 5 school days (or equivalent) the Committee must meet if you request it to do so. The latest date the Committee can meet is **(Date Here – no later than 50 school days from the date the Committee is notified)**. If you wish to make representations to the Committee and wish to be accompanied by a friend or representative please contact **(Name of Contact)** on/at **(Contact Details – Address, Phone Number, email)**, as soon as possible.

**(PRU)** You have the right to make representations to **(name of LEA)**. These representations will be considered by **(here set out arrangements which the LEA have made for considering representations)**. If you wish to make representations please contact **(Name of contact)** on/at **(Contact Details-Address, Phone Number, email)** as soon as possible. **(Note –this wording is not suitable where the child would lose the opportunity to take a public examination)**.

You also have the right to see a copy of **(Name of Child)**'s school record. Due to confidentiality restrictions, you will need to notify me in writing if you wish to be supplied with a copy of **(Name of Child)**'s school record. I will be happy to supply you with a copy if you request it. There may be a charge for photocopying.

The school will continue to set work for **(Name of Child)** during the period of **his/her** exclusion **(Please insert what arrangements are in place for this)**. Please ensure that any work set by the school is completed and returned to us for marking.

You have a duty to ensure that your child is not present in a public place in school hours during the period of this exclusion unless there is reasonable justification. You could be prosecuted or receive a penalty notice if your child is present in a public place during school hours on these days. It will be for you to show reasonable justification.

I would like to draw your attention to the relevant sources of free and impartial information as follows:

- Department for Education statutory guidance on exclusions:  
[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/269681/Exclusion\\_from\\_maintained\\_schools\\_academies\\_and\\_pupil\\_referral\\_units.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/269681/Exclusion_from_maintained_schools_academies_and_pupil_referral_units.pdf)
- The Coram Children's Legal Centre: [www.childrenslegalcentre.com](http://www.childrenslegalcentre.com), Tel: 08088 020 008

*Where relevant please also include links to local services such as Traveller Education Services or*

- Peterborough branch of the Parent Partnership:  
[http://www.peterborough.gov.uk/children\\_and\\_families/schools/special\\_educational\\_needs/inclusion\\_teams/parent\\_partnership\\_officer-1.aspx](http://www.peterborough.gov.uk/children_and_families/schools/special_educational_needs/inclusion_teams/parent_partnership_officer-1.aspx)

**(Name of Child)**'s exclusion expires on **(Date)** and we expect **(Name of Child)** to be back in school on **(Date)** at **(Time)**. I am sure it would be helpful for us to meet to discuss **(Name of Child)**'s return to school before they are due back. Please could you contact **(Name)** to arrange a convenient time and date.

Yours sincerely

**Headteacher**

*The Fulbridge Academy is part of the Four C's Multi Academy Trust*

**MODEL LETTER 3 - FROM HEAD TEACHER (OR TEACHER IN CHARGE OF A PRU) NOTIFYING PARENT OF A FIXED PERIOD EXCLUSION OF 16 DAYS OR MORE, OR WHERE CUMULATIVE EXCLUSIONS IN THE SAME TERM ARE 16 DAYS OR MORE**

Dear (Parent's Name)

I am writing to inform you of my decision to exclude **(Name of Child)** for a period of **(Period of Exclusion)**. This means that **(Name of Child)** will not be allowed in this **(School/College)** for this period.

I realise that this exclusion may well be upsetting for you and your family, but this decision has not been taken lightly. **(Name of Child)** has been excluded for this fixed period for the following reasons:

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**(School other than PRU)** As the length of the exclusion is more than 15 school days (or equivalent) the School Governors Discipline Committee must automatically meet to consider the exclusion. At the review meeting you may make representations to the Committee if you wish to do so. The latest date the Committee can meet is **[Date Here - no later than 15 school days from the date the Discipline Committee is notified]**. If you wish to make representations to the Committee and wish to be accompanied by a friend or representative please contact **(Name of Contact) on/at (Contact Details - Address, Phone Number, email)**, as soon as possible. You will, whether you choose to make representations or not, be notified by the Clerk to the Committee of the time, date and location of the meeting.

**(PRU)** As the length of the exclusion is more than 15 days **(Name of LEA)** must consider the exclusion. **(Here set out the arrangements which the LEA have made to review fixed period exclusions)**. A review meeting will be held and at the review meeting you may make representations if you wish. The latest date for a review meeting is **(Date here-no later than 15 school days from the date LEA is notified)**. If you wish to make representations and wish to be accompanied by a representative please contact **(Name of contact) on/at (contact Details-Address, Phone Number, email)**.

You also have the right to see a copy of **(Name of Child)**'s school record. Due to confidentiality restrictions, you will need to notify me in writing if you wish to be supplied with a copy of **(Name of Child)**'s school record. I will be happy to supply you with a copy if you request it. There may be a charge for photocopying.

The school will continue to set work for **(Name of Child)** during the period of **his/her** exclusion **(Please insert what arrangements are in place for this)**. Please ensure that any work set by the school is completed and returned to us for marking.

