

<b>POLICY TITLE:</b>	<b>Exclusions</b>
<b>Policy Number:</b>	ECS 37 (S&C)
<b>Applies to:</b>	Schools and Colleges: England, Scotland, Wales
<b>Version Number:</b>	01
<b>Date of Issue:</b>	15/06/2017
<b>Date of Review:</b>	14/06/2020
<b>Author:</b>	Education & Children's Services Quality Team
<b>Ratified by:</b>	Lesley Dalglish: Quality Improvement Lead
<b>Responsible signatory:</b>	Mary Rayner: Director of Quality Assurance and Improvement
<b>Outcome:</b>	This policy aims to ensure that exclusion, where used is fair and well managed.
<b>Cross Reference:</b>	ECS04: <a href="#">Positive Behaviour Management</a>
<b>EQUALITY AND DIVERSITY STATEMENT</b>	
Priory Group is committed to the fair treatment of all in line with the Equality Act 2010. An equality impact assessment has been completed on this policy to ensure that it can be implemented consistently regardless of any protected characteristics and all will be treated with dignity and respect.	

In order to ensure that this policy is relevant and up to date, comments and suggestions for additions or amendments are sought from users of this document. To contribute towards the process of review, e-mail [RARHelpdesk@priorygroup.com](mailto:RARHelpdesk@priorygroup.com)

## Exclusions

### 1 INTRODUCTION

- 1.1 In order to effectively implement this policy, each Education and Children's Service facilities will have local procedures in place where necessary, which explain how this policy is applied and put into practice at site level.
- 1.2 Template **ECS LP 37** is provided for this purpose and includes a key content checklist.

### 2 DEFINITIONS

- 2.1 **Types of exclusion:** There are 2 kinds of exclusion - fixed period (suspended) and permanent (expelled).
  - 2.1.2 **Fixed period exclusion:** A fixed period exclusion is where a child/young person is temporarily removed from school. A child/young person can only be removed for up to 45 school days in one school year, even if they have changed schools within that time.
  - 2.1.3 If a child/young person has been excluded for a fixed period, schools must set and mark work for the first 5 school days.
  - 2.1.4 If the exclusion is longer than 5 school days, the school must arrange suitable full-time education from the sixth school day.
  - 2.1.5 **Permanent exclusion:** Permanent exclusion means that a child/young person is expelled and may no longer attend the school. The local authority must arrange full-time education from the sixth school day.
- 2.2 There is **no** provision for schools/colleges to implement an 'informal exclusion': (ie. when a child/young person is sent off the school premises, and where this is not officially recorded as an exclusion - e.g. where a child is sent home for a 'cooling off' period).
- 2.3 It is **unlawful** for a child/young person to be 'informally excluded' from school, even where the child's parent/s or carer/s agree to the exclusion.

### 3 USE OF EXCLUSIONS

- 3.1 The use of exclusions will always be considered as a last resort, where no other reasonable resolution has proved, or is reasonably likely to prove effective.
- 3.2 Where a school has concerns about the behaviour, or risk of exclusion, of a child/young person with additional needs, or with a statement of SEN, an EHCP or a looked after child (LAC) it should, in partnership with others (including the local authority as necessary), consider what additional support or alternative placement may be required. This should involve assessing the suitability of support for a pupil's SEN. Where a child/young person has a statement of SEN or EHCP, schools should consider requesting an early annual review or interim / emergency review.
- 3.3 Exclusions may only be agreed by the Headteacher, and must in every case be given approval by the Regional Lead, and in the case of permanent exclusion, the Regional Managing Director.

### 4 COMMUNICATION & RECORD KEEPING

- 4.1 Any incident where exclusion may be a consequence must be fully recorded and reporting according to group policy (Policy OP04), and a full record maintained in the child/young person's individual records.

4.2 Headteachers, in liaison with their Regional Lead, are responsible for ensuring that all exclusions are fully notified in writing to all relevant parties.

4.2.2 Where a child/young person lives in a children's home this will also include written notification to the Registered Manager of the home.

## 5 APPEALS, REPRESENTATION & COMPLAINTS

5.1 In accordance with national guidance, appeals may be made in writing against decisions to exclude: The Regional Operations Team will consider such appeals.

5.2 Appeals to reinstate may be made in writing in relation to exclusions: The Regional Operations Team will consider such appeals, and undertake to meet within 15 school days of receiving an appeal for reinstatement is made for an excluded pupil if:

- (a) The exclusion is permanent;
- (b) It is a fixed period exclusion which would bring the child/young person's total number of school days of exclusion to more than 15 in term; or
- (c) It would result in a child/young person missing a public examination.

5.2.2 The child/young person and their parent/carer (who may be accompanied by a friend should they so wish), together with any relevant placing authority representatives will be invited to such a meeting.

5.3 Any complaint in relation to an exclusion, once the representation and appeals process has concluded should be handled according to the group Complaints Policy (Policy OP03)

## 6 MONITORING

6.1 School and College Governance will always include a review and learning points analysis on any occasion where a permanent exclusion has taken place.

5.2 Regional Leads will always include a review and learning points analysis on any occasion where a fixed-term exclusion has taken place.

## 6 REFERENCES

6.1 Education (Independent School Standards) Regulations: 2014  
<https://www.gov.uk/government/publications/school-exclusion>

**Associated Forms:** Nil