



## Key Information for Parents:

### Procedures and Guidance for Exclusions

We aim to make our behaviour policy, that is available on our website, robust and readily available to all students, parents and carers

Exclusions should only be for disciplinary reasons.  
They are in response to serious or persistent breaches of our behaviour policy  
**and**  
where allowing the pupil to remain in school would seriously harm the education or welfare of the pupil or others within the school

We make every effort to ensure everything has been done possible to support the student prior to any recommendation for permanent exclusion.

It is unlawful to increase the severity of an exclusion for a non-disciplinary reason, e.g. because a student has additional needs or a disability, for reasons such as attainment, ability, or actions of the parents. If a fixed period is extended or made permanent the principal must and will write to the parent again giving reasons.

When excluding the wider principles of our legal duties should be considered and any contributing factors: e.g. if a student has suffered a bereavement, has mental health issues, or is a subject of bullying.

We aim to take the following actions (if appropriate to the student and where possible) prior to permanent exclusions:

- If the student has a Statement of Special Needs or EHCP, ensure a review of the Statement/EHCP has taken place recently
- Reasonable adjustments have been made to support the student
- Pastoral Support Programme and targets
- Risk Assessments
- Assessment and support from the Child Support Team
- Application made for a place at a Special Resource Base
- Individual Educational Plan or Individual Health Plan
- Behaviour Plan
- Mentoring
- Multi-agency meeting such as a Family Support Process
- Assistance from the Parent Support Advisor
- Possibility of a trial/managed move

We will do our utmost to capture the views of students (both the student excluded and any others involved), throughout the exclusion process

Considering and deciding upon exclusions



### **What happens if my son or daughter is given a fixed-term exclusion?**



1. You will be telephoned as soon as possible by the Head of Year or a senior leader to inform you of the reasons for the decision
2. You will be asked to come as soon as possible to collect your son or daughter from the academy or to nominate another person to do so. Exclusions often occur because it is unsafe for the student to remain on-site and behaviour is likely to make it very difficult for staff to manage. Please therefore attend without delay.
3. It may not be possible to tell you during the telephone call or on arrival to collect your son or daughter, any more details than originally disclosed or the final number of days decided upon as an investigation may still be continuing. Finding out further details does not prevent the Principal from making the decision that a fixed-term exclusion in itself is necessary as a first step due to the severity of behaviour.
4. Should your son or daughter be in KS4, have means/access to get home and regularly makes this journey by themselves, you as the parent may authorise them to make their own way home. However, it remains the parent's responsibility for making sure that the student goes straight home and arrives there promptly.
5. You will then receive a letter within 24 hours explaining in further detail the reasons for the fixed-term exclusion and the number of days your child is excluded for. If the investigation is still going on and the Principal may still be considering an extension to permanent exclusion, this will be explained to you including the date the decision will have been made.



### **Guidance contained within the letter informing you of exclusion**

7. You have a duty to ensure that your child is not present in a public place in school hours during the exclusion period unless there is a justifiable reason for this.
8. You may receive a penalty notice from the local authority if your child is present in a public place during school hours on the specific dates without reasonable justification for this.
9. The academy will set work for your son or daughter to be completed on the days set out in the letter. Please ensure this work is completed and returned promptly to us for marking.
10. You have a right to make a representation to the Interim Executive Board via the clerk: [sharon.scott@kesacademy.co.uk](mailto:sharon.scott@kesacademy.co.uk) or 01553 773606. The IEB must consider any representation you make but they do not have the power of reinstatement regarding fixed-term exclusions. A copy of your representation will be placed on your child's file.
11. If you think that the exclusion relates to a disability your child has and you think disability discrimination has occurred, you have the right to appeal and/or make a claim to the First Tier Tribunal: <http://www.justice.gov.uk/guidance/courts-and-tribunals/tribunals/send/index.html>

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### **Guidance contained within the letter informing you of exclusion (continued)**

