

Exclusion Procedures

September 2016

1. The Head Teacher will inform the Education Executive when they are considering a fixed term or permanent exclusion of a pupil from school.
 2. A letter will be sent to parent/carer(s) which clearly states the reason for the exclusion.
 3. When a pupil is permanently excluded from school, the Education Executive will offer to review the Head's decision in liaison with parent/carer(s) and the Head.
 4. The School will write to parent/carer(s) subsequently to inform them of the outcome of the Education Executive's review and any implications for the pupil.
 5. For permanent exclusions, parent/carer(s) may wish to ask the School to reinstate their child. We will arrange a review meeting with a panel of Heads and Education Executives to consider the parent/carer(s) representation accordingly; where parent/carer(s) request this in writing.
 6. Any practical arrangements for the review meeting, such as the date and venue, will be agreed with parent/carer(s) in advance. Letters will be sent out with any relevant papers in advance within required timescales.
 7. For permanent exclusions, if parent/carer(s) wish to ask for an SEN expert to be present at the review meeting, they may do so in order to provide impartial advice. They may advise about how the SEN may have affected their behaviour and contributed to the exclusion.
 8. Parent/carer(s) also have the right to see a copy of their child's school record, but need to notify the School in writing if they wish to be supplied with a copy.
 9. Please note that our procedures and duties differ from all of those laid out in current DfE Guidance on exclusion from maintained schools.
 10. The latest date by which the Education Executive should meet to review parent's representations should be clearly specified to parents in the letter – the 15th school day after the date on which they were notified of the exclusion. Parents may bring a friend or representative but should notify the School in advance if that is the case.
 11. The School will make suitable arrangements for any known disability or special needs which would affect their ability to attend a meeting at the school, including the use of interpreters.
 12. Parent/carer(s) should prepare their representation in advance and circulate these to all parties to the Education Executive Management Team Review Meeting at least 5 working days in advance of the meeting.
 13. Parent/carer(s) are required to confirm their attendance and any other participants no later than 24 hours before the appointed review meeting start time.
 14. The Education Executive Management Team Review Meeting will consist of a panel of at least 3 members who, wherever possible, should have no prior knowledge of the specific matter.
 15. The meeting will be clerked. Prior to the meeting taking place, all evidence and the agenda, as well as information about who will attend the meeting, should be sent to all parties at least 5 days before the meeting.
 16. The Education Executive Management Team Review Meeting can only fulfil the following actions:
 - Uphold the Head's decision, ie refuse your application
 - Recommend that the Head Teacher (HT) and the Education Executive (EE) *reconsider* their decision
 - Quash the decision and direct the Education Executive to *reconsider* the exclusion again but without reinstating the pupil themselves. This will only happen where
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the Review Meeting considers that the decision was flawed because it was illegal, irrational/unreasonable or so unfair that justice was clearly not being done. Procedural impropriety is not simply a breach of minor points of procedure but something more substantive that has a significant impact on the quality of the decision making process. This can only take account of the information available to the School at the time of making their decision.

17. The process of the meeting will be such that the Chair will ensure that all parties have the opportunity to have their views heard, beginning with the Head outlining their decision.
18. Parent/carer(s) will be sent the Review Meeting's decision in writing as soon as possible after the Review.
19. There is no right of appeal against the Review Meeting's decision.
20. Papers for the Review Meeting must give detailed accounts of the incident(s) leading to the permanent exclusion and should include:

Head Teacher's statement	This could be a narrative explaining the issues and the considerations the Head Teacher has given to the one off/series of incidents. Also include the alternatives to a permanent exclusion and why these were not considered appropriate. It can also include a summary of the investigations including dates.
Reports and Witness statements	These must be signed and dated. If the originals are hard to read they can be typed but must be the same exact wording. The typed copies must be signed and dated. The statement can contain the name of the pupil subject to the permanent exclusion but other students' names can be blanked out. Original statements with all students' names must be kept by the school and seen by the Education Executive. Any relevant notes, e mails or text messages also need to be included, again blanking out names of other students.
Letters	Copies of the exclusion letters sent to the pupil's parents/carers, relating to the permanent exclusion and any other exclusions.
Behaviour log	The student's behaviour log (positives and negatives) showing a chronological account of the student's behaviour and include any previous exclusions if the permanent exclusion is for a series of incidents.
Support to student	List all support made available to the student. This could include Pastoral Support Programmes, offer of a managed move to another Cognita school if feasible, Anger Management, Learning Mentor, Adapted timetable, counselling, referral to CAMHS etc.
School Report	The latest school report.
Attendance	A copy of the current school year attendance record of the pupil and last year's if appropriate.
Behaviour Policy	A copy of the school's behaviour policy.
Agenda	A copy of the agenda for the review meeting.