

Permanent Exclusion and Suspension Policy

| Review Date | Reviewer | Approved by | Date Approved | Implemented |
|--------------------|-----------------|--------------------|----------------------|--------------------|
| September 2021 | J Barker | Executive Board | September 2021 | September 2021 |
| November 2021 | J Barker | Executive Board | November 2021 | November 2021 |
| September 2022 | J Barker | Executive Board | September 2022 | September 2022 |
| September 2023 | J Barker | Executive Board | July 2023 | September 2023 |
| September 2025 | | | | |

| Issue No | Date | Description |
|-----------------|-------------|---|
| 5 | Sept 2021 | Added: Section 3 – Legislation and statutory guidance. Section 5 – Links to other policies. Section 10 – Duty to inform Updated Section 13 – Review of an exclusion by the Local Academy Council. |
| 6 | Nov 2021 | Section 9 – Updated 9.1 Situations in which permanent exclusion for a first offence is the only option. |
| 7 | Sept 2022 | Updated in line with DFE Statutory Guidance on Suspension and Permanent Exclusion from maintained schools, academies, and pupil referral units in England, including pupil movement July 2022. |
| 8 | Sept 2023 | Updated in line with DFE Guidance Suspension and Permanent Exclusion from maintained schools, academies and pupil referral units in England, including pupil movement September 2023. |
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| Approved by EB: | 14/07/23 | Originator of this document is: | J Barker |

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1. Introduction

The North East Learning Trust (NELT) is committed to ensuring that all Academies within the multi-academy trust are fully accessible, inclusive, welcoming, and respecting of the diversity of children and young people, staff, local communities, and visitors.

This policy is underpinned by the commitment of the Trust to ensure the safety and well-being of the whole school community and to maintain an appropriate educational environment in which all can learn and achieve.

All staff work hard in our Academies to ensure that the ethos and environment supports pupil and student learning and success. Exclusion is a sanction used only as a last resort, and we strive to reduce the need for exclusion as far as it is possible.

This policy outlines the Trust's policy in relation to exclusions and applies to all Academies within the Trust and is supported by the individual Academy's Behaviour Policy.

2. Confidentiality

The North East Learning Trust, Local Academy Council and all staff will deal with cases of exclusion and the surrounding circumstances confidentially. Information will be shared only with those who need to know it, and any breach of this may result in disciplinary action.

3. Aims

The aim of the policy is to ensure that:

- The exclusions process is applied fairly and consistently.
- Parents/carers, students/pupils, and Governors understand the exclusions process.
- Students/pupils are safe and happy.
- Students/pupils do not become NEET (not in education, employment, or training).

4. Legislation and statutory guidance

This policy is based on statutory guidance from the Department of Education: [Exclusion from maintained schools, academies and pupil referral units \(PRUs\) in England](#) and the following legislation which outline the powers to exclude pupils/students from schools:

- The Education Act 2002, as amended by the Education Act 2011
- The School Discipline (Pupil Exclusions and Reviews) (England) Regulations 2012
- The [Education and Inspections Act 2006](#)
- The [Education Act 1996](#)

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- The [Education \(Provision of Full-Time Education for Excluded Pupils\) \(England\) Regulations 2007](#), as amended by [The Education \(Provision of Full-Time Education for Excluded Pupils\) \(England\) \(Amendment\) Regulations 2014](#)

This policy also complies with the Trust’s funding agreement and articles of association.

5. Links to other policies

This policy should be read alongside the following Trust and Academy policies:

- Acceptable Use
- Behaviour
- Safeguarding
- SEND

6. Power to exclude

The Head of School/Headteacher is the only member of staff within the Academy who can exclude a pupil/student, either permanently or for a fixed term (suspension). Prior to making the decision to permanently exclude a pupil/student the Head of School/Headteacher will discuss the matter with the Deputy CEO/Executive Headteacher.