12. If the fixed-term exclusion is for more than 5 days' duration, the academy will provide an alternative education provider from the 6<sup>th</sup> day onwards (this is likely to be attendance in the Reflection Room at King's Lynn Academy)
13. You will be informed in the letter of the total number of days' exclusion in any one term and for the academic year as a whole. If your child is excluded for 15 days or more in any one term, the discipline committee of the local governing body must meet to review your child's behaviour (this is not the same as a permanent exclusion panel). Should your child be excluded for 45 days or more in the academic year, then the discipline committee must meet to consider a permanent exclusion.
14. You will be invited to a reintegration meeting. We expect parents and the student to attend. We will be as flexible as we can be about the timings to suit families: our priority is ensuring that everyone is there.
15. Exclusion guidance can be obtained from the Department for Education website at <http://www.education.gov.uk/schools/pupilsupport/behaviour/exclusion>
16. Advice on the exclusions process can also be obtained from the Exclusions Officer, Norfolk Children's Services, telephone number 01603 303333, email [exclusions@norfolk.gov.uk](mailto:exclusions@norfolk.gov.uk) or the local Parent Partnership on 01603 704070, email [parentpartnership@norfolk.gov.uk](mailto:parentpartnership@norfolk.gov.uk) (particular support where students have special educational needs).

**Please turn/scroll to the next page for procedures/guidance regarding permanent exclusions**



### **What happens if my son or daughter is recommended for permanent exclusion?**



6. You will be telephoned as soon as possible by the Head of Year or a senior leader to inform you of the reasons for the decision
7. You will be asked to come as soon as possible to collect your son or daughter from the academy or to nominate another person to do so. Exclusions, particularly at this level, often occur because it is unsafe for the student to remain on-site and behaviour is likely to make it very difficult for staff to manage. Please therefore attend without delay.
8. It may not be possible to tell you during the telephone call or on arrival to collect your son or daughter, any more details than originally disclosed as an investigation may still be continuing. Finding out further details does not prevent the Principal from making the decision that a permanent exclusion in itself is necessary. There is the power to rescind the decision if the investigation finds that this is not the correct outcome.
9. Should your son or daughter be in KS4, have means/access to get home and regularly makes this journey by themselves, you as the parent may authorise them to make their own way home. However, it remains the parent's responsibility for making sure that the student goes straight home and arrives there promptly.
10. You will then receive a letter within 24 hours explaining in further detail the reasons for the permanent exclusion. If the investigation is still going on, you will be given opportunities to submit your views.

### **What are the steps the academy will take?**



1. The Principal will come to the decision that a permanent exclusion is necessary.
2. The Principal will come to this conclusion only in response to a serious breach or persistent breaches of the academy's behaviour policy; and where allowing the student to remain on the academy roll would seriously harm the education or welfare of the student or others in the academy.
3. The academy will contact the Short Stay School for Norfolk and send a referral form. If the exclusion decision is upheld, the SSSFN will provide a place for your child until an alternative school is found.
4. You will receive a letter as soon as possible and within 24 hours stating the key reasons and all the required information from the Department for Education guidance. A copy of this letter and a standard form will be sent to the local authority to inform them (and the 'home' authority if the student does not live in Norfolk).
5. The Short Stay School for Norfolk will arrange for alternative provision from the 6<sup>th</sup> day of the exclusion. The academy will provide work for the first five days.

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10. On receiving notice of the exclusion, the governing body must convene a meeting within 15 school days to consider the exclusion. The governing body must invite the parent, student and Principal at a mutually agreed time. Written evidence should circulate as far as possible, at least 5 days before the meeting; written statements, including witness statements and capture the excluded student's views and a list of attendees.

11. Members of the governor disciplinary panel may choose to ask an officer from the local authority to be in attendance as an advisor. The governing body may ask the LA Officer for advice and the LA Officer can make representations but the governing body must make its decision alone, asking the other parties to withdraw. Only the clerk may stay.

12. The governing body will inform the parent, the Principal and the LA Officer of its decision in writing without delay, stating the reasons. They must also state the last date for lodging an application for a review to the Clerk, Democratic Services, Chief Executives Department, Norfolk County Council and explain the grounds for the review must be set out in writing, requesting a Special Education Needs expert if required. A copy of the letter should be placed on the student's school record with copies of relevant papers and Minutes kept in Governors Confidential files.

### **How do I ask for an exclusion review?**



1. By the last day stated on the letter confirming permanent exclusion, you may lodge an application for a review, in writing. You must write to the Clerk, Democratic Services, Chief Executive's Department, Norfolk County Council, County Hall, Martineau Lane, Norwich. You must explain the grounds for review, requesting a Special Educational Needs expert if required.
2. If you make an application for a review within the time limit, the review should take place within 15 days after the day on which the review is lodged. The review panel considers and has only three options: Uphold the exclusion; recommend the governing body reconsider their decision; or quash the decision and direct the governing body considers the exclusion again.
3. If the governing body's decision is upheld the student is removed from the admission attendance register only after the review process has been completed