

drb Ignite Multi Academy Trust

Exclusion Policy

Trust Vision

The drb Ignite Multi Academy Trust has been established through a shared belief that lives can be transformed by what goes on in schools. We believe that the process of teaching and learning shapes futures. To this end our vision is to provide every child with learning experiences that excite them and give them the power to begin to shape their own lives.

all pupils achieve the highest standard of educational outcomes regardless of circumstances or background.

Rationale

This policy is designed to outline the approach of drb Ignite Multi Academy Trust to exclusions within the statutory framework as defined in the Exclusion from Maintained Schools, Academies and Pupil Referral Units in England Guidance 2017. Trust schools may also apply their own additional contextual guidance to complement and reinforce the statutory guidance.

Policy statement

Exclusion is a sanction used by the Trust as a final resort and only in cases deemed as extremely serious breaches of the Trust's Behaviour Policy. A pupil may be at risk of exclusion from school for:

- verbal or physical assault of a pupil or adult
- persistent and repetitive disruption of lessons and other pupils' learning
- extreme misbehaviour
- wilful and intentional damage to property

A **Fixed Term Exclusion** from a Trust school can only be authorised by the headteacher or a senior leader acting on his/her behalf. If no-one is available to authorise the exclusion a decision should be deferred until the opportunity for authorisation is available. The Trust is informed half-termly of fixed term exclusions.

In the case of a **Permanent Exclusion** this can only be authorised by the headteacher and must only be done after consulting the Trust's School Improvement Director and Chief Executive Officer, although the final decision rests with the headteacher of the school in line with the Scheme of Delegation.

The Trust seeks to reduce the number of incidents leading to exclusion by promoting a positive atmosphere of mutual respect, discipline and clear behavioural expectations within schools.

The Trust monitors the number of exclusions half-termly to ensure that no group of pupils is unfairly disadvantaged and that contributory, underlying needs of pupils are being fully met.

Parental Notification of an Exclusion

Parents will be notified as soon as possible of the decision to exclude a pupil and the reason for the exclusion. This will be done on the day of the exclusion being authorised by either direct phone contact or a face-to-face meeting. A written confirmation of the reason(s) for the exclusion will be sent to parents the same day.

In the case of a **Permanent Exclusion** parents will be notified by the headteacher in a face-to-face meeting and immediately followed up with a written confirmation.

A pupil who has been excluded will have the reason for his/her exclusion explained to them by a member of staff so that they understand the nature of their misbehaviour and the consequence.

Following a **Fixed Term Exclusion**, Trust schools will work to put in place a support plan for the pupil on his/her return. This will include input from staff and parents as appropriate. It may also include external support agencies especially where safeguarding concerns are involved. Trust schools will work positively with all external support agencies in the best interests of the pupil. It is hoped that, in most cases, following exclusion the pupil will be able to return to school and improvements in behaviour/attitude will be secured.

The Trust's Director of School Improvement and relevant school staff will be notified of all Fixed Term Exclusions. The Director of School Improvement will report all exclusions by school to the Trust Board through the Trust's Reporting and Accountability Framework.

Pupils Returning from a Fixed Term Exclusion

Pupils returning from a Fixed Term Exclusion are required to attend a reintegration meeting, accompanied by a parent. This meeting seeks to establish practical ways in which further exclusion can be avoided and behaviour modified to acceptable standards in partnership between pupil, parent and school.

Permanent Exclusion

A Trust school will only permanently exclude a pupil as a very last resort or as the result of a serious incident. Schools are committed to supporting pupils at risk of exclusion and fully recognise the vulnerability of the pupil. All preventative measures will be tried before the serious decision to exclude is made. However, there are exceptional circumstances in which a headteacher may decide to permanently exclude a pupil because of ongoing, serious issues or for an isolated incident.

If a pupil is permanently excluded:

- the Trust Board will review the headteacher's decision.


- if the Trust Board confirms the exclusion, parents can appeal to an independent appeal panel organised by the Trust Board
- every Trust school will explain to parents in writing how to lodge an appeal
- the local authority is required to provide full-time education from the sixth day of a permanent exclusion.

Appeals

All correspondence regarding an exclusion from a Trust school will inform parents of their right to appeal to the Trust against the decision to exclude. This procedure is clearly set out in the statutory guidance. The person who should be contacted to initiate an appeal is the school headteacher who will inform the Clerk to the Trust Board.

Relationship to other Trust policies

The Trust's Exclusion Policy should be considered alongside the Behaviour Policy as well as other relevant Trust policies, particularly the Special Educational Needs Policy and the Equality & Diversity Policy. It also has a close inter-relationship with the Trust's Anti Bullying and Attendance Policies.

Monitoring and review	Trust Board
Links	Anti-Bullying Policy Attendance Policy Behaviour Policy Equality and Diversity Policy Medical Needs Policy SEND Policy
Staff responsible	Headteachers of all academy schools,
Committee responsible	Trust Board
Date approved	November 2018
Reviewed	November 2018
Next review	November 2019
Sign off by Chair of Trust	 Date: November 2018

*Please note that should there be any changes/further national guidance issued relevant to this policy, it will be updated accordingly prior to the review date shown above and referred to the next Trust Board meeting.

Change Management

Issue No.:	Change date:	Change description:
1.0	Nov'16	Initial release
2.0	Nov'18	Rebranded, updated and signed off for release