7. Purpose of exclusion

The purpose of exclusion is to:

- Prevent disruption to classes.
- Protect the educational, emotional and physical welfare of pupils/students and staff.
- Reinforce the discipline of the Academy.
- Provide, when necessary, a ‘cooling off’ period for the pupil/student.
- Involve parents/carers and pupils/students in discussing the pupil/student’s future behaviour.
- In the event of lengthy suspensions, establish targets for improvement in identified areas.

8. Types of exclusion

8.1 Permanent exclusion

A permanent exclusion is when a pupil/student is no longer allowed to attend a school (unless reinstated). The decision to exclude a pupil/student permanently will only be taken:

- In response to a serious breach or persistent breaches of the Academy’s Behaviour Policy; and
- Where allowing the pupil/student to remain in school would seriously harm the education or welfare of the pupil/student or others such as staff or pupils/students in school.

Permanent exclusion is an extremely serious sanction, and a step taken by the Head of School/Headteacher in accordance with the Exclusion Policy as agreed by the Trust and the Academy’s Behaviour Policy only as an absolute last resort. In most cases, permanent exclusion will be used only after various alternative strategies have been tried to improve behaviour but

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have been unsuccessful. There are, however, some situations in which permanent exclusion for a first offence is the only option. These include:

- Serious, actual, or threatened violence/assault against another pupil/student and/or a member of staff.
- Persistent bullying of another student including cyber bullying.
- Sexual abuse or assault against a student and/or a member of staff.
- Possession of an illegal drug with intent to supply.
- Bringing an offensive weapon to school
- Arson.
- Making a false accusation against a member of staff.
- Uses any form of media, including social networking media inappropriately, which is deemed to cause offence or harm to the school or its members.
- Bringing the good name of the school and/or staff into disrepute.

It may be necessary for the Academy to involve the police if the offence warrants it.

The Head of School/Headteacher will take reasonable steps to ensure that work is set and marked during the first five school days where the pupil/student will not be attending alternative provision. The LA will arrange provision from day 6 having assessed the child's needs.

All permanent exclusions will be reviewed by the Local Academy Council to ensure that they are justified and fair and have been dealt with in accordance with the policies and procedures agreed by the Trust and the Local Academy Council. The Head of School/Headteacher can withdraw an exclusion that has not yet been reviewed by the Local Academy Council.

8.2 Suspension

A suspension is where a pupil/student is temporarily removed from school and is an essential behaviour management tool that is set out within the Academy's Behaviour Policy.

A pupil/student may be suspended for one or more fixed periods (up to a maximum of 45 school days in a single academic year). The length of a suspension will be set out by the Head of School/Headteacher at the start of the exclusion period. If a pupil/student is excluded for more than 45 days in an academic year, they will be permanently excluded.

A suspension may be used to provide a clear signal of what is unacceptable behaviour as part of the Academy's Behaviour Policy and show a pupil/student that their current behaviour is putting them at risk of permanent exclusion.

A suspension may result from a serious breach of the Academy's Behaviour Policy. It may be a first offence or persistent disruptive behaviour that requires a tougher sanction than detention but does not warrant permanent exclusion.

During a suspension, pupils/students will continue to receive their education. The Head of School/Headteacher will take steps to ensure that work is set and marked during the first 5 days of a

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suspension. This may include access to remote learning. The Academy's legal duties to pupils/students with disabilities and/or special educational needs remain in force and will make reasonable adjustments to supporting pupils/students during this period.

From the sixth day onwards of a suspension, the Academy will arrange for alternative full-time educational provision.

An excluded pupil/student has no automatic right to take a public examination or National Curriculum tests on the Academy's premises. The Trust can decide whether to allow the pupil/student to sit the tests in another Academy within the Trust, however, this will depend on the seriousness of the reason for exclusion.

A policy cannot cover all eventualities. The Head of School/Headteacher reserves the right to use their discretion, in line with this policy, to help students make better choices.

