



Exclusion Policy

Approved by Governors: **Summer 2023**

Review Period: **3 years**

Review by: **Summer 2026**

Roles and Responsibilities

The responsibility for the implementation of this policy and provision rests with the Headteacher.

It is important to note that every member of staff is responsible for ensuring that this policy is fully implemented and that in situations not covered by this policy, staff must act in the best interests of the student, as any responsible parent would act.

The welfare of students will be paramount.

Related policies

This policy is part of a suite of policies which should also be referred to:

- Safeguarding Policy
- Complaints Policy
- Health and Safety Policy
- Behaviour Policy

Academy Mission Statement:

“The Rural Enterprise Academy: educating, nurturing and inspiring our future rural entrepreneurs”. We aim to create a culture which is **kind**, where everybody can be **successful** and be the **best version of themselves, every day.**” Our behaviour policy is designed to incorporate our **vision** and **values**.

Introduction

The Rural Enterprise Academy seeks to provide a happy, supportive, secure, motivated and challenging environment to enable all staff and students to succeed, both academically, socially and emotionally.

We strive to provide high standards of learning, teaching and pastoral care, to recognise each individual’s abilities and encourage them to develop to their full potential.

We are committed to the development of the whole person, providing a broad and balanced curriculum through the provision of the structured timetabled day, targeted intervention strategies, plus a wide variety of extra-curricular activities and educational visits.

The Rural Enterprise Academy recognises that in order to ensure a positive atmosphere, based on a sense of community and shared values it may, on occasions, be necessary to suspend an individual, or individuals either for a fixed period, not exceeding 45 Academy days in any one academic year, or in some circumstances, permanently.

Such suspensions will only be resorted to when the academy can demonstrate with adequate evidence that all reasonable steps have been taken and/or that the presence of the student is likely to be severely detrimental to his/herself, other students or staff. There may also be occasions when a fixed-term suspension is appropriate because of unacceptable behaviour. The Headteacher will also take the pupil's views into account, considering these in light of their age and understanding, before deciding to exclude, unless it would not be appropriate to do so. They should inform the pupil about how their views have been factored into any decision made.

Purpose

To maintain an environment where students can develop academically, morally and socially.

To maintain the highest standards of behaviour.

To meet statutory requirements, in particular to conform with the 2011 Education Act and The Department for Education (DfE) revised statutory guidance on suspension and permanent exclusions 2022; School Discipline (Pupil Exclusions and Reviews) (England) Regulations 2012, The Education and Inspections Act 2006, the Education Act 1996, and The Education (Provision of Full Time Education for Excluded Pupils) (England) (Amendment) Regulations 2014. The revised guidance came into effect from 1 September 2022 and applies to all maintained schools, academies and pupil referral units (PRUs) in England. By law, school leaders, governing bodies, local authorities (LAs) and independent review panels must have regard to the document when excluding a pupil. The Guidance must be considered alongside the Academy's responsibilities under the Equality Act 2010 when deciding whether to exclude a pupil. Schools must not discriminate against, harass or victimise pupils because of their sex, race, disability, religion or belief, sexual orientation; because of a pregnancy/maternity; or because of a gender reassignment.

Guidelines

Students demonstrating behaviour which prevents a calm, safe, and supportive environment in which pupils can learn and thrive should move through the hierarchy of sanctions outlined in the school's behaviour policy. However, exclusion will always be considered in the case of students involved in serious misbehaviour, as outlined within the behaviour policy.

Only the Headteacher or in her absence her nominated deputy (The Deputy Headteacher) - may suspend.

Students and their parents will, be given an opportunity to express their view and give their account of an incident, before a decision is made about exclusion.

All suspensions and exclusions will be formally notified in writing to the parents and to the LA, with a note to the Chair of Governors, by email within one working day, indicating brief details of the offence, the period of exclusion, the right of parents to appeal to an independent review panel, details of work set, and the date for re-admission. The appropriate LA and Chair of Governors will be

informed of a permanent exclusion within one academy day. Staffordshire LA updated model letters are used for this purpose.

Parents will be invited into the academy to discuss with the relevant member of staff the reintegration of a pupil to the academy, where possible on the first day the student returns to academy. The academy will design a reintegration strategy that offers the pupil a fresh start; helps them understand the impact of their behaviour on themselves and others; teaches them to how meet the high expectations of behaviour in line with the school culture; fosters a renewed sense of belonging within the school community; and builds engagement with learning.

The reintegration strategy will be clearly communicated with parents, pupil and academy staff.

In more severe cases, a Trust member may also be asked to attend.

Where parents are not able to attend, further attempts will be made to arrange a face-to-face meeting. Where this is not possible, students will receive a formal meeting with the relevant member of staff and a phone call home to share the reintegration meeting with parents will take place. A copy of the meeting notes will be put in their student file.

In all cases parents will be informed of their right to make representations to the Governing Body (via the Clerk) and be given details of any subsequent right of appeal to an independent review panel. Again model letters from Staffordshire LA are used.

Work will be provided for suspended students for the first five days of said suspension (via online platforms such as Educake, Class Charts and Google Classroom) It is the responsibility of parents to return work to academy to be marked. For students with special educational needs, this should be matched appropriately to their normal way of working.

In cases of permanent exclusion, members of the Local Governing Body will meet in a timely manner and within the guidelines as set out by the local authority. Such hearings will follow the procedures recommended in the DfE Guidelines on Student Exclusions and again adhere to the models provided by Staffordshire LA.

Where a student is given a fixed period of suspension of a duration of 6 school days or longer, the academy will arrange suitable full-time educational provision from and including the 6th day of the suspension.

During the initial period of up to 5 Academy days, the parents/carers of the excluded student must ensure that he/she is not present in a public place during normal academy hours without reasonable justification. This requirement applies whether or not the learner is in the company of the parent(s).

In addition to other reasons where a student may well have previously been suspended for one or more fixed terms before permanent exclusion is considered, the punishment of permanent exclusion can be applied to the possession or supply of alcohol or illegal drugs on academy premises or if a student comes to the academy under the influence of alcohol or drugs or if a student is in possession of a weapon even if this is the student's first misdemeanour. N.B – For this purpose academy premises will be the whole of the South Staffordshire College, Rodbaston campus and not just the academy buildings. It will also include being in possession whilst representing the Academy off site. The same will apply to the irresponsible use of substances/articles to include matches, lighters, weapons (including replica weapons and articles deemed to be offensive or with the

capability/intent of being used as a weapon) and any other form of behaviour deemed dangerous. N.B. Whilst any of the aforementioned could lead to exclusion those behaviours listed within this section are highly likely to result in Permanent Exclusion. The Law will always prevail so if an action is an offence it will lead to Permanent Exclusion even if there is extenuating circumstances and no intent.

Appendix 1

TIMETABLE TO REVIEW SUSPENSIONS

Based on the number of academy days in a term that the student has been suspended from the academy; lunchtime suspensions count as half a day

Informing the Governing Body and LA

The Headteacher must inform the governing body and the LA within one academy day of:

- (a) permanent exclusions
- (b) fixed period suspensions of six school days or more (or more than 10 lunchtimes)
- (c) suspensions which would result in the student missing a public examination

For all fixed period suspensions

- During the first five school days of any suspension the academy must set work to be completed at home by the student;
- From the sixth school day (not cumulative) of a fixed period suspension the academy must provide suitable full-time education until the student returns to the academy;
- A reintegration meeting must be arranged following any a fixed period suspension for all students. If a parent is unable to attend, further attempts should be made to meet face-to-face, however, if this is not possible a meeting with the student will take place and details outlining what has been discussed will be discussed with the parent via a phone call and kept on their student file

The governing board must consider and decide on the reinstatement of a suspended or permanently excluded pupil within 15 school days of receiving notice of a suspension or permanent exclusion from the headteacher if:

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

The requirements are different for suspensions where a pupil would be suspended for more than five but less than 16 school days in a term. In this case, if the parents make representations, the governing board must consider and decide within 50 school days of receiving the notice of suspension whether the suspended pupil should be reinstated. In the absence of any representations from the parents, the governing board is not required to meet and cannot direct the reinstatement of the pupil.

Removal from the register following a permanent exclusion

- The Headteacher must remove a student's name from the academy admissions register if:
 - 15 school days have passed since the parents were notified of the governing body's decision to uphold a permanent exclusion and no application has been made for an independent review panel; or
 - The parents have stated in writing that they will not be applying for an independent review panel

- Where an application for an independent review panel has been made within 15 academy days, the Headteacher must wait until the review has been determined, or abandoned, before removing a student's name from the register. Where a student's name is removed from the academy register and a discrimination claim is subsequently made, the First-tier Tribunal or County Court has the power to direct that the student should be reinstated.

Appendix 2 – Suspension Procedure

Suspension Procedure

Name of Child:

Date of incident:

Dates of suspension:

Action	Date completed?	By whom?
Witness statements collected		
Staff statements collected		
Child's statement collected		
Recorded on Class Charts		
Phone call made to inform parent/carer and recorded on Class Charts		
Suspension letter written and sent to parents/carer		
Re-integration meeting		

School actions following re-integration:

