



# **The Park Federation Academy Trust**

**Exclusion Policy**

**2018 - 2019**

## Approval

<b>Approved by CEO and Federation Principal on behalf of the Board of Directors</b>	Dr. Martin Young
<b>Date of approval</b>	September 2018.
<b>Date of review</b>	September 2019.

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# The Park Federation Academy Trust

## Exclusion Policy

2018/2019

This is the Exclusion Policy for all academies in The Park Federation.

It is the policy of The Park Federation to try to deal with all behavioural issues in an active, supportive and positive way, employing a wide range of strategies, including those specifically designed to avoid such issues reaching the point of exclusion. (See each academy's Behaviour Policy).

### **Purpose of this policy**

This policy is designed to briefly outline the Federation's approach to exclusions within the statutory framework as defined in The School Discipline (Pupil Exclusions and Reviews) (England) Regulations 2017. It outlines only where the Federation 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.

- 1) All children have a right to education. Schools should take reasonable steps to set and mark work for pupils during the first five school days of an exclusion; and alternative provision must be arranged from the sixth day.
- 2) A pupil may be excluded for one or more fixed periods (up to a maximum of 45 school days in a single academic year), or permanently. A fixed-period exclusion does not have to be for a continuous period.

### **Principles**

The decision to exclude a pupil must be lawful, reasonable and fair. The Park Federation recognises its statutory duty to not discriminate against pupils based on protected characteristics, such as disability or race and that particular consideration is provided to the fair treatment of pupils from groups who are vulnerable to exclusion.

Where an academy in The Park Federation has concerns about a pupil's behaviour, it will try to identify whether there are any causal factors and intervene early to reduce the need for a subsequent exclusion. In this situation, the academy would consider whether a multi-agency assessment that goes beyond the pupil's educational needs is required.

- 1) Exclusion is a sanction used by the Federation only in cases deemed as serious breaches of each Federation academy's Behaviour Policies.

A pupil may be at risk of exclusion from a Federation academy for:

- Verbal or physical assault of a pupil or adult;
- Persistent and repetitive disruption of lessons and other students' learning;
- Extreme misbehaviour which is deemed outside the remit of the normal range of sanctions.

2) A Fixed Term Exclusion from a Federation academy can only be authorised by the Principal or one of the Deputy Principals acting on behalf of the Principal. If the decision was being made by the Deputy Principal, he or she would try to contact the Principal or Chief Executive Officer to discuss. However, if this was not possible, the Deputy would have the authority to make the decision. If a Vice Principal was deputising and could not consult with the Principal, he or she must refer the matter to the Chief Executive Officer of The Park Federation Academy Trust for a decision.

3) In the case of a Permanent Exclusion this can only be authorised by the Principal after full consultation with and guidance from the Federation's Chief Executive Officer or by the Chief Executive Officer. Moreover, if there is the intention to permanently exclude, the Chair of the Academy Council (Local Governing Body) and the Chair of the Federation's Board of Directors must be consulted. It is crucial to state that all reasonable efforts would be taken to avoid a permanent exclusion, including the possibility of a managed move to another school. If a permanent exclusion or a managed move was being considered for a child with an Educational Health and Care Plan or a Looked After Child, the Local Authority would be consulted.

4) The Federation seeks to reduce the number of incidents leading to exclusions by promoting a positive atmosphere of mutual respect and discipline within its academies.

5) The Federation regularly monitors the number of Fixed Term Exclusions to ensure that no group of students 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.

When a Principal excludes a pupil they will, without delay, notify parents of the period of the exclusion and the reason(s) for it. The Principal also without delay will provide parents with the following information in writing:

- the reason(s) for the exclusion;

- the period of a fixed-period exclusion or, for a permanent exclusion, the fact that it is permanent;
- parents' right to make representations about the exclusion to the Academy Council (governing body) and how the pupil may be involved in this;
- how any representations should be made; and
- where there is a legal requirement for the Academy Council (local governing body) to consider the exclusion, that parents have a right to attend a meeting, to be represented at that meeting (at their own expense) and to bring a friend.

Where an excluded pupil is of compulsory school age the Principal will also notify the pupil's parents of the days on which they must ensure that the pupil is not present in a public place at any time during

school hours. These days would be the first five school days of an exclusion (or until the start date of any alternative provision or the end of the exclusion where this is earlier).

2) In the case of a Permanent Exclusion parents will be notified by the Principal in a face-to-face meeting. Moreover, the Chief Executive Officer of The Park Federation Academy Trust would be present.

3) A student who has been excluded will have the reason for his/her exclusion explained to him or her by a member of staff so that they understand the nature of the misbehaviour.

4) 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 e.g. Local Authority services used by the Federation, etc. 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 Federation academy 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 the Federation academy and that further input will promote in him/her a more positive attitude and a subsequent improvement in behaviour.

5) The Federation's Chief Executive Officer and the Chair of the Academy Council (Local Governing Body) 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 students 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 student, parent and school.

### **Permanent Exclusions**

A Federation academy will usually 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 Principal may decide to permanently exclude a pupil because of ongoing issues or even for a 'one-off' incident.

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

- the Federation academy's Academy Council (Local Governing Body) is required to review the Principal's decision and you may meet with them to explain your views on the exclusion
- if the Academy Council confirms the exclusion, you can appeal to an independent appeal panel organised by The Park Federation Academy Trust
- the Federation academy 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 academy will inform parents of their right to appeal to the Academy Council 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 Governors.

### **Relationship to other school policies**

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

### **Monitoring and Review**

- 1) The impact of this policy will be reviewed by the Academy Council in each academy and by the Chief Executive Officer on behalf of the Federation's Board of Directors.
- 2) The Principal will provide the Academy Council with regular monitoring reports which will help it to evaluate the effectiveness of the policy and procedures.
- 3) The policy and procedures will be reviewed and amended in the light of such evaluation and in consultation with representatives of all key stakeholders.