



LIFE ACADEMIES TRUST

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Exclusion

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1. Introduction

In accordance with each academy/setting's behaviour policy, it may prove necessary to impose an exclusion from school or specific aspects of school. This may be for a series of accumulative incidents or for a serious isolated incident.

2. Types of Internal Exclusion

Before externally excluding a child the school will try to use internal exclusions to successfully resolve situations within school. These can take the following form and may be issued by Year/Key Stage Leaders, or members of the Senior Leadership team:

- A child is withdrawn from certain lessons and works in isolation on the same work that they would be doing had they been in the lesson.
- A child is excluded from having a break or lunch time with the other pupils and is supervised by a member of staff.

3. Types of External Exclusion

If internal exclusions have not been successful, or in cases of serious incidents, formal procedures will be put in place and a child may be issued with an external exclusion. These will only be issued by the Academy Principal/Setting Head, or their nominated representative (usually the DHT in the absence of the HT):

- **Lunch Time Exclusion:** When a child is not allowed on school premises for the duration of the lunch time.
- **Fixed Term Exclusion:** When a child is excluded from school for a fixed period of time that is stated at the start of the exclusion. A child may be excluded from between 1 and 45 days in an academic year. A fixed term exclusion may, on occasion, be made to an alternative facility located at other schools. This decision will be at the discretion of the Academy Principal/Setting Head, and subject to availability.
- **Permanent Exclusion:** When a child is permanently excluded from school.

4. Procedures

- Parents/carers will always be informed when a pupil is excluded and of the reason for the exclusion.
- Initial contact will be by phone and for external exclusions this will be followed up in writing on the day of the exclusion.
- Work will be provided for the pupil and must be completed during the exclusion.
- The pupil will not be allowed on the school grounds during an external exclusion.
- The parents/carers are responsible for the pupil during an external exclusion.

EXCLUSION

- If a child is externally excluded for a lunch time period and is entitled to a free school meal, arrangements will be made for lunch to be provided.
- For external exclusions a re-admission interview will take place with the pupil, parents/carers and the relevant members of the school's senior leadership team on the day of the return to school.
- On return to school, strategies will be put in place in an attempt to reintegrate the child successfully back into school.
- The school will continue to use these strategies until all attempts to successfully reintegrate the child into school have been exhausted.
- External Agencies may be called in to support the child and the school.
- Parents/carers have the right to appeal against an exclusion and the details of how to instigate this process will be contained within the exclusion letter.

Model Letter

In the event of an external exclusion, parents/carers have a duty to ensure that their child is not present in a public place during school hours within the time frame of this exclusion **[specify dates]** Parents/carers may receive a penalty notice from the local authority unless they can show reasonable justification for this.

We will set work for **[Child's Name]** to be completed on the days specified in the previous paragraph as school days during the period of his/her exclusion when parents/carers must ensure that their child is not present in a public place without reasonable justification. **[detail the arrangements for this]**. Please ensure that work set by the school is completed and returned to us promptly for marking.

Parents/carers have the right to make representations about this decision to the relevant Academy Governance Committee. If you wish to make representations please see the relevant website for the Academy Governance Committee Clerks contact details. Whilst the Academy Governance Committee has no power to direct reinstatement, they must consider any representations parents/carers make and may place a copy of their findings on the child's school record.

Parents/carers should also be aware that if they think the exclusion relates to a disability their child has, and they think disability discrimination has occurred, parents/carers 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.htm>).

All external exclusions will be reported to the relevant Academy Governance Committee (and then to the Trust Board, via the Annual Governance Calendar) who will monitor the occurrences.

Any permanent exclusion will also be reported to the Trust CEO before following this governance reporting structure.