



SPAGHETTI BRIDGE

Exclusion Policy

Policy Owner	Head of Curriculum Development & Research
Applies to	<i>This policy applies to all services</i>
Associated Documents	This policy links to: <i>Relational Support Policy</i> <i>Health and Safety Policy</i> <i>Equal Opportunities Policy</i> <i>Child Protection & Safeguarding Policy</i> <i>Curriculum Policy</i> <i>Equality Policy</i>
Review Frequency	<i>This policy is reviewed annually</i>
Date of Review	<i>February 2024</i>
Next Review Date	<i>February 2025</i>
Approved by Chief Executive Officer	<i>Dan Alipaz</i> <hr/> Dan Alipaz (Feb 20, 2024, 7:55am)
Approved by the Chair of the Board	<i>Stephen Bradshaw</i> <hr/> Stephen Bradshaw (Feb 19, 2024, 1:52pm)

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1. Introduction

Purpose/Aim

Our school aims to ensure that:

- The exclusions process is applied fairly and consistently and accounts for the best interest of the student.
- The exclusions process is understood by staff, parents, and students.
- Students in school are safe and happy.

2. Scope

This policy directly impacts all members of the school community, including staff, students, families, and other stakeholders.

Definition

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.

An exclusion is when a child or young person is not permitted to attend their school for any period of time.

There are two types of exclusions:

- Suspension (sometimes referred to as a fixed-term exclusion)
- Permanent exclusion

3. Policy Statement

Only the headteacher or, in their absence, a senior member of staff acting with their authority, can exclude a student from school for a fixed term. Any decision to exclude a student must be agreed with the Regional Operations Lead for the school.

A decision to exclude a student for a fixed term will only be taken if:

- Remaining in school would be therapeutically unhealthy for the student.
- 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. This means that the student has been supported through every means that the school has available.

If a decision is made to exclude a student, the school should support the transition process to the student's next educational placement.

All decisions to exclude a student permanently will need to be agreed with the Governance Team.

If possible and appropriate, all excluded students, whether for a fixed- or permanent length of time, should be provided with remote work for the duration of the time they are on role at the school in line with the Remote Learning Policy.

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.

Considering the reinstatement of a student

The Governance Team will consider the reinstatement of a student excluded for a fixed term before the end of the intended exclusion period if:

- The circumstances necessitating the exclusion have altered and the conditions leading to the exclusion no longer apply.

The Governance Team will consider the reinstatement of a excluded student permanently if:

- It is deemed that the exclusion was not in line with this policy.
- The circumstances necessitating the exclusion have altered and the conditions leading to the exclusion no longer apply.

Minutes will be taken of any governance meeting around the exclusion and a record of evidence considered kept. The outcome will also be recorded on the student's educational record.

The Governance Team will notify, in writing, the headteacher, parents and the LA of its decision, along with reasons for its decision, without delay.

Parent/carers representation

Parents/carers can make representation to the Governance Team to review the decision to exclude. Any representation must be done within 15 days of notice of exclusion and to the chair of the Governance Team Stephen Bradshaw (stephen.bradshaw@spbridge.co.uk).

The Governance Team will arrange for an independent sub-committee to review the decision of permanent exclusion and consider reinstatement. The committee review will take place within 5 days of any representation received, and will inform parents/carers immediately after the review of the decision to either;

- Uphold the Governance Team decision.
- Recommend that the Governance Team considers reinstatement.

School registers

A student'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 student and no application has been made for an independent review panel, or
- The parents/carers have stated in writing that they are not applying for representation following the decision to exclude.
- Where representation has been made, the Governance Team will wait until that review has concluded before removing a student's name from the register.
- Where alternative provision has been made for an excluded student and they attend it, code B (education off- site) or code D (dual registration) will be used on the attendance register.
- Where excluded students are not attending alternative provision, code E (absent) will be used.

Returning from a fixed-term exclusion

Following a fixed-term exclusion, a reintegration meeting will be held involving the student, parents/carer, a member of senior staff and other staff, where appropriate. Prior to and as part of this meeting, strategies will be designed and implemented in order to mitigate the likelihood of the circumstances that led to the exclusion.

4. Roles & Responsibilities

The Headteacher

Informing parents/carers

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

- 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 Governance Team and that the student may be involved in this
- Details of any alternative provision that may have been arranged will also be included.

Informing the proprietor/Governance Team and local authority

The headteacher will immediately notify the Governance Team and the local authority (LA) of:

- The intention to undertake a permanent exclusion of a student, including when a fixed-period exclusion is made permanent.
- Exclusions which would result in the student being excluded for more than 5 school days 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.

5. Support, Advice and Communication

For support and advice on the content and context of this policy please initially refer to the Senior leadership Team of our school.



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