You have a duty to ensure that your child is not present in a public place in school hours during the period of this exclusion unless there is reasonable justification. You could be prosecuted or receive a penalty notice if your child is present in a public place during school hours on these days. It will be for you to show reasonable justification.

I would like to draw your attention to the relevant sources of free and impartial information as follows:

- Department for Education statutory guidance on exclusions:  
[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/269681/Exclusion\\_from\\_maintained\\_schools\\_academies\\_and\\_pupil\\_referral\\_units.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/269681/Exclusion_from_maintained_schools_academies_and_pupil_referral_units.pdf)
- The Coram Children's Legal Centre: [www.childrenslegalcentre.com](http://www.childrenslegalcentre.com), Tel: 08088 020 008
- The Peterborough Pupil Referral Service [www.peterboroughprs.co.uk](http://www.peterboroughprs.co.uk)

Where relevant please also include links to local services such as Traveller Education Services or

- Peterborough branch of the Parent Partnership:  
[http://www.peterborough.gov.uk/children\\_and\\_families/schools/special\\_educational\\_needs/inclusion\\_teams/parent\\_partnership\\_officer-1.aspx](http://www.peterborough.gov.uk/children_and_families/schools/special_educational_needs/inclusion_teams/parent_partnership_officer-1.aspx)

(Name of Child)'s exclusion expires on (Date) and we expect (Name of Child) to be back in school on (Date) at (Time). I am sure it would be helpful for us to meet to discuss (Name of Child)'s return to school before they are due back. Please could you contact (Name) to arrange a convenient time and date.

Yours sincerely

Headteacher

#### MODEL LETTER 4 - FROM HEAD TEACHER (OR TEACHER IN CHARGE OF A PRU) NOTIFYING PARENT OF A PERMANENT EXCLUSION

Dear (Parent / Carer)

I am writing to inform you of my decision to permanently exclude (Name of Child) with effect from (Date). This means that (Name of Child) will not be allowed in this (School/College) unless he is reinstated by the Governing Body or by an Appeal Panel.

I realise that this exclusion may well be upsetting for you and your family, but the decision to permanently exclude (Name of Child) has not been taken lightly. (Name of Child) has been excluded for the following reasons:

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You have a duty to ensure that your child is not present in a public place in school hours during the first 5 school days of an exclusion unless there is reasonable justification. You could be prosecuted or receive a penalty notice if your child is present in a public place during school hours on those days. It will be for you to show reasonable justification.

Alternative arrangements for (Name of Child)'s education will continue to be made. For the first five school days of the exclusion, work will be set by the School/College for (Name of Child) and we would ask you to ensure this work is completed and returned promptly to the School/College for marking. From the sixth school day of the exclusion onwards, ie from (Date) the Peterborough Local Authority will provide suitable full-time education. These arrangements will be notified to you by a further letter from Peterborough Pupil Referral Service.

As this is a permanent exclusion the Governing Body must meet to consider it. At the review meeting you may make representations to the Governing Body if you wish and ask them to reinstate your child in School/College. The Governing Body has the power to reinstate your child immediately or from a specified date, or, alternatively, they have the power to uphold the exclusion in which case you may appeal against their decision to an Independent Review Panel. The latest date by which the Governing Body must meet is **(Date)**. If you wish to make representations to the Governors' Hearing, and wish to be accompanied by a friend or representative (at your own expense), please contact the Clerk to the Governors at the school/college as soon as possible, **(tel. number)** , **(email address)**. You will, whether you choose to make representations or not, be notified by the Clerk to the Governors of the time, date and location of the meeting. **(Name of Child)** is also welcome to attend this meeting.

Please let us know if you have a disability or special needs which would affect your ability to attend the meeting. Also, please inform the Clerk to the Governors if it would be helpful for you to have an interpreter present at the meeting.

You have the right to see a copy of **(Name of Child)**'s school record. Due to confidentiality restrictions, you must notify me in writing if you wish to be supplied with a copy of **(Name of Child)**'s school record. I will be happy to supply you with a copy if you request it. There may be a charge for photocopying.

I would like to draw your attention to the relevant sources of free and impartial information as follows:

- Department for Education statutory guidance on exclusions:  
[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/269681/Exclusion\\_from\\_maintained\\_schools\\_academies\\_and\\_pupil\\_referral\\_units.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/269681/Exclusion_from_maintained_schools_academies_and_pupil_referral_units.pdf)
- The Coram Children's Legal Centre: [www.childrenslegalcentre.com](http://www.childrenslegalcentre.com), Tel: 08088 020 008
- The Peterborough Pupil Referral Service [www.peterboroughprs.co.uk](http://www.peterboroughprs.co.uk)

*Where relevant please also include links to local services such as Traveller Education Services or*

- Peterborough branch of the Parent Partnership:  
[http://www.peterborough.gov.uk/children\\_and\\_families/schools/special\\_educational\\_needs/inclusion\\_teams/parent\\_partnership\\_officer-1.aspx](http://www.peterborough.gov.uk/children_and_families/schools/special_educational_needs/inclusion_teams/parent_partnership_officer-1.aspx)

Yours sincerely

**Headteacher**