9. Making the decision to exclude

Before deciding whether to suspend a pupil/student for a fixed period or permanently exclude, the Head of School/Headteacher will:

- Ensure that a thorough investigation has been undertaken.
- Consider all the evidence available when looking to support the allegations
- Encourage the student to give his or her version of events.
- Consider if the pupil/student has special educational needs (SEND).
- Consider the Academy's behaviour policy, equal opportunities policy and relevant equalities legislation.
- Find out whether the behaviour may have been provoked, for example in the case of racial or sexual harassment or bullying.
- Consult other people as necessary (but not anyone on the Local Academy Council who may later have a role in reviewing the decision).
- Keep a written record of discussions, interviews, and actions, and retain copies of written records made by other members of staff, ensuring that witness statements are dated and signed if possible.

If it is decided that exclusion is necessary, the parents/carers of the pupil/student will be notified, and the circumstances surrounding the exclusion will be formally recorded.

10. Duty to Inform

10.1 Parents/Carers

The Head of School/Headteacher where possible, will notify parents/carers that their child has been excluded and the reasons for this in person or by telephone.

The Head of School/Headteacher will notify the parent/carer, in writing, of the following information without delay, and by the end of the afternoon session at the latest:

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- The reason for the exclusion.
- The period of a fixed-term exclusion or if the exclusion is permanent, the fact that it is permanent.
- The parent/carers right to make representation to the Local Academy Council, how representations should be made and how the pupil/student may be involved in this process.
- That the parents/carers have the right to attend a meeting which at their request can be held remotely, to be represented at that meeting and to bring a friend, if there is a legal requirement for the Local Academy Council to consider the exclusion.

In addition, the parents/carers must also be informed:

- That they must ensure that their child is not present in a public place during the first five school days of an exclusion, or until after the start date of any alternative provision or the end of the exclusion where this is earlier.
- Details of any alternative provision that is arranged including start date, times of attendance, location and any information required by the pupil/student to identify the person who they should report to on the first day.

10.2 Local Academy Council

The Head of School/Headteacher will notify the Local Academy Council without delay of:

- Any permanent exclusion, including where a suspension is followed by a decision to permanently exclude the pupil/student.
- Any suspension or permanent exclusion which would result in the pupil/student being suspended or permanently excluded for a total of more than five days (or more than 10 lunchtimes) in a term.
- Any suspension or permanent exclusion which would result in a pupil/student missing an examination and/or a national curriculum test.

The Head of School/Headteacher will inform the Local Academy Council once per term of any other suspensions of which they have not been previously notified.

10.3 Local Authority

The LA will be informed without delay of all school exclusions regardless of the length of the exclusion.

The notification will include the reason(s) for the suspension or permanent exclusion and the duration of any suspension or, in the case of a permanent exclusion the fact that it is permanent.

If a permanently excluded pupil/student lives outside the LA, the Head of School/Headteacher must notify the pupil/student 'home authority' immediately.

10.4 Social Worker and Virtual School Head (VSH)

When a decision to suspend or permanently exclude a pupil/student the Head of School/Headteacher will without delay notify the social worker (if the pupil/student has one) and the VSH

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if the pupil/student is a Looked After Child (LAC) (if the pupil/student is previously looked after (PLAC), the VSH will provide advice and information, upon request from relevant parties but does not have a corporate parent role that they have for LAC) of the period of suspension or permanent exclusion and the reason(s) for it.

11. Exclusion of pupils/students from specific groups

The Trust recognises that exclusion rates for certain groups of pupils/students are consistently higher than average. These include the following groups of pupils/students:

- Special Educational Needs and Disabilities (SEND)
- Free School Meals
- Looked After Children
- Certain Ethnic Groups

All Academies within the Trust will ensure that any additional support needed to identify and address the needs of pupils/students in these groups to reduce exclusion is implemented.

The Trust also recognises there are certain groups of pupils/students with additional needs who are particularly vulnerable to the impacts of exclusion namely SEN and looked after children.

