



THE BISHOPS' BLUE COAT CHURCH OF ENGLAND HIGH SCHOOL

EXCLUSION POLICY

Is this policy statutory?	Yes/No
Review period	3 years
Date of approval	1 st March 2018

Statement of intent

At The Bishops Church of England High School, we understand that good behaviour and discipline is essential for promoting a high quality of education.

Amongst other disciplinary sanctions, the school recognises that exclusion of students may be necessary where there has been a serious breach, or consistent breaches, of the school's Behavioural Policy. Excluding a student may also be required in instances where allowing the student to remain in school would be damaging to the education and welfare of themselves or others.

The school has created this policy to clearly define the legal responsibilities of the Headteacher, Governing board when responding to student exclusions, in order to ensure that they are dealt with both fairly and lawfully, and in line with DfE statutory guidance.

This policy also aims to secure a student's right to an education despite having been excluded, by ensuring that appropriate arrangements are in place.

Signed by:

_____ Headteacher Date: _____
_____ Chair of Governors Date: _____

1. Legal framework

1.1. This policy has due regard to the related statutory legislation, including, but not limited to, the following:

- The Education Act 2002 (as amended by The Education Act 2011)
- The School Discipline (Student Exclusions and Reviews) (England) Regulations 2012
- The Education and Inspections Act 2006
- The Education Act 1996
- The Education (Provision of Full-Time Education for Excluded Students) (England) Regulations 2007 (as amended 2014)
- The European Convention on Human Rights (ECHR)
- The Equality Act 2010

1.2. This policy also has due regard to statutory and non-statutory guidance, including, but not limited to, the following:

- DfE (2017) 'Exclusion from maintained schools, academies and student referral units in England'
- DfE (2016) 'Behaviour and discipline in schools'
- DfE (2015) 'Special educational needs and disability code of practice: 0 to 25 years'

1.3. This policy will be implemented in conjunction with the following school policies and procedures:

- Behavioural Policy
- Anti-Bullying Policy
- Code of Conduct
- E-Safety
- Drugs Education and Misuse of Drugs Policy

2. Grounds for exclusion

2.1. The school will only exclude a student where it is necessary as detailed in the School Behavioural Policy.

2.2 In all cases, the Headteacher will decide which exclusion period a student will be subject to, depending on the circumstances of the case.

2.3 Any decision made to exclude a student will be lawful, proportionate and fair, with respect to legislation relating directly to exclusions and the school's wider legal duties.

3. Factors to consider when excluding a student

3.1 When considering the exclusion of a student, the Headteacher will:

- Allow the student the opportunity to present their case.
- Take into account any contributing factors that are identified after a case of poor behaviour has occurred, e.g. if the student's wellbeing has been compromised, or they have been subjected to bullying.
- Take into consideration whether the student has received multiple exclusions and whether exclusion is serving as an effective sanction.
- Consider early intervention to address underlying causes of disruptive behaviour, including liaising with external agencies, to assess students who demonstrate consistently poor behaviour.

3.2. The Headteacher will consider what extra support may be available for vulnerable groups whose exclusion rates are higher, in order to reduce their risk of exclusion, including the following:

- LAC
- Students eligible for free school meals
- Students with special educational needs and disabilities (SEND)
- Certain ethnic groups

4. Duty to inform parents and carers

4.1. Following the Headteacher's decision to exclude a student, they will ensure the parents and carers are informed of the period of the exclusion and the reasons behind this.

4.2. The Headteacher will inform the parents and carers by telephone or writing of the following:

- The reason(s) for the exclusion
- The length of the fixed-period exclusion or, for a permanent exclusion, the fact that it is permanent
- Their right to raise any representations about the exclusion to the Governing board, including how the student will be involved in this and how the representations will be made
- Their right to attend a meeting where there is a legal requirement for the Governing board to consider the exclusion, and the fact that they are able to bring an accompanying individual
- The arrangements that have been made for the student to continue their education prior to the organisation of any alternative provision, or the student's return to school
- Relevant sources of free, impartial information
- Parents and Carers have a duty to ensure their child is not present in a public place.

5. Duty to inform the Governing board

5.1. The Headteacher will inform the Governing board, without delay, of the following:

- Any permanent exclusions (including where a fixed-period exclusion is followed by a decision to permanently exclude the student)
- Any exclusions which would result in the student being excluded for more than five school days in a term (or more than 10 lunchtimes)
- Any exclusions which would result in the student being absent from an examination or national curriculum test

5.2. For any exclusions, other than those above, the Headteacher will notify the Governing board once per term.

5.3. All notifications to the Governing board will include the reasons for exclusion and the duration of any fixed-period exclusion.

