

Policy:

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# Exclusion

*Andy Co*  
19.12.17

## **drb Ignite Multi Academy Trust Mission Statement**

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- One Vision** The drb Ignite Multi Academy Trust has been established through a shared belief that lives can be transformed by what goes on in schools. We believe that the process of teaching and learning shapes futures. To this end our mission is to give every child learning experiences that excite them and give them the power to begin to shape their own lives.
- One Aim** drb Ignite Multi Academy Trust will ensure that all pupils achieve the highest standard of educational outcomes regardless of circumstances or background.

## Rationale

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This policy is designed to briefly outline the approach of drb Ignite Multi Academy Trust to exclusions within the statutory framework as defined in The School Discipline (Pupil Exclusions and Reviews) (England) Regulations 2012. It outlines only where the school applies its own additional guidance and policies, which complement and reinforce the statutory guidance, for purposes of clarity in the day-to-day operation of the school.

## Policy statement

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### Principles

Exclusion is a sanction used by the Trust and its constituent schools only in cases deemed as serious breaches of a School Behaviour Policy. 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 pupils' learning;
- Extreme misbehaviour which is deemed outside the remit of the normal range of sanctions.

A Fixed Term Exclusion from a school within the Trust can only be authorised by the Head teacher or one of the Deputy Head teachers 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 Head teacher and must only be done after consulting the Director for Academies and the Chair of the Local Governing Body of the intention to impose this sanction, although the final decision rests with the Head teacher of the school.

The Trust seeks to reduce the number of incidents leading to exclusions by promoting a positive atmosphere of mutual respect and discipline within each of our schools.

The Trust 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. A 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 Head teacher 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. 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 that agency. It is hoped that in most cases following 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 the Local Governing Body, the Trust's Director of Academies and relevant school staff will be notified of all Fixed Term Exclusions the same day of the production of the exclusion letter, which they will receive a copy of; 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 pupil, parent and school.

### **Permanent Exclusions**

A school will 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 a Head teacher may decide to permanently exclude a pupil because of ongoing issues or even for a 'one-off' incident

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

- the school's Local Governing Body is required to review the 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 Trust Board
- 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 Local 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 Trust Board.

### **Relationship to other Trust policies**

The Exclusion Policy should be read in tandem with a school's Behaviour Policy as well as other relevant Trust policies, particularly the Special Educational Needs Policy and the Equality & Diversity Policy. It also has a close inter-relationship with the schools' Anti Bullying and Attendance Policy

<b>Monitoring and review</b>	Headteachers
<b>Links</b>	Individual school policies: Anti Bullying Policy Behaviour Policy Equality and Diversity Policy SEND Policy
<b>Staff responsible</b>	Headteachers of all academy schools
<b>Committee responsible</b>	Board of Trustees
<b>Date approved</b>	
<b>Review date*</b>	

\*Please note that should there be any changes/further national guidance issued relevant to this policy, it will be updated accordingly prior to the review date shown above and referred to the next MAT Board meeting.