The Head of School/Headteacher of Academies with the Trust will, as far as possible, avoid permanently excluding any pupil/student with an Education, Health, and Care (EHC) Plan or a looked after child. The Academies within the Trust will engage proactively with parents/carers in supporting behaviour of pupils/students with additional needs.

Where an Academy has concerns about the behaviour, or risk of exclusion, of a pupil/student with additional needs, an EHC plan or looked after child, it will in partnership with others consider whether additional support or an alternative placement may be required. This will involve assessing the suitability of provision for a pupil/student's SEN. Where a pupil/student has an EHC plan, consideration will be given to requesting the Local Authority (LA) to undertake an early review or interim/emergency review.

In relation to looked after children, the Academy will co-operate proactively with foster carers, social workers, and the Virtual Head of the LA that looks after the child and the Trust's Virtual Head to discuss how to support the child to improve their behaviour and avoid exclusion becoming necessary. If an Academy decides to suspend and/or permanently exclude a LAC, the Head of School/Headteacher will inform the Virtual Head of the relevant LA and the Trust's Virtual Head.

12. Safeguarding, concerning pupils/students who have abused another pupil/student (commonly known as child-on-child abuse)

Where there is an ongoing safeguarding investigation (whether that includes a criminal investigation or not) that may result in the permanent exclusion of a pupil/student or if a pupil/student has been reinstated following a review by the Local Academy Council, it is likely that there will be complex and difficult decisions that need to be made, such decisions will be made alongside the Trust and the Academy's duty to safeguard and support children and their duty to provide an education.

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13. Alternative provision

Alternative provision may be arranged at the following registered providers:

- another Academy within the Trust
- a shared joint facility
- a student referral unit
- a private provider
- a local FE college.

If the child has an EHC plan, the alternative provision will meet those needs.

14. Reintegration after a suspension or off-site direction

Academies will support pupils/students to reintegrate back into school and full-time education following a suspension or period of offsite direction. A specific reintegration strategy that offers the pupil/student a fresh start; helps them to understand the impact of their behaviour on themselves and others; teaches them how to meet the high expectations of behaviour in line with the Academy culture; fosters a sense of belonging within the school community; and builds engagement with learning.

The reintegration strategy will be clearly communicated to the pupil/student during a reintegration meeting. Parents/carers will be invited to attend. The reintegration strategy will be reviewed regularly and adapted where necessary throughout the reintegration process in collaboration with the pupil/student, parents/carers, and other relevant parties.

Where necessary, the Academy will work with relevant staff and multi-agency organisations, such as teachers, pastoral staff, SENDCo, social workers, educational psychologists, EWEL, and Early Help.

15. Cancelling an exclusion

The Head of School/Headteacher may cancel an exclusion that has already begun (or one that has not yet begun), but this will only be done where it has not yet been reviewed by the Local Academy Council. Where an exclusion is cancelled:

- Then the Head of School/Headteacher will notify without delay parents/carers, the Local Academy Council, and the LA and, if relevant the social worker and the Trust and LA Virtual School Head. The notification must also provide the reason for the cancellation;
- The Local Academy Council's duty to consider reinstatement ceases, and there is no requirement to hold a meeting to consider reinstatement;
- Parents/carers should be offered the opportunity to meet with the Head of School/Headteacher to discuss the circumstances that led to the exclusion being cancelled, the meeting should be arranged without delay;

