



EXCLUSION POLICY

BRAMHALL HIGH SCHOOL

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Aims

Our school aims to ensure that:

- The suspensions and exclusions process is applied fairly and consistently
- The suspensions and exclusions process is understood by governors, staff, parents and pupils
- Pupils in school are safe and happy
- Pupils do not become NEET (not in education, employment or training)

Legislation and statutory guidance

At Bramhall High School, we follow the statutory exclusion guidance issued by the Department for Education (DfE) when making decisions regarding exclusion from school and carrying out the exclusion process.

The current version of the DfE exclusion guidance '**Exclusion from maintained schools, academies and pupil referral units in England: Statutory guidance for those with legal responsibilities in relation to exclusion**' can be found on the school exclusion page of the Gov.uk website:

<https://www.gov.uk/government/publications/school-exclusion>

It is based on the following legislation, which outline schools' powers to suspend and permanently 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

The use of suspensions and exclusions

The decision to suspend or permanently exclude a student will be taken only if one or more of the following apply:

- In response to serious breaches of the school's discipline policy, including serious 'one-off offences';
- A range of other strategies have been tried and have failed;
- If allowing the student to remain in the school would seriously harm the education or welfare of the student, other students or staff.

There are two types of exclusion that the school can use:

- Suspensions (previously known as fixed term exclusions): students can be excluded from school for a maximum of 45 days in any school year. (Lunchtime exclusions may be used and these count as suspensions (fixed-term exclusions) equivalent to one half of a school day);
- Permanent exclusion.

Specific reasons why the school may suspend or exclude include, but are not limited to, the following:

- Physical assault against an adult, including staff;
- Physical assault against a student;
- Verbal abuse/threatening behaviour against a student;
- Verbal abuse/threatening behaviour against an adult;
- Bullying, including cyber-bullying;
- Carrying, brandishing or using an offensive weapon;
- Racist abuse;
- Sexual misconduct;
- Drug and alcohol related;
- Damage;
- Theft;
- Persistent disruptive behaviour;
- Examination misconduct;
- Misconduct on a school trip.
- Unacceptable behaviour outside school.

Whether a student is suspended for a fixed period or permanently excluded will depend on the severity of the incident or concerns. Repeat offenders and those who commit serious one-off offences are likely to be permanently excluded.

Permanent exclusions for one-off offences are very likely in the following cases: assault on a member of staff; serious assault on a fellow student; serious examination misconduct; serious misconduct on a school trip; supply of drugs, or being found in possession of a quantity of drugs; possession or use of an offensive weapon.

However, no list of this nature can be exhaustive and Governors reserve the right to permanently exclude students for any one-off offence not specifically included in this list which is nevertheless considered to be sufficiently serious.

There may also be occasions where we remove students from normal lessons to be educated in the school inclusion unit following a breach of our behaviour policy. This is not a suspension.

Note

When the school suspends students for between 1 and 5 days, appropriate work will be set to be completed at home. Work will be marked and returned to the student on the student's return to school. During the first five days of exclusion, parents are responsible in law for ensuring students remain at home, with the appropriate level of supervision. Suspensions longer than 5 days will be managed using the following protocol:

- Day1-5 will be undertaken at home with work set by the school and marked as is appropriate;
- Subsequent days will be undertaken at an alternative educational venue as arranged through a specific partnership agreement with another local school or educational provider.

Before reaching a decision to suspend or permanently exclude the school will:

- Consider all of the relevant facts and firm evidence to support the allegations made;
- Take into account the school's policy on equal opportunities;
- Allow the student to give their version of events;
- Check whether the incident appeared to be provoked by racial or sexual harassment;
- If necessary consult others, being careful not to involve anyone who may be involved in the statutory review of the incident;
- Consider the level of support the student has been given if they have identified learning or behavioural difficulties;
- In accordance with national guidelines, the final decision to suspend, permanently exclude or apply another sanction will be based on the balance of probabilities.

In the absence of the Headteacher, the Deputy Heads will be called upon to discharge this role.

Investigating the incident

Serious incidents that may lead to suspension or permanent exclusion need to be investigated by either a middle leader (HoD/HoY) or a member of the Senior Leadership Team. Other staff, including administrative support staff may be asked to support the process as deemed appropriate. Statements need to be taken from the victim/perpetrator and any other key witnesses. Staff who witness the incident should also write a statement. Parents of the victim/perpetrator should be informed as soon as possible that a serious incident is being investigated.

Decision Suspend or Exclude

- The Deputy Head (pastoral) will collate the information and refer the issue to the Headteacher;
- The Headteacher will make a decision on whether to suspend or exclude the student;
- The Pastoral administrative assistant will prepare the appropriate paperwork;
- Parents will be informed by the most appropriate means at the time, which may be verbal, and this will be followed by a suspension or exclusion letter as soon as practical.

NB: The Deputy Heads will make the decision to suspend or exclude in the absence of the Headteacher.

Providing work

- Appropriate staff will be informed of all suspensions and exclusions via an email from the Head of Year. Teachers of the suspended or excluded student will provide appropriate work. This work will be available via ClassCharts if paper

copies are required then these will be collated by the Pastoral Administrative Assistant and sent home.

Return to School Meetings

- A return to school meeting will be held on the day of the student's return to school (fixed-term only).
- The HoY and/or member of the Senior Leadership Team will attend this meeting. The SENCO may also be involved in the meeting if the student is on the register of need;
- Minutes of the meeting, summarising the key actions required and identifying possible further sanctions will be recorded by the HoY and placed in the file of the student;
- As part of the return to school process a behaviour contract may be employed to clarify the roles and responsibilities as well as the expectations of all in relation to the young person and the difficulties they are experiencing;
- Following the meeting, the student may attend the Inclusion Unit and remain there for an appropriate amount of time, working on specific repair and rebuild and catch-up activities.

Governors' Disciplinary Panel

The Governing Body has a duty to consider parents' representations about a suspension of 5 days or more. The Governing Body delegate this function to a designated sub-committee. The requirements on a Governing Body to consider a suspension or exclusion depend upon a number of factors, details of which can be found in the DfE document Exclusion from Maintained schools, Academies and pupil referral units.

In addition, the Governing Body must consider the reinstatement of an excluded pupil within 15 school days of receiving notice of the exclusion if:

- The exclusion is permanent;
- It is a suspension which would bring the pupil's total number of school days of suspension to more than 15 in a term; or
- It would result in a pupil missing a public examination or national curriculum test.

If the Governors' panel upholds the decision of the Headteacher, parents have the right to independent review. Details of this process can be found at...

Also, see Bramhall High School Behaviour Policy