6. Re Admission

6.1. A readmission conversation needs to focus on the future. What is the student, parent and school going to do to try to improve the situation and prevent any future exclusions. There should also be discussion about why the action was wrong, as the student is less likely to re-offend if they understand the reasons for the exclusion and this forms part of the students' education. There might also be reference to the school's ethos and in particular, the school's Christian Ethos.

Where the incident involves a teacher, arrangements may be made for the student to apologise to the teacher – this will often be in writing as it will often not be practical for the teacher to attend the re-admission meeting. A readmission document will be completed.

Where a student is at risk of being permanently excluded serious consideration / discussion must be given to the possibility of a managed move. The school should ensure that it has / will be giving a serious amount of time, effort and resources to try strategies to improve the situation.

If the student is unco-operative and refuses to make amends, then the student can be re-excluded and not re-admitted – obviously, if this continued then meetings would have to be called to explain that continued refusal to abide by school rules would be likely to lead to a permanent exclusion.

7. Considering exclusions

7.1. The Headteacher will consider any representations made by parents and carers about exclusion.

7.2. Any meeting to consider reinstatement of a student will be arranged at a date and time convenient for all parties, and in compliance with any statutory time limits.

7.3. The Headteacher will consider the reinstatement of an excluded student, where:

- The exclusion is permanent.
- The exclusion is fixed-period, and would bring the student's total number of excluded school days to more than 15 in any given term.
- The exclusion would result in the student missing a public examination.

7.4. In the case of a fixed-period exclusion where the student's total number of excluded days is more than five but less than 15 school days within a term, if requested by the parents and carers, the pupil disciplinary committee will consider exclusions within 50 school days of receiving notification.

7.5. In the case of a fixed period exclusion, where the student's total number of excluded school days does not amount to more than five in a given term, in the absence of any such representations, the Governing board is not required to meet and cannot direct the reinstatement of the student.

7.6. Where exclusion would result in a student missing an external examination arrangements need to be made for the parents and carers to bring the student into the exam and then collect them to take home or to move the exclusion to another day.

8. Permanent Exclusions

- 8.1. A temporary 5-day fixed term exclusion can be made while a final decision is made – this would be indicated on the letter.
- 8.2. Permanent exclusion criteria is published in the School Behaviour Policy. There must be evidence that the school has used a range of strategies to try to improve the situation where there have been longer-term issues.
- 8.3. If a student has a Statement of Special Educational Needs – the school will call an emergency review meeting before permanent exclusion is enacted.
- 8.4. Where a student is at risk of being permanently excluded, a representative from the school will contact the home L.A to consider a managed move.
- 8.5. Within one day of making the final decision, the Head teacher must write to the parent to confirm the permanent exclusion. The Headteacher must also inform the Governing Body through the clerk to the governors that a governors' disciplinary committee meeting will be required to review the Headteacher's decision. The home L.A will be advised by a copy of the letter issued to the parent and submission of a completed form BSP 1.

9. Removing permanently excluded students from the school register

- 9.1. The Headteacher will remove students from the school register if:
 - 15 school days have passed since the parents, carers were notified of the Governing board's decision not to reinstate the student, and no application for an independent panel review has been received.
 - The parents and carers have stated in writing that they will not be applying for an independent panel review following a permanent exclusion.
- 9.2. If an application for an independent panel review has been made within 15 school days, the Headteacher will wait until the review has been determined, or abandoned, and until the Governing board has completed any reconsideration that the panel recommended or directed it to carry out, before removing the student from the school register. Arrangements for an independent review are contained within DfE guidance.