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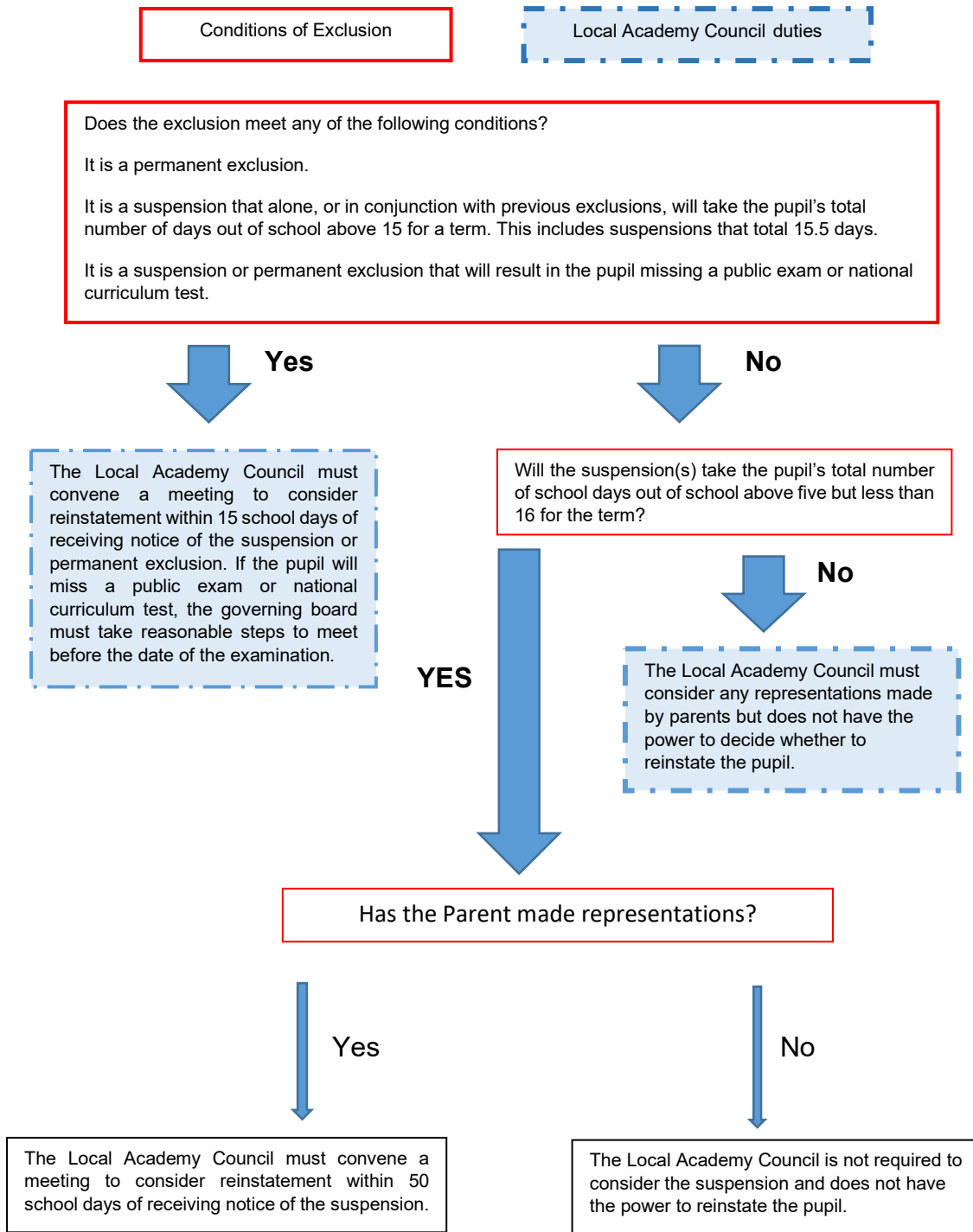
- Allow the pupil/student back into the school from which they were excluded without delay;
- Any days spent out of school as a result of an exclusion, prior to the cancellation will count towards the maximum 45 school days permitted in any school year;
- A permanent exclusion cannot be cancelled if the pupil/student has already been excluded for more than 45 school days in a school year or if they will have been so by the time the cancellation takes effect.

