

Primary Exclusion policy

Document Type	MET Primary Statutory Policy -Published online
Last Revision Date	January 2022
Next Revision Date	September 2023
Owner	MET Primary SEND and Behaviour lead
Author	Executive Lead for Governance and Compliance
Version	1.0
Status	Approved by Quality of Education Committee

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This policy applies to the following schools

Ab Kettleby Primary School
Brownlow Primary School
Sherard Primary School
Somerby Primary School
The Grove Primary School

At Mowbray Education Trust we believe that every child has the right to the support they need to fulfil their potential. In order to support every child, we follow the statutory guidance on pupil exclusion to demonstrate practice in our schools is fair and robust. The Trust Primaries believe in promoting good behaviour but understand that, where all avenues for support have been exhausted, exclusion of a pupil may be necessary as a last resort. Decisions are centred around the needs of the child and the Trust would continue to support the child and family in finding the right setting for them, making sure that there is a smooth transition. This policy supports the MET Primary Behaviour Policy.

1. Aims

Our school aims to ensure that:

- The exclusions process is applied fairly and consistently
- The exclusions process is understood by governance volunteers, staff, parents and pupils
- Pupils in school are safe and happy

2. Legislation and statutory guidance

This policy is based on statutory guidance from the Department for Education: [Exclusion from maintained schools, academies and pupil referral units \(PRUs\) in England](#).

It is based on the following legislation, which outline schools' powers to exclude pupils:

Section 52 of the Education Act 2002, as amended by the Education Act 2011

The School Discipline (Pupil Exclusions and Reviews) (England) Regulations 2012

In addition, the policy is based on:

Part 7, chapter 2 of the [Education and Inspections Act 2006](#), which looks at parental responsibility for excluded pupils

Section 579 of the [Education Act 1996](#), which defines 'school day'

The [Education \(Provision of Full-Time Education for Excluded Pupils\) \(England\) Regulations 2007](#), as amended by [The Education \(Provision of Full-Time Education for Excluded Pupils\) \(England\) \(Amendment\) Regulations 2014](#)

This policy complies with our funding agreement and articles of association.

3. The decision to exclude

Only the headteacher, or acting headteacher, can exclude a pupil from school. A permanent exclusion will be taken as a last resort.

Our school is aware that off-rolling is unlawful. Ofsted defines off-rolling as:

“...the practice of removing a pupil 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 pupil.”

We are committed to following all statutory exclusions procedures to ensure that every child receives an education in a safe and caring environment.

A decision to exclude a pupil will be taken only:

In response to serious or persistent breaches of the school's behaviour policy, **and**

If allowing the pupil to remain in school would seriously harm the education or welfare of others

Before deciding whether to exclude a pupil, either permanently or for a fixed period, the headteacher will:

Consider all the relevant facts and evidence, including whether the incident(s) leading to the exclusion were provoked

Allow the pupil to give their version of events

Consider if the pupil has special educational needs (SEN)

4. Definition

For the purposes of exclusions, 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.

5. Roles and responsibilities

5.1 The headteacher

Informing parents

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

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 about parents' right to make representations about the exclusion to the Trust Board and how the pupil may be involved in this

How any representations should be made

Where there is a legal requirement for the Trust Board to meet to consider the reinstatement of a pupil, and that parents have a right to attend a meeting, be represented at a meeting (at their own expense) and to bring a friend

The headteacher will also notify parents by the end of the afternoon session on the day their child is excluded that for the first 5 school days of an exclusion, or until the start date of any alternative provision where this is earlier, parents are legally required to ensure that their child is not present in a public place during school hours without a good reason. Parents may be given a fixed penalty notice or prosecuted if they fail to do this.

If alternative provision is being arranged, the following information will be included when notifying parents of an exclusion:

The start date for any provision of full-time education that has been arranged

The start and finish times of any such provision, including the times for morning and afternoon sessions, where relevant

The address at which the provision will take place

Any information required by the pupil to identify the person they should report to on the first day

Where this information on alternative provision is not reasonably ascertainable by the end of the afternoon session, it may be provided in a subsequent notice, but it will be provided no later than 48 hours before the provision is due to start. The only exception to this is where alternative provision is to be provided before the sixth day of an exclusion, in which case the information can be provided with less than 48 hours' notice with parents' consent.

