

# Policy B6 Exclusions

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## 1 Introduction

- 1.1 The University of Brighton Academies Trust's exclusion policy aims to set out the process that will be followed in each academy and the additional considerations around suspensions and exclusions that will apply. Good behaviour and self-discipline lead to effective learning and help prepare children and young people for life beyond the school gate.
- 1.2 Where the academy's approaches towards behaviour management have been exhausted, then suspensions and permanent exclusions will sometimes be necessary as a last resort. This is to ensure that other pupils and teaching staff are protected from disruption and can learn in safe, calm, and supportive environments.
- 1.3 The academy will always have regard to the Statutory Guidance on Suspensions and Exclusions (July 2022) when making decisions on suspensions and exclusions and will follow the law, as set out in the relevant School Discipline (Pupil Exclusions and Reviews) (England) Regulation 2012 (as amended).
- 1.4 This policy should be read in conjunction with the academy behaviour policy and the Trust SEND policy.

## 2 Application of policy

- 2.1 This policy applies to all members of the Trust community. Each academy within the Trust will apply suspensions and exclusions in accordance with this policy and ensure that its contents are relayed to all staff, parents and pupils.

## 3 Types of exclusion

Suspensions and permanent exclusions are different:

- 3.1 Suspensions (previously called fixed-term exclusions) are where a pupil is prevented from attending the academy for a fixed period. At the end of the period, they are expected to return to the academy following a reintegration meeting. A pupil may receive a maximum 45 days of suspension in an academic year before being permanently excluded.
- 3.2 Permanent exclusions are where, subject to a decision of the Local Governing Body Exclusions Panel to reinstate the pupil to the academy, the pupil is prevented from attending the academy again. A decision to permanently exclude will only be taken in response to a serious breach or persistent breaches of the academy's behaviour policy; and where allowing the pupil to remain at the academy would seriously harm the education or welfare of the pupil or others such as staff or pupils in the academy.

## **4 Roles and responsibilities**

All members of the Trust and academy community are expected to follow this policy. Roles, responsibilities and expectations of each section of the community are set out in detail below.

### **The Principal**

- 4.1 All decisions to suspend or permanently exclude a pupil will be taken by the Principal after considering all the circumstances. Every decision made will be proportionate to the seriousness of the behaviour with reference to the academy's behaviour policy.

### **The Local Governing Body**

- 4.2 As part of the responsibilities delegated from the Board of Trustees, the Local Governing Body is responsible for forming committees to review exclusions and suspensions when it is required to do so, it is requested by parents, or it is, in its view, prudent to review an individual decision. In each case, the decision of the relevant committee formed by the Local Governing Body will be to decide whether to uphold the exclusion or suspension, or instead to reinstate the pupil to the academy.

### **Parents**

- 4.3 Parents will be informed without delay of any suspension or exclusion and there is an ability to make representations in regard to any suspension or exclusion decision. Details will be provided on the rights parents have with every letter that is sent from the Principal.

### **Pupils**

- 4.4 All pupils of the academies in the Trust are expected to follow the expectations regarding their behaviour to ensure that all pupils can learn and participate in academy life effectively. Where those expectations are breached, the behaviour policy will apply.

## **5 CCTV, witness evidence and pupil views**

- 5.1 The academy may use Close Circuit Television (**CCTV**) within its premises. This is to provide a safe and secure environment for pupils, staff and visitors. If behavioural incidents are recorded on CCTV, the footage may be viewed as part of the investigation and the content considered before imposing a sanction. If CCTV is relied upon for a decision on a suspension or exclusion, then it will be shown in some format (redacted as necessary) at any Local Governing Body review meeting. Please see the Trust's CCTV policy and privacy notices for more information.
- 5.2 Where witness evidence is relied upon, whether that be from a pupil or a staff member, the statement(s) will be provided at any Local Governing Body review meeting. All statements will be signed and dated unless the Principal has good reason to protect the anonymity of the relevant witness. Reasons may include threats of reprisals.
- 5.3 Before taking a decision to suspend or exclude and where appropriate, the Principal will take the pupil's views into account, considering these in light of their age and understanding, and inform the pupil about how their views have been factored into any decision made. Where relevant, the pupil will be given support to express their view, including through advocates such as parents or, if the pupil has one, a social worker. The Principal will also take account of any contributing factors identified after an incident of misbehaviour has occurred.