16. Review of an exclusion by the Local Academy Council

| | Suspensions | | | Permanent Exclusions |
|--|--|--|---|---|
| | FTE up to and including 5 in one term | FTE more than 5 but not exceeding 15 in a term | FTE more than 15 but not exceeding 45 in a term | |
| Are the Governors required to meet? | Yes, but only if the parent/carer has made written representations and requests Governors meet to review the exclusion. | | Yes | Yes |
| When do Governors have to meet? | No specific timeframe but best practice within 50 school days of receiving the notification of the exclusion. | Within 50 school days of receiving the notification of the exclusion. | Within 15 school days of receiving the notification of the exclusion. | Within 15 school days of receiving the notification of the exclusion. |
| Can the parent/carer attend the meeting? | No, only written representations can be made. | Parents/carers can be present and make verbal or written contribution. | | Parents/carers can be present and make verbal or written contribution. |
| If Governors agree to uphold the exclusion. | Make a note on the pupil/student's educational record reflecting this. | | | Make a note on the pupil/student's educational record reflecting this. |
| If Governors do not uphold the exclusion, what choices do they have? | Governors have no power to direct reinstatement. If Governors do not uphold the decision to exclude, this and the reason for the decision, may be recorded on the pupil/student's educational record. | Governors can reinstate the pupil/student immediately or on a fixed date. Where a pupil/student has already returned to the Academy, Governors should request the Head of School/Headteacher record the decision on the educational record. | | Governors can reinstate the pupil/student immediately or on a fixed date. |

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17. Summary of the Local Academy Council’s duty to consider reinstatement



The Pupil Discipline Committee of the Local Academy Council will automatically review all cases of permanent exclusion, as well as any fixed-term exclusions that would lead to a pupil/student being excluded for more than 15 days in one term or missing a public exam. The Committee will look at the evidence and the records leading up to the exclusion and decide whether the Head of School/Headteacher has made a fair decision and if exclusion is the appropriate sanction in accordance with the Academy's Behaviour Policy and the Trust's Exclusion Policy.

The Pupil Discipline Committee will meet within 15 school days of the notification to exclude and will consider the interests and circumstances of the excluded pupil/student, including the circumstances in which the pupil/student was excluded, and have regard to the interests of other pupils/students and people working at the Academy.

The Pupil Discipline Committee must also consider representations made by parents/carers and the Head of School/Headteacher. A parent/carer may invite a representative of the LA to attend a meeting of the Committee as an observer; the representative can only make representations with the consent of the Local Academy Council.

Where the pupil/student has a social worker or is a LAC, the social worker and the VSH will be notified of the date and time the meeting of the Pupil Discipline Committee will take place and invited to attend.

When establishing the facts in relation to an exclusion decision, the Committee must apply the civil standard of proof, in other words, 'on the balance of probabilities' it is more likely than not that a fact is true rather than the criminal standard of 'beyond reasonable doubt.' In the light of their consideration, the Committee can either:

- Uphold an exclusion: or
- Direct reinstatement of the pupil/student immediately or on a particular date.

Where reinstatement is not practical because for example, the pupil/student has already returned to school following the expiry of a suspension or the parents/carers make clear they do not want their child reinstating, the Committee must consider whether the Head of School/Headteacher's decision to exclude was justified based on the evidence.

The Committee must also note the outcome of their consideration on the pupil/student's educational record, along with copies of the relevant papers for future reference.

In cases where the Committee consider parents/carers representations but does not have the power to direct a pupil/student's reinstatement, they should consider whether it would be appropriate to request that the Head of School/Headteacher place a copy of the findings on the pupil/student's educational record.

The pupil/student concerned is encouraged to attend if they can fully understand the proceedings. The North East Learning Trust believes that students should be encouraged to take part in the

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review process and feel that they are listened to. This will hopefully increase the chance of a positive behaviour pattern emerging in the future.

The members of the Pupil Discipline Committee will have appropriate training to fulfil the role, and will ensure that clear minutes are taken of the meeting as a record of the evidence that was considered by the committee. These minutes should be made available to all parties on request and the record of the discussion should state clearly how the decisions have been reached, for which a clerk will be present.

