

All Saints Inter-Church Academy

Exclusion Policy

June 2026

At All Saints Inter-Church Academy, behaviour is on the whole, good. In this policy the word 'suspension' is used to refer to what legislation calls an exclusion for a fixed period. Suspensions and permanent exclusions are both types of exclusion, and where this guidance uses the word 'exclusion' this includes both suspensions (fixed-period exclusions) and permanent exclusions.

Permanent exclusion will only be used as a last resort when all other sanctions in line with the school Behaviour policy have been exhausted along with any other reasonable steps and adjustments. This could include being sent to another class, Senior Leaders in the school, or internal exclusion (this is where the child will spend time in another class for a period of time).

Permanent exclusion may, on extremely rare occasions be the only possible response to either:

- a single incident of very extreme misconduct,
- or a pattern of persistent disruptive behaviour, which contravenes the school's Behaviour Policy
- and would be to the serