





# CRICKLADE MANOR PREP SCHOOL & NURSERY

## EXCLUSIONS POLICY

Whole School	reviewed	Review Date	Signed
Yes including EYFS	Jan 2020	Jan 2022	
Yes including EYFS	March 2022	Jan 2024	

Year	Amendments
2022	<ul style="list-style-type: none"><li>• General amendments</li><li>• Wider changes to definitions of actions likely to lead to exclusion</li></ul>
2024	<ul style="list-style-type: none"><li>•</li></ul>

## **RATIONALE**

At Cricklade Manor Prep we believe staff and children are entitled to a safe and secure environment in which to learn and succeed, the safety and well-being of all the members of the school community is paramount. This policy relates to the policy and practice regarding the use of Exclusions. A child will be excluded from Cricklade Manor Prep School only as a last resort as a result of violence, unacceptable breaches of the behaviour policy or of the criminal law.

## **AIMS AND EXPECTATIONS**

- To ensure the safety and well-being of all members of the school community, and to maintain an appropriate educational environment in which all can learn and succeed
- To reduce the need to use exclusion as a sanction by positively encouraging and recognising acts of respect and consideration to others.

The decision to exclude a pupil may be taken in the following circumstances

- In response to a serious breach of the school's Behaviour Policy
- If allowing the pupil to remain in school may harm the education or welfare of other persons or the pupil him/herself in the school
- When alternative sanctions and interventions have not resulted in a change in behavior

Exclusion is an extreme sanction and only the Headteacher, or in his absence the Deputy Headmaster, has the power to exclude a child from Cricklade Manor Prep school. Exclusions, whether for a fixed term or permanent, may be used for any of the following, all of which constitute examples of unacceptable conduct, and are breaches of the school's Behaviour Policy

- Persistent bullying
- Malicious damage to property
- Physical Assault
- Inappropriate sexual activity / harassment / abuse
- Using or supplying drugs or alcohol
- Bringing weapons into the school
- Threatening another pupil

This list is not exhaustive and there may be other circumstances that could arise when the Headteacher makes the judgement it would be appropriate to exclude a child in school.

## **TYPES OF EXCLUSIONS**

There are three types of exclusion

### **FIXED PERIOD INTERNAL EXCLUSION**

An internal exclusion is where a child is temporarily removed from lessons and free time to complete assigned work in a supervised location in the school. This would usually be for a period of 24 or 48 hours depending on the transgression of the pupil.

### **Fixed Period Exclusion**

A fixed period exclusion is where a child is temporarily removed from school and for a specific period of time. The DFE regulations outline that this can be for up to 45 school days in one school year, even if a child has changed schools.

In exceptional cases, usually where further evidence has come to light, a fixed period

exclusion may be extended or converted to a permanent exclusion.

Pupils whose behaviour at lunchtime is disruptive may be excluded from the school premises for the duration of the lunchtime period. An exclusion that takes place over a lunchtime would be counted as half a school day.

If the fixed period exclusion is longer than 5 school days, the school must arrange suitable full-time education from the sixth day, e.g. a pupil referral unit

### **Permanent Exclusion**

A permanent exclusion means that a child is being removed from the school roll. However, the Headmaster will not remove a pupil's name from the school admissions register until the outcome of the Independent Review Panel (if this route is followed by parents).

### **EXCLUSION PROCEDURE**

At Cricklade Manor Prep School the decision to exclude a child will be lawful, reasonable and fair. Every effort will be taken to ensure early intervention be used to address the underlying causes of any inappropriate behaviour before an exclusion is considered.

- If a child is to be excluded, parents/ carer will be notified immediately by telephone and by letter as soon as possible without delay. The parent/carers will be informed:
- If the exclusion is permanent
- If the exclusion is fixed term, the precise period of the exclusion
- The reasons for the exclusion
- The parent's right to make representations to the Board of Directors, and how the pupil can be involved in this;
- Who to contact about making such representations
- The arrangements made by the school for the pupil to continue their education during the first five days of the exclusion, including setting and marking of work. (It is the parents' responsibility to ensure that work sent home is completed by the pupil and returned to school)
- The school days (or school day from) which the pupil will be provided with alternative suitable education.

Exclusions can start on the same day but school will work in partnership with parents to collect their child as we appreciate that this may not be able to happen immediately. During the first five days of a period of exclusion (whether fixed term or permanent, the parents must ensure that the child is not present in a public place during school hours, unless there is reasonable justification

For a fixed period exclusion of more than five school days, the Board of Directors must arrange suitable full-time education for any pupil of compulsory school age (for example; home tutoring, a pupil referral unit or online studies). This provision must begin no later than the sixth day of the exclusion. This duty is set out in section 100 of the Education and Inspections Act 2006.

For permanent exclusions, the Local Authority must arrange suitable full-time education for the pupil, again of compulsory school age, to begin no later than the sixth day of the exclusion. This duty is set out in section 19 of the Education Act 1996.

### **CHALLENGING AN EXCLUSION**

Parents have the right to ask the **Board of Directors** to consider their representations about an exclusion. This will depend on the length and nature of the exclusion. The **Directors** will consider the reinstatement of an excluded child within 15 school days of receiving the notice of exclusion if:

The exclusion is permanent

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

The exclusion means the child will miss a public exam or national curriculum test

Where the exclusion means that a child will miss a national curriculum test there is a further requirement for a **Director** to consider exclusion before the date of the

examination or test. If this is not possible, the **Proprietor** may consider the exclusion independently and decide whether or not to reinstate the pupil. These are the only circumstances in which the chair can review an exclusion decision alone. In such cases parents still have the right to make representations to the **Board of Directors** and must be made aware of this right.

If the exclusion is for 5 days or fewer, parents can request that the **Board of Directors** hear their views but they can't overturn the **Headteacher's decision**.

When invited to meet the **Board of Directors**, parents will be allowed to make representations along with the Headteacher. They will:

- Ask for any written evidence in advance of the meeting (including witness statements and other relevant information held by the school, such as those relating to Special Educational Needs)
- Ensure any written evidence and information has been circulated, including a list of those who will be present, to all parties at least five days in advance of the meeting.
- Allow parents to be accompanied by a friend or representative
- Identify steps they will take to encourage the excluded pupil to attend the meeting, where appropriate, to talk on their own behalf or by other means if they are not attending

The **Board of Directors** will consider the interests and circumstances of the excluded child, along with the circumstances in which the child was excluded. When making any decisions they will also have regard to the interest of the other pupils and staff working at the school. The Board of Directors will look at the facts in relation to the exclusions and reach a decision on whether or not to reinstate the pupil considering is the decision to exclude lawful, reasonable, proportionate, procedurally fair, taking into account a Headteacher's legal duties.

The Board of Directors can then either:

- Uphold an exclusion: or
- Direct reinstatement of the pupil immediately or on a particular date.

The Board of Directors must notify the parents, Headteacher and the local authority of their decision, and the reasons for their decision, in writing without delay. The reasons for the decision should be in sufficient detail to enable all parties to understand why the decision was made.

In the case of a permanent exclusion, where Directors did not overturn the exclusion, the Board of Directors must write to the parents and include the following information

- The fact that the exclusion is permanent
- Notice of the parents' right to ask for the decision to be reviewed by an independent review panel and the following:
  - The date by which the application for a review must be made
  - The name and address to whom the application for a review (and any written evidence) should be submitted:

- That the application should set out the grounds on which it is made and that, where appropriate, this should include reference to how the pupils special educational needs are considered to be relevant to the exclusion
- That parents have a right to require the Academy Trust to appoint a Special Educational Needs expert to attend the review
- That parents may, at their own expense, appoint someone to make written and/or oral representations to the panel and that parents may also bring a friend to the review.
- That, in addition to the right to apply for an Independent Review Panel, if parents believe that the exclusion has occurred as a result of discrimination then 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.

### THE INDEPENDENT REVIEW PANEL

If the **Board of Directors** uphold a permanent exclusion, parents have the right to request that their decision is reviewed by an Independent Review Panel (IRP). Parents must lodge their application for a review:

- Within 15 school days of notice being given to the parents by the Board of Directors of their decision to uphold a permanent exclusion; or
- Where an application has not been made within this time frame, within 15 school days of the final determination of a claim of discrimination under the Equality Act 2010 in relation to the exclusion.

These are strict deadlines and any application made outside of the legal time frame must be rejected by the Academy Trust.

Parents may request an Independent Review Panel even if they did not make a case to, or attend, the meeting at which the **Board of Directors** considered the exclusion. Parents must submit written representations and, if applicable, supporting evidence, when lodging their application.

The independent panel must constitute the panel with either three or five members:

- A lay member to chair the panel
- One (or two for a 5 member panel) school governor who have served as a governor for at least 12 consecutive months in the last five years, provided they have not been teachers or the Head teacher during this time, and
- One (or two for a 5 member panel) head teachers or individual who has been a head teacher within the last five years.

A clerk will also be present to provide advice to the panel and parties to the review on procedure, legislation and statutory guidance on exclusions. The clerk does not take part in the decision making process.

The role of the panel is to review the Board of Directors's decision not to reinstate a permanently excluded pupil. In reviewing the decision, the panel must consider the interests and circumstances of the excluded pupil, including the circumstances in which the pupil was excluded, and have regard to the interests of other pupils and people working at the school.

The panel can decide to:

- Uphold the exclusion decision;
- Recommend that the Board of Directors reconsiders their decision, or
- Quash the decision and direct that the Board of Directors considers the exclusion again.

When considering the Board of Directors decision, the panel should apply the following tests which need to be satisfied to quash the decision:

- Illegality - did the head teacher and / or Board of Directors act outside the scope of their legal powers in taking the decision to exclude?
- Irrationality - was the decision of the Board of Directors not to reinstate the pupil so unreasonable that it was not one a responsible person could have made?
- Procedural impropriety - was the process of exclusion and the Board of Directors consideration so unfair or flawed that justice was denied?

If any of these criteria are met, then the panel can quash the decision of the Board of Directors and direct that they consider the exclusion again.

Where the criteria for quashing a decision have not been met the panel should consider whether it would be appropriate to recommend that a Board of Directors reconsiders their decision not to reinstate the pupil. This should be used where evidence or procedural flaws have been identified that do not meet the criteria for quashing the decision but which the panel believe justify a reconsideration of the Board of Directors decision.

In all other cases the panel should uphold the exclusion.

- There is no further right of appeal against the decision of an Independent Review Panel. However, there are two ways that the decision may be challenged:
- If you feel that the review panel process was unfairly run, you may be able to take this further by complaining about maladministration by the IRP. A successful complaint may result in a recommendation that a new IRP should be arranged, but the decision to uphold the exclusion cannot be overturned. The body this complaint should be made to will depend on the type of school involved

#### **THE RESPONSIBILITIES OF THE HEADMASTER**

It is the responsibility of the Headteacher to:

- Ensure the policy is implemented consistently and fairly.
- Make the decision to exclude having checked all evidence.
- Communicate promptly with parents, informing them of the decision to exclude immediately by telephone and within 24 hours by letter.
- Send details of the exclusion to the Chair of Directors, the Trust and the LA.
- Delegate responsibility for sending work home/marking of work.
- Monitor the implementation of the policy and regularly report to Directors.

#### **THE RESPONSIBILITIES OF THE CLASS TEACHER**

It is the responsibility of the Class Teacher to:

- Keep appropriate records of incidents that may lead to the decision to exclude.
- Send work home for the duration of the exclusion and mark any work returned.
- Use the time of the exclusion to review provision e.g.: seating arrangements, differentiation, and behaviour support.
- Ensure the child returning from an exclusion is given every opportunity for a fresh start.

#### **THE RESPONSIBILITIES OF THE DIRECTORS**

It is the responsibility of the Directors:

- Review the policy in the light of monitoring.
- Attend Exclusion hearings as required.

#### **EQUALITY**

All children will be treated equally and fairly throughout the implementation of this policy. The Headteacher will monitor incident logs and ensure that any apparent inequality of

incidents is entirely attributed to the behaviours of those children

### **TRAINING**

Whole staff and individual training needs will be identified through Cricklade Manor Prep's self- evaluation process and staff appraisal.

### **MONITORING**

The impact of the policy will be reviewed regularly through careful monitoring of incidents. Termly reports will be made to Directors.

Links to Other Policies

Anti-Bullying Policy

Safeguarding Policy

Behaviour Policy

Pupil Restraint Policy

### **REVIEW**

The Headmaster will review this policy bi-annually. The Headmaster may, however, review the policy earlier than this, if the government introduces new regulations, or if the Board of Directors make recommendations on how the policy might be improved.