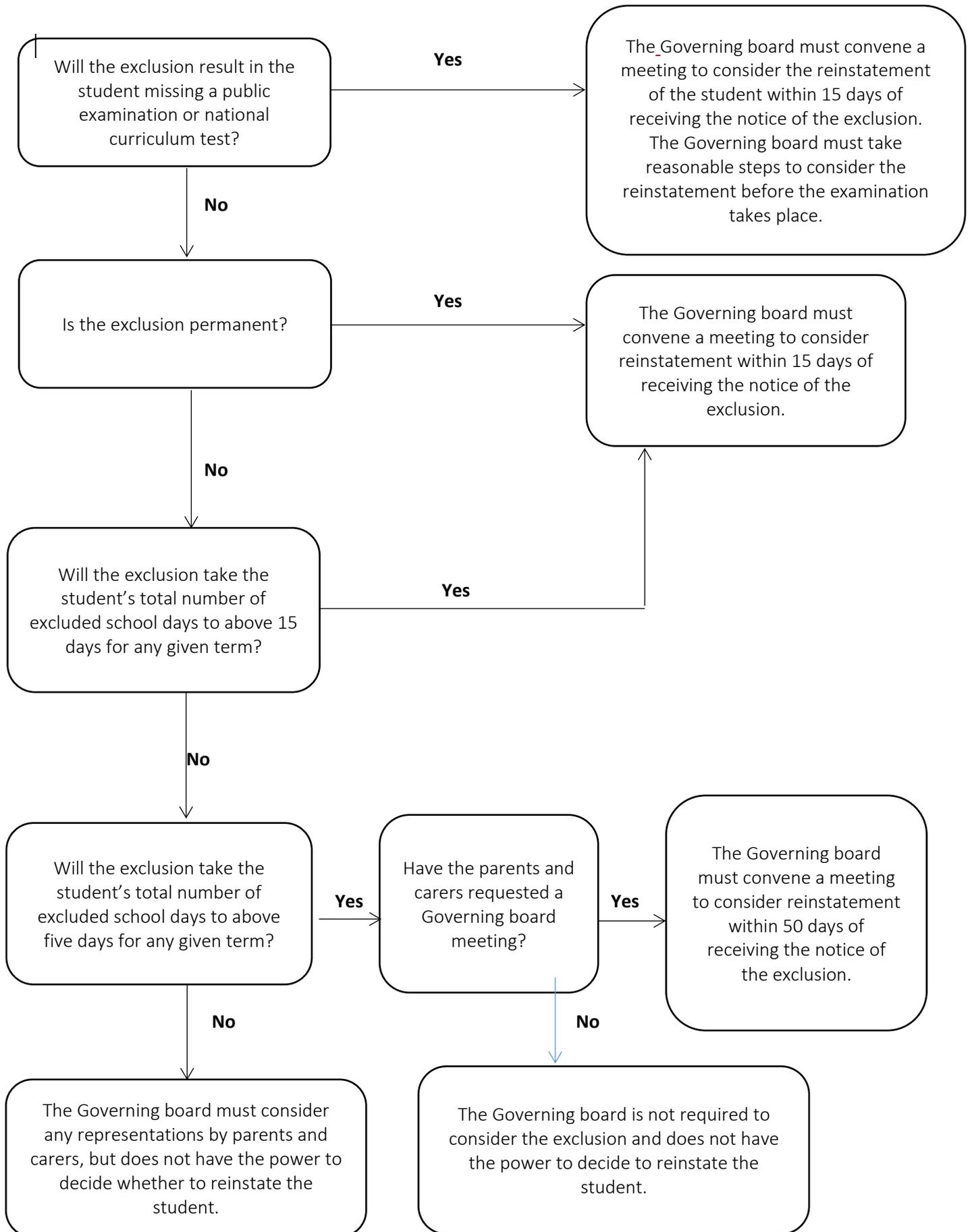
10. Criminal investigations

- 10.1. The Headteacher will not postpone taking a decision to exclude a student due to a police investigation being underway, or any criminal proceedings that are in place.
- 10.2. The Headteacher will give particular consideration when deciding to exclude a student where evidence is limited by a police investigation, to ensure that any decision made is fair and reasonable.
- 10.3. If the Governing board is required to consider the Headteacher's decision in these circumstances, they will not postpone the meeting and will make a decision based on the evidence available.

11. Monitoring and review

- 11.1. The Headteacher in conjunction with the Governing board will review this policy.

Reviewing the Exclusion Decision



**The Bishops' Blue Coat CofE High School
RE – INTEGRATION MEETING**

Name: _____ T/Group: _____

Date of Exclusion/Internal isolation: _____ Number of Days: _____

Date of Re-integration Meeting: _____

Reason for Exclusion/Internal Isolation: (See incident report forms etc. for detail)

People present at re-integration interview:

Main Points of Discussion:

Re-integration agreement:

The student will:

The parents/carers will:

The school will:

Signature (School)

Signature (Student)

Signature (Parent/Guardian)

(Sometimes signatures will not be included e.g. where the re-integration meeting has been conducted by phone or where this form is written up after the meeting)

Following the interview, please return this form to the office for the student file