Informing the Trust Board and local authority

The headteacher will immediately notify the Trust Board and the local authority (LA) of

A permanent exclusion, including when a fixed-period exclusion is followed by a decision to permanently exclude a pupil

Exclusions which would result in the pupil being excluded for more than 15 school days in a term

Exclusions which would result in the pupil missing a public examination

For a permanent exclusion, if the pupil lives outside the LA in which the school is located, the headteacher will also immediately inform the pupil's 'home authority' of the exclusion and the reason(s) for it without delay.

For all other exclusions, the headteacher will notify the Trust Board and LA once a term.

5.2 The Trust Board

Responsibilities regarding exclusions are delegated to a specially convened Exclusion Panel of governance volunteers. This panel will be organised on a case by case basis.

The exclusion panel has a duty to consider the reinstatement of an excluded pupil (see section 6).

Within 14 days of receipt of a request, the Trust Board will provide the secretary of state with information about any exclusions in the last 12 months.

For a fixed-period exclusion of more than 5 school days, Trust Board will oversee the arrangement of suitable full-time education for the pupil. This provision will begin no later than the sixth day of the exclusion.

5.3 The LA

For permanent exclusions, the LA is responsible for arranging suitable full-time education to begin no later than the sixth day of the exclusion.

6. Considering the reinstatement of a pupil

The Exclusion Panel will consider the reinstatement of an excluded pupil within 15 school days of receiving the notice of the exclusion if:

The exclusion is permanent

It is a fixed-term exclusion which would bring the pupil's total number of school days of exclusion to more than 15 in a term

It would result in a pupil missing a public examination or national curriculum test

If requested to do so by parents, Exclusion Panel will consider the reinstatement of an excluded pupil within 50 school days of receiving notice of the exclusion if the pupil would be excluded from school for more than 5 school days, but less than 15, in a single term.

Where an exclusion would result in a pupil missing a public examination, Exclusion Panel will consider the reinstatement of the pupil before the date of the examination. If this is not practicable, the Exclusion Panel will consider the exclusion and decide whether or not to reinstate the pupil.

The Exclusion Panel can either:

Decline to reinstate the pupil, or

Direct the reinstatement of the pupil immediately, or on a particular date

In reaching a decision, Exclusion Panel will consider whether the exclusion was lawful, reasonable and procedurally fair and whether the headteacher followed their legal duties. They will decide whether or not a fact is true 'on the balance of probabilities', which differs from the criminal standard of 'beyond reasonable doubt', as well as any evidence that was presented in relation to the decision to exclude.

Minutes will be taken of the meeting, and a record of evidence considered kept. The outcome will also be recorded on the pupil's educational record.

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

Where an exclusion is permanent, Exclusion Panel's decision will also include the following:

The fact that it is permanent

Notice of parents' right to ask for the decision to be reviewed by an independent review panel, and:

- The date by which an application for an independent review must be made
- The name and address to whom an application for a review should be submitted
- That any application should set out the grounds on which it is being made and that, where appropriate, reference to how the pupil's SEN are considered to be relevant to the exclusion
- That, regardless of whether the excluded pupil has recognised SEN, parents have a right to require that Mowbray Education Trust appoint an SEN expert to attend the review
- Details of the role of the SEN expert and that there would be no cost to parents for this appointment
- That parents must make clear if they wish for an SEN expert to be appointed in any application for a review
- That parents may, at their own expense, appoint someone to make written and/or oral representations to the panel, and parents may also bring a friend to the review

That if parents believe that the exclusion has occurred as a result of discrimination, they may make a claim under the Equality Act 2010 to the first-tier tribunal (special educational needs and disability), in the case of disability discrimination, or the county court, in the case of other forms of discrimination. A claim of discrimination made under these routes should be lodged within 6 months of the date on which the discrimination is alleged to have taken place

7. An independent review

If parents apply for an independent review, Mowbray Education Trust will arrange for an independent panel to review the decision of the Exclusion Panel not to reinstate a permanently excluded pupil.

Applications for an independent review must be made within 15 school days of notice being given to the parents by the Exclusion Panel of its decision to not reinstate a pupil.

A panel of 3 members will be constituted with representatives from each of the categories below.

A lay member to chair the panel who has not worked in any school in a paid capacity, disregarding any experience in school governance or volunteer.

A governance volunteer who have served for at least 12 consecutive months in the last 5 years, provided they have not been teachers or headteachers during this time.

A headteacher or individuals who have been a headteacher within the last 5 years.

A person may not serve as a member of a review panel if they:

Are a trustee of Mowbray Education Trust or linked governance volunteers of the excluding school.

Are the headteacher of the excluding school, or have held this position in the last 5 years.

Are an employee of Mowbray Education Trust.

Have, or at any time have had, any connection with Mowbray Education Trust, the excluding school, Trust Board and Scrutiny Panels, parents or pupils, or the incident leading to the exclusion, which might reasonably be taken to raise doubts about their impartiality.

Have not had the required training within the last 2 years (see appendix 1 for what training must cover).

A clerk will be appointed to the panel.

The independent panel will decide one of the following:

Uphold the Exclusion Panel's decision

Recommend that the Exclusion Panel reconsiders reinstatement

Quash the Exclusion Panel's decision and direct that they reconsider reinstatement (only when the decision is judged to be flawed)

The panel's decision can be decided by a majority vote. In the case of a tied decision, the chair has the casting vote.

8. School registers

A pupil's name will be removed from the school admissions register if:

15 school days have passed since the parents were notified of the exclusion panel's decision to not reinstate the pupil and no application has been made for an independent review panel, or

The parents have stated in writing that they will not be applying for an independent review panel.

Where an application for an independent review has been made, Exclusion Panel will wait until that review has concluded before removing a pupil's name from the register.

Where alternative provision has been made for an excluded pupil and they attend it, code B (education off-site) or code D (dual registration) will be used on the attendance register.

Where excluded pupils are not attending alternative provision, code E (absent) will be used.

9. Returning from a fixed-term exclusion

Following a fixed-term exclusion, a re-integration meeting will be held involving the pupil, parents, a member of senior staff and other staff, where appropriate. The pupil will undergo a 5-day monitoring period to ensure reintegration and completion of restorative work. See Appendix 1 and 2

10. Monitoring arrangements

Headteachers and Pastoral Teams monitor the number of exclusions every term and report back to the Quality of Education committee routinely or the Executive Lead for Governance and Compliance where a triggering event occurs. They also liaise with the Local Authority inclusion team to ensure suitable full-time education for excluded pupils.

This policy will be reviewed and updated by the MET Primary SEND and Behaviour Advisor

This policy will be reviewed every 2 years or when statutory guidance changes. The policy will be approved by the Quality of Education Committee.

11. Links with other policies

This exclusions policy is linked to our,

- SCH - Primary Behaviour policy
- SCH - SEN policy and information report
- MET - Equality and Diversity Policy

Reintegration meeting after a fixed-period exclusion:



MOWBRAY
Education Trust

SCHOOL:

Pupil's name:

Address:

Date of birth:

Year group/tutor:

Name of parent/guardian:

Contact details:

Is the pupil in care? Yes/no

Is the pupil subject to a child protection plan? Yes/no

Is the pupil identified as having special educational needs (SEN)? Yes/no

If yes, please give details:

DETAILS OF EXCLUSION

**Date of exclusion:
excluded:**

Date of return to school:

Total number of days

Reason for exclusion:

REVIEW OF CURRENT ATTENDANCE

**Attendance this term -
Number of days absent:**

**Attendance this year -
Number of days absent:**

Attendance (%)

Attendance (%)

REVIEW OF ACADEMIC PROGRESS

Subject:

**Target
grade:**

Current grade:

Comments:

TARGETS FOR BEHAVIOUR AND LEARNING

TARGETS FOR BEHAVIOUR AND LEARNING

Area for development	Current score (0-10); 0=never, 10=always	Target score (0-10) 0=never, 10=always	How will we achieve this?	Timescale/review date

Other actions agreed

Restorative meeting Pupil on report Additional SEN support Other (please specify)

ADDITIONAL COMMENTS

Pupil's comments:	Parent/guardian's comments:	School's comments:
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Signed _____
(pupil)

Signed _____
(parent/guardian)

Signed _____
(school)



Behaviour Monitoring Form

School _____

Name _____

Class _____

Reason for monitoring behaviour

Date from _____ to _____

Behaviour Monitoring:

The pupil will be monitored over the next five days and filled in by the class teacher. This will be shared with the Inclusion manager, SENDCO, Head teacher. If required further actions will be taken.

Please indicate using 0 – 5 5 = positive 0 = negative

Date	Behaviour	Following instructions	Completion of work	Attitude to learning	Shouting out

Class Teacher	
Signature	
Inclusion manager/SENDco	

Log of Changes to Policy				
Version	Page	Change	Approver	Date
1.0	Whole Document	Role and title updates where necessary	SB	12.9.22