



Exclusion Policy

1. Purpose

The Reach Free School has a view that in all cases, exclusion will be used when a pupil's behaviour has failed to meet the expectations of the school or as the very last resort after a range of measures have been tried to improve a pupil's behaviour. The school seeks to reduce the number of incidents leading to exclusions by promoting a positive atmosphere of mutual respect and discipline within the school and through our ACE ethos; Achievement, Community and Enjoyment. Exclusion must be viewed as the strongest sanction possible. There will however, be exceptional circumstances where, in the Headteacher's judgement it is appropriate to permanently exclude a pupil for a "one-off" offence which is deemed to be severe.

2. Aims

2.1 This policy is designed to outline the school's approach to exclusions within the statutory framework as defined in 'The School Discipline' (Pupil Exclusions and Reviews) (England) Regulations 2012. It will also abide by the statutory guidance provided in 'Suspension and Permanent Exclusion from maintained schools, academies and pupil referral units in England'¹ It outlines only where the school applies its own additional guidance and policies, which complement and reinforce the statutory guidance, for purposes of clarity in the day-to-day operation of the school.

2.2 It is not the policy of The Reach Free School to exclude pupils unless a very serious breach of the Behaviour Policy has taken place or there have been repeated instances of poor behaviour. This policy outlines the protocols that staff, including the Headteacher should follow to ensure consistency and equity.

3. Procedures

Exclusion is a consequence used by the school only in cases deemed as serious or persistent breaches of The Reach Free School Behaviour Policy as it applies during school hours. However, there are special circumstances which must also be addressed by this policy; exclusions in relation to behaviour outside school and exclusions in relation to pupils with special educational needs which are outlined below.

3.1 Behaviour outside school

Pupils' behaviour outside school, on school business e.g. on school trips or at sports fixtures, is subject to the school's Behaviour Policy. Inappropriate and unsociable behaviour in such circumstances will be dealt with as if it had taken place in school. For behaviour outside the school, not on school business, the Headteacher may exclude a pupil if there is a clear link between that behaviour and maintaining good behaviour and discipline among the pupil body as a whole, or if it is deemed to be damaging to the reputation of the school.

3.2 Pupils with special educational needs and disabled pupils

3.2.1 The school must take account of any special educational needs when considering whether or not to exclude a pupil. The Reach Free School has a legal duty under the Equality Act 2010, as amended, not to discriminate against disabled pupils by excluding them from school for behaviour related to their disability.

¹ <https://www.gov.uk/government/publications/school-exclusion>, updated May 2023

3.2.2 The Headteacher should ensure that reasonable steps have been taken by the school to respond to a pupil's disability so the pupil is not treated less favourably for reasons related to the disability.

3.2.3 'Reasonable steps' could include:

- developing strategies to prevent the pupil's behaviour
- requesting external help with the pupil
- staff training

3.2.4 Where reasonable adjustments to policies and practice have been made to accommodate a pupil's needs and to avoid the necessity for exclusion as far as possible, suspension or permanent exclusion may be justified if there is a material and substantial reason for it. A specific incident affecting order and discipline in the school may be such a reason.

3.3 Suspensions from school

3.3.1 A suspension (previously known as a Fixed Term Exclusion) from the school can only be authorised by the Headteacher. If the Headteacher is not available to authorise the suspension, a decision should be deferred until the opportunity for authorisation is available.

3.3.2 Support will be provided for suspended pupils during the suspension (e.g. by the provision of work and homework) and at re-entry to the school. In most cases work will be provided electronically. However, if textbooks and exercise books are provided it is the responsibility of parents, guardians or carers to ensure the safe return of these to school. Such work will be matched appropriately to the needs of each pupil, including those with special educational needs.

3.3.3 In cases of suspensions that have resulted in a pupil being absent for more than 15 days in a term or result in a pupil missing a public examination, the Curriculum and Community Committee of the Governing Body will meet within 15 school days to determine whether or not to uphold the suspension. Such hearings will follow the procedures recommended in the DfE guidance, 'Suspension and Permanent Exclusion from maintained schools, academies and pupil referral units in England', May 2023, which can be found at www.gov.uk or via the link in the footnote on page 1.