The committee will ask all parties to withdraw from the meeting before making a decision. The clerk will assist the committee by referencing their notes of the meeting and with the wording of the decision letter.

In reaching a decision on whether a pupil/student should be reinstated the committee will consider whether the decision to suspend or permanently exclude the pupil/student was lawful, reasonable, and procedurally fair. This should consider the welfare and safeguarding of the pupil/student and their peers, the Head of School/Headteacher's legal duties, and any evidence that was presented to the committee in relation to the decision to exclude.

Parents/carers will be notified within one school day of the outcome of the meeting.

The committee should note the outcome of its considerations on the pupil/student's educational record, and copies of all relevant paperwork should be kept with the educational record.

In cases where the committee considers parental representations but does not reinstate the pupil/student, it will consider whether it would be appropriate to place a note of its findings on the pupil/student's educational record.

The decision of the Pupil Discipline Committee in relation to a suspension is final and there is no further right of appeal.

18. Right to an independent review of a permanent exclusion

In respect of permanent exclusion, the outcome letter will confirm to parents/carers their right to request a review by an independent panel if they are unhappy with the decision of the Pupil Discipline Committee and also their right to request that the IRP is held remotely.

Parents/carers must request an independent review within 15 school days of being notified of the Pupil Discipline Committee's decision. The Trust will not consider any requests for a review received outside of the legal timeframe. The review will be arranged within 15 days of receiving the request from parents/carers and the cost will be borne by the trust.

The independent review panel can make one of the following decisions:

- Uphold the exclusion
- Recommend that the Local Academy Council reconsiders their decision
- Quash the decision and direct the Local Academy Council to consider the exclusion again

The decision of the independent review panel is binding on the pupil/student, parents, Local Academy Council, Head of School/Headteacher, LA, and the Trust.

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19. Requests for remote access meetings for Local Academy Council meetings or IRPs

Parents/carers (if the pupil is under 18) or excluded pupils (if they are aged 18 years or older) can request a meeting to be held via the use of remote access. This is not a default option. Where a request is made correctly, as set out in the Headteacher/Head of School's written notification or in the Local Academy Council's written notification to the parent/carers that they can request IRP, the meeting must be held remotely. The Local Academy Council will assess whether a meeting can be held fairly and transparently via remote access taking into consideration the facts of each case. If the Local Academy Council is not satisfied that a meeting can be held fairly and transparently via remote access, parent/carer will be consulted to discuss how a face to face meeting can be arranged that will be convenient to them.

In the written notification the Headteacher/Head of School and Local Academy Council will advise the parent/carer or pupil/student (if they are over 18 years old) to consider the following, before requesting a remote meeting:

- That the technology used for the Governors meeting or IRP will be Microsoft Teams.
- That the parent/carer excluded pupil/student (if they are over 18 years old) has an appropriate space free from other distractions to enable them to participate fully with a remote access meeting.
- That where the parent/carer or excluded pupil/student (if they are over 18 years old) have limited access to the internet, intermittent service or slower speed internet, they should not request a remote meeting for the Governors meeting or IRP.
- Where the parent/carer excluded pupil/student (if they are over 18 years old) initially ask for a meeting to be held via the use of remote access then decide to withdraw the request, they should inform the Local Academy Council or arranging authority without delay. The Local Academy Council or arranging authority will then arrange a face-to-face meeting without delay.

Once all parties have joined the meeting, the Chair will confirm with participants have access to the technology which will allow them to:

- Hear
- Speak
- See
- Be seen

As well as ensuring that:

- All participants are able to put across their point of view or fulfil their function.
- The remote meeting can be held fairly and transparently.

Should during the meeting there are technical difficulties, which cannot be resolved and prevent participants holding the meeting fairly or transparently, the Local Academy Council or arranging authorities must arrange a face-to-face meeting without delay, despite the parent/carer request.

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Social workers and VSHs must be allowed to join a meeting via the use of remote access, regardless of the format chosen, as long as the Local Academy Council or arranging authority (for an IRP) are satisfied that they will be able to participate effectively, they can hear and be heard and see and be seen if participating by video) throughout the meeting, and their remote participation will not prevent the meeting being fair and transparent.

The Local Academy Council, arranging authority and panel members must:

- Comply with relevant equalities legislation
- Enable access to support which the parent/carer is entitled to, including the presence of a friend.

20. Use of remote access during an extra-ordinary event or unforeseen circumstance

If there is a reason related to extraordinary events or unforeseen circumstances, such as an outbreak of infectious illness/disease, which means that it is not reasonably practicable for the Local Academy Council meeting or IRP to be held in person; then this meeting may be held using remote access even if the parent has not asked for the meeting to be remote.

The meeting may be held via the use of remote access, provided the Local Academy Council or arranging authority are satisfied that all participants will be able to fully make representations and carry out their functions, each participant has access to the electronic means to allow them to hear and be heard and (where using a live video link) see and be seen, throughout the meeting; and the meeting is capable of being held fairly and transparently.

21. Off rolling and unlawful exclusions

Telling or forcing a pupil/student to leave school, or not allowing them to attend school, is a suspension (if temporary) or permanent exclusion (if permanent). Whenever a pupil is made to leave an Academy, or forbidden to attend an Academy, on disciplinary grounds, this will be carried out in accordance with the School Discipline (Pupil Exclusions and Reviews) (England) Regulations 2012 and with regard to the relevant parts of the guidance.

Where a pupil/student is suspended for a short period of time, such as half a day, the formal suspension process will be followed. Each disciplinary suspension and permanent exclusion will be confirmed to the parents/carers in writing and include notice of the reasons for the suspension or permanent exclusion.

All exclusions without exception will be formally recorded.

22. The Local Academy Council's duty to remove a permanently excluded pupil/student from the school register

The correct removal of pupils/students from the school admission register is critical to ensuring that permanent exclusions are carried out lawfully and that pupil movements can be effectively

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| Approved by EB: | 14/07/23 | Originator of this document is: | J Barker |

monitored. In carrying out this role properly, the Trust and Local Academy Council can reduce the opportunities for the illegal off rolling of pupils/students and make the issue easier to identify and tackle.

The Local Academy Council must ensure that a pupil/student name is removed from the school admission register if:

- 15 school days have passed since the parents/carers were notified of the Local Academy Council’s decision not to reinstate the pupil/student and no application has been made for an IRP; or
- The parents/carers have stated in writing they will not be applying for an IRP.

The Academy cannot backdate the deletion of the pupil/student’s name to the date the exclusion began.

Where an application for an IRP has been made within 15 school days, the Academy must wait until the review has been determined, or abandoned, and until the Local Academy Council has completed any reconsideration that the panel has recommended or directed it to carry out, before removing a pupil/student’s name from the register. Where a pupil/student’s name is to be deleted from the school admission register because of a permanent exclusion the Academy must make a return to the local authority.

The Governance Manager will inform the Academy and the relevant Local Authority when the student can be/has been removed from roll.

The Local Academy Council will ensure that the removal of a pupil/student from the school roll is carried out under the circumstances prescribed by the Education (Pupil Registration) (England) Regulations 2006, as amended and where applicable that the pupil/student’s name is removed at the appropriate time.

Whilst an excluded pupil/student’s name remains on the Academy’s admission register the pupil/student should be marked using the appropriate attendance code. Where alternative provision has been made that meets the requirements of the pupil registration regulations, and the pupil/student attends it, an appropriate attendance code should be used. Where a pupil/student is not attending alternative provision, they should also be marked with the appropriate code.

The common transfer file (CTF) should be transferred within 15 school days of the pupil/student ceasing to be registered at the school.

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