## **6 Reintegration strategy meetings following suspension or off-site direction**

6.1 Where a pupil is suspended or is directed to be educated off-site, upon return to the academy both the pupil and parents will be invited to a reintegration strategy meeting. The purpose of the meeting is to:

- offer the pupil a fresh start,
- help them understand the impact of their behaviour on themselves and others,
- teach them to how meet the high expectations of behaviour in line with the school culture,
- foster a renewed sense of belonging within the school community; and
- build engagement with learning

so that further suspensions are not needed. Academy staff will work with the pupil to understand what led to the behaviour and to establish if any changes can be made or further support implemented from a pastoral or practical perspective that might reduce the chance of repeat behaviours. Previous behaviour is not seen as an obstacle to future success.

6.2 The academy uses various measures to support a pupil's successful reintegration which may include:

- daily contact with a designated pastoral professional in-school;
- use of a report card with personalised targets leading to personalised rewards;
- ensuring the pupil receives academic support upon return to catch up on any lost progress;
- planned pastoral interventions;
- mentoring by a trusted adult or a local mentoring charity;
- regular reviews with the pupil and parents to praise progress being made and raise and address any concerns at an early stage; and
- informing the pupil, parents and staff of potential external support.

6.3 Whilst reintegration meetings are highly encouraged by the Trust, pupils will not be prevented from being admitted to the academy or being put in mainstream classes because a meeting has not taken place.

## **7 Suspensions before a permanent exclusion**

7.1 In exceptional circumstances, pupils may receive a suspension prior to a permanent exclusion. For each decision, the Principal will send the relevant letter setting out the rights of parents. A suspension cannot be converted into a permanent exclusion and so any subsequent permanent exclusion would be a fresh decision due to commence immediately after the suspension had ended. Exceptional circumstances may include where further evidence has come to light or where the incident was serious and time is required to fully investigate the circumstances and consider alternatives.

## **8 Directing off-site and managed moves**

8.1 Before taking any decision to permanently exclude a pupil, the Principal will consider whether a direction to attend alternative provision and/or a managed move as part of a planned intervention would be a reasonable alternative that should be considered.

8.2 In the case of directing a pupil off-site to alternative provision, the aim of any direction is for it to be used as a short-term measure as part of the academy's behaviour management strategy to improve a pupil's behaviour where in-school interventions and/or outreach have been unsuccessful or are deemed inappropriate. While parental consent is not needed, discussions would take place with parents to feed in their views about the options.

8.3 For a managed move to take place there needs to be agreement between the academy, the parents and the new school that a managed move should occur. Before a managed move is agreed to, the pupil should attend the new school for a trial period to ensure that the new school would be suitable for them. We will share relevant information with the new school and check that they have an integration strategy. At the end of this period, the relevant parties (including the parents) will review the placement before a decision is taken about whether the move becomes permanent.

## 9 Independent review panels (IRPs)

- 9.1 East Sussex Appeals Service arranges IRPs on the Trust's behalf, and requests where a permanent exclusion decision has been upheld should be made to the School Appeals Manager on 01273 481583 [school.appeals@eastsussex.gov.uk](mailto:school.appeals@eastsussex.gov.uk) within 15 school days.
- 9.2 Further details on the role and powers of IRPs can be found in Part Ten of the Statutory Guidance on Exclusions.

## 10 Reconsideration by the governing board

- 10.1 Where an IRP either recommends reconsideration or quashes the initial decision of the Local Governing Body, the decision will be considered within 10 school days. This may involve a rehearing with oral evidence given by the academy and parents or may be a reconsideration with only the Local Governing Body members and the clerk present.

## 11 Complaints

- 11.1 If parents have any concerns or complaints over the application or implementation of this policy or feel that they are being pressured into a managed move, they should raise their concerns with a staff member or the Principal in accordance with the Trust's complaints policy. If the concern relates to an exclusion, the statutory procedure set out in the exclusions statutory guidance will be followed.

## 12 Equality impact

- 12.1 The Trust does all it can to ensure that its policies do not discriminate against pupils or others, either directly or indirectly, in line with any Equality Act 2010 protected characteristics. This includes race, religion, disability, sexual orientation, and sex.

## 13 Monitoring arrangements

- 13.1 The Board of Trustees, through the Education and Standards Committee, reviews data on suspensions and exclusions to ensure that these are used appropriately.
- 13.2 The Trust Executive Team regularly monitors data on suspensions and exclusions providing challenge and support to academies as necessary.
- 13.2 The Local Governing Body monitors the application of the academy behaviour policy.

## 14 Policy status and review

<b>Written by:</b>	Head of Governance and Admissions
<b>Owner:</b>	Head of Governance and Admissions
<b>Status:</b>	V5 – Approved
<b>Approval date:</b>	V2 – 26/1/17 (HAT RC); 22/3/17 (UoBAT BoD) V3 – Education & Standards 19 September 2017 V4 – Education & Standards (Chair's action) 25-08-2020 V5 = Education & Standards (Chair's action) 30-08-2022
<b>Review Date:</b>	T1-2 2025-2026