3.3.4 Where a pupil is given a suspension of six days or longer, the school will arrange suitable full time educational provision from and including the sixth day of the suspension.

3.3.5 During the initial period of up to five school days, the parents, guardians or carers of the excluded pupil must ensure that that pupil is not present in a public place during normal school hours without reasonable justification. This requirement applies whether or not the pupil is in the company of the parent(s).

3.3.6 The school will regularly monitor the number of suspensions to ensure that no group of pupils is unfairly disadvantaged or that the school has failed to address any underlying needs of individual pupils.

3.3.7 All suspensions are recorded on the school's MIS.

3.5 Permanent Exclusion

3.5.1 A Permanent Exclusion can only be authorised by the Headteacher and must only be issued after consulting the Chair of Governors of the intention to impose this sanction, although the final decision rests with the Headteacher of the school.

3.5.2 A permanent exclusion must be considered by the Governors Disciplinary Committee (GDC) within fifteen working days of the decision to permanently exclude a pupil. The GDC will be made up of three Governors and the Clerk to the Governing Body. The Governors involved should have no prior connection to the pupil and no prior involvement in the exclusion. The GDC will consider whether the decision to permanently exclude the pupil should be upheld. Such hearings will follow the procedures recommended in the DfE guidance which can be found at www.gov.uk

3.6 Notification of Suspension or Permanent Exclusion

3.6.1 Parents, guardians or carers will be notified as soon as possible of the decision to suspend a pupil and the reason for this. This will be done on the day of the suspension being authorised, by phone contact or a face-to-face meeting. A written confirmation of the reason(s) for the suspension and details of how to appeal against it will be sent to parents, guardians or carers the same day.

3.6.2 In the case of permanent exclusion, the Headteacher will consider the case and parents will be notified by the Headteacher in a face-to-face meeting or a phone call. This will be followed up by a letter outlining the reason(s) for permanent exclusion.

3.6.3 A pupil who has been suspended will have the reason for their suspension explained to them by a member of staff so that they understand the nature of their behaviour and conduct, and why it is not acceptable.

3.7 Pupils Returning from a Suspension

3.7.1 All pupils returning from a suspension are required to attend a readmission meeting, accompanied by a parent, guardian or carer. This meeting will seek to establish practical ways in which further suspensions can be avoided and behaviour modified to acceptable standards in partnership between pupil, parent and school.

3.7.2 In some instances, on the return from a suspension pupils may return on a personalised timetable so that phased reintegration of the pupil can take place.

3.8 Appeals

3.8.1 All correspondence regarding a suspension or permanent exclusion from the school will inform parents, guardians or carers of their right to appeal against the decision to exclude and call for an Independent Review Panel. This procedure is clearly set out in the statutory guidance, available [here](#).

3.8.2 The person who should be contacted to initiate an appeal is the Clerk to the Governors. A parent, guardian or carer can ask the school's governing board to overturn the exclusion if either:

- the child has been excluded for more than 5 days
- the exclusion means they'll miss a public exam or national curriculum test

3.8.3 If the exclusion is for five days or fewer, you can still ask the governors to hear your views but they cannot overturn the headteacher's decision.

4. Monitoring and Review

This policy will be monitored by the Governing Body for The Reach Free School and reviewed every two years, or earlier if the statutory guidance changes.

5. Links with other policies

Behaviour Policy
 Preventing Bullying Policy
 SEND Policy
 Equality Scheme

Created: January 2013

Revised: June 2023

Ratified by the Governing Body: October 2013

Date of Last Review: June 2023

Date of Next Review: June 2025

Change History	Date	Change(s) Made	Change Author	EDI ²
V1.0		Policy created	NSI	
V1.1		Policy revised to include updated DfE guidance.	RBO	
V1.2		Minor updates to the policy	RBO	
V1.3		Minor updates to the policy to reflect current working practices and the latest guidance from the DfE.	RBO	
V1.4	June 2021	Sections 3.5.2 and 3.6.1 updated to reflect current arrangements for permanent exclusions.	RBO	
V2.0	June 2023	Changes to the policy to reflect the latest guidance from the DfE. References to fixed term exclusions replaced with suspensions.	RBO	Yes

² Any changes or revisions to the policy have considered equality, diversity and inclusion.