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<b>Document Owner</b>	Sue Hornby		
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## Exclusion Policy

### What kinds of exclusions are there?

There are three types of exclusions:

1. **Fixed term exclusion:** a pupil may be excluded for any period up to 45 days in any school year.
2. **Permanent exclusion:** excluded from the school permanently.
3. **Internal exclusion:** working in isolation from peers and excluded from group activities whilst attending the school site.

Only the Headteacher can exclude a pupil from school or agree to an internal exclusion. They must notify the pupil's parent or carer without delay, and also confirm in writing how long the period of the exclusion is for, the reason for the exclusion, the proposed date of readmission and opportunity for appeal.

Internal exclusion may be used as an alternative to fixed term exclusions, at the discretion of the Headteacher. See 'Internal exclusion' below.

### Parental responsibilities during the exclusion period

Parents/carers are responsible for their child's education. You must therefore ensure your child is not found in a public place during school hours. If your child is found to be in a public place, without reasonable justification, then a penalty notice may be issued by the local authority.

### The school's responsibility during the exclusion period

Pupils will be expected to log on to their usual, non-vocational, sessions online via their school Chromebook. Alternatively, BSM will provide work for periods of exclusion.

There will be a re-entry interview when the pupil returns to school, which parents/carers are encouraged to attend. The reason for, and the events leading up to the exclusion will be discussed. Any subsequent consequences of the behaviour will be reviewed and a plan to move forward positively will be agreed. Where appropriate, restorative justice will be arranged by the Pastoral Care Manager, between parties involved in the incident.

### **How many times can a child be excluded?**

The law allows a Headteacher to exclude a pupil for up to 45 days in an academic year.

### **What if my child is due to take an exam or test during the exclusion period?**

BSM is a City and Guilds awarding body and exams and tests can be rearranged easily by the school.

### **Internal exclusion**

Internal exclusion may be used, at the discretion of the Headteacher, as an alternative to a fixed term exclusion. It is an internal process within the school and is used when the objective is to remove the pupil from class, not from the school site, for disciplinary reasons. It is a formal process within the school but is not a legal exclusion, so exclusion legislation and guidance does not apply.

### **Fixed term exclusions**

The Headteacher has the power to exclude any pupil who has, in their view, committed a serious offence. No such decision will be taken lightly. After a fixed term exclusion, the pupil will return to school. If you are unhappy with the fixed term exclusion you may wish to consider making a representation to the governing body. Refer to the Parental Complaints Policy and Procedure.

### **Permanent exclusion**

If a pupil has received the maximum of 45 days exclusion in one year and then re-offends, the Headteacher will have little choice but to permanently exclude.

For serious offences, the Headteacher may decide to permanently exclude a pupil for the safety and wellbeing of other pupils and staff.

A non-exhaustive list of the sorts of behaviour that could merit exclusion includes:

- physical assault against pupils or adults
- verbal abuse/threatening behaviour against pupils or adults
- bullying
- racist abuse
- sexual misconduct including sexting
- drug and/or alcohol misuse
- damage to property
- theft
- persistent disruptive behaviour
- parental behaviour

### **What happens if my child is permanently excluded?**

Once you have been informed of the exclusion and the incident(s) leading up to the decision, BSM will inform the following organisations:

1. The governors
2. The local authority
3. The sending agency if no separate from the local authority.

The local authority will work with parents to find a new school.

**Can I appeal against the Headteacher's and Governing Body's decision to permanently exclude my child?**

Complaints should be put in writing, within 15 working days, to the Chair of Governors. Any request for a review received after that time will not be considered. If the governing body decides to confirm/uphold the Headteacher's decision to permanently exclude your child, you can refer to the local authority.

The details of how to appeal to the local authority will be detailed in your letter from the Headteacher (see appendix 1). If you are unsure of where to make the request you can contact the Headteacher or Deputy Head for advice.

**What happens if I appeal to the Local Authority regarding a permanent exclusion?**

You may be invited to attend a meeting of an Independent Review Panel (IRP). After considering your views, and the views of the Headteacher and the Governing Body of the school, the IRP, or your personal contact, will make a decision and inform you of it. Having reviewed the decision of the Governing Body to permanently exclude your child, the IRP or key contact can only:

- uphold the exclusion (your child will not be allowed back into that school)
- recommend the Governing Body reconsiders the original decision (the Governing Body may still come to the same decision and not allow your child back into school)

**Once the exclusions process has completed, what education is my child entitled to?**

If the Governing Body has not reinstated your child they will be removed from the school roll once the exclusions process has completed. Your child should then attend the provision the local authority has arranged for you.

# Bridge School Malvern



## Appendix 1

### Example Fixed Term Exclusion Letter

Dear.....

Unfortunately, I have decided to exclude ..... for a fixed period of ... day(s). The exclusion begins on..... and ends on.....

I realise that this exclusion may well be upsetting for .....and yourself, but the decision has not been taken lightly. The reason for the exclusion is.....

Please remember that..... should not be present in a public place during school hours during the exclusion period unless there is reasonable justification for this. We will set work for ..... to be completed on the day/s specified and returned to us on their return.

You and your child have the right to appeal this decision. To appeal you will need to contact Mrs Helen Attree, Chair of Governors, at BSM as soon as possible.

You are advised that the following sources of advice are available to you:

- Coram Children’s Legal Centre. They provide free legal advice and information to parents on education matters. They can be contacted on 0808 802 008 or at <http://www.childrenslegalcentre.com>.
- The current Statutory Exclusion Guidance: <https://www.gov.uk/school-discipline-exclusions>.

You and ..... are requested to attend a re-entry interview on .....

Yours sincerely

Sue Hornby  
Headteacher

## Appendix

### Example Internal Exclusion Letter

Dear.....

Following your discussion with ..... earlier, ..... will have an internal exclusion for ..... days. The internal exclusion begins on..... and ends on.....

I realise that this exclusion may well be upsetting for ..... but the decision has not been taken lightly. The reason for the internal exclusion is.....

Internal exclusions are issued by the school when a child's behaviour contravenes our principles of respecting oneself, respecting others or respecting the environment (eg the school property). During an internal exclusion the pupil will be supported to access their timetabled sessions independently or with one to one support. During break times, staff will work with pupils to reflect on their behaviour and how things could be different next time.

Internal exclusion is an internal process within the school but is not a legal exclusion, so exclusion legislation and guidance does not apply.

Yours sincerely

Sue Hornby  
Headteacher