



## CONNECTED LEARNING Exclusion Policy

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## **CONNECTED LEARNING**

### **EXCLUSION POLICY**

#### **Role of Headteacher**

The Headteacher has the responsibility for giving fixed-term suspensions to individual children for serious acts of misbehaviour. For repeated or very serious acts of anti-social behaviour, such as verbal, physical abuse or assault, the Headteacher may permanently exclude a child. The Local Governing Body must be informed of all exclusions and the Board of Trustees of any permanent exclusion within the Trust.

The Head of School can neither give fixed-term suspensions nor any permanent exclusions at any time without formally requesting such from the Executive Headteacher.

#### **Role of Trustees / Governors**

Each academy prepares its own Behaviour Policy to ensure good pupil behaviour and positive attitude. The Trustees support the Headteachers in carrying out these guidelines.

The Headteacher has the day-to-day authority to implement the Behaviour Policy but Governors may give advice to the Headteacher about particular disciplinary issues. The Headteacher must take this into account when making decisions about matters of behaviour.

#### **Fixed-term and permanent exclusions**

Only the Headteacher (or Executive Headteacher / Acting Headteacher) has the power to exclude a pupil from school. The Headteacher may exclude a pupil for one or more fixed periods, for up to 45 days in any one school year. The Headteacher may also exclude a pupil permanently. It is also possible for the Headteacher to convert a fixed-term exclusion into a permanent exclusion, if the circumstances warrant this.

If the Headteacher excludes a pupil, he/she must inform the parents\* immediately, giving reasons for the exclusion. At the same time, the Headteacher makes it clear to the parents that they can, if they wish, appeal against the decision to the Board of Trustees. The school informs the parents how to make such an appeal.

The Headteacher will inform the both the Local Governing Body and the Board of Trustees about any permanent exclusion and about any fixed-term exclusions beyond five days in any one term. For permanent exclusions, the Local Authority must arrange suitable full-time education for the pupil to begin no later than the sixth day of the exclusion.

Neither the Local Governing Body nor the Board of Trustees can either exclude a pupil or extend the exclusion period made by the Headteacher.

A Discipline Committee panel should be made up of at least three members, one being a Trustee. This committee follows the DfE's Exclusion Guidelines for Maintained Schools and Academies . When the Discipline Committee meet to consider any exclusion, they consider the circumstances in which the pupil was excluded, consider any representation by parents, and consider whether the pupil should be reinstated.

If the Committee decides that a pupil should be reinstated, the Headteacher must comply with this ruling.

## **SEE APPENDIX I FOR EXCLUSION PROCESS**

### **Monitoring**

The Headteacher keeps a record of any pupil who is suspended for a fixed-term or who is permanently excluded. It is the responsibility of the Local Governing Body to monitor the rate of suspensions and exclusions, and to ensure that the school policy is administered fairly and consistently.

### **Review**

The Trustees review this policy every two years. The Trustees may, however, review the policy earlier than this if the government introduces new regulations or if the Board of Trustees receives recommendations on how the policy might be improved.

## **FOR FULL DETAILS OF GUIDANCE FOR THE EXCLUSION OF PUPILS, PLEASE REFER TO**

[www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/269681/Exclusion from maintained schools academies and pupil referral units.pdf](http://www.gov.uk/government/uploads/system/uploads/attachment_data/file/269681/Exclusion_from_maintained_schools_academies_and_pupil_referral_units.pdf)

\*The definition of a parent for the purposes of the Education Act is broadly drawn. In addition to the child's birth parents, references to parents in this guidance include any person who has parental responsibility (which includes the Local Authority where it has a care order in respect of the child) and any person (for example, a foster carer) with whom the child lives.

The exclusion regulations give clarity and certainty to schools, local authorities, Academy Trusts and review panels, in terms of how they discharge their obligations to parents. Obligations are to the "relevant person" – a parent or the pupil, where 18 or over. This guidance refers to "parents" throughout and where practicable it is expected that all those with parental responsibility should be engaged with the exclusions process

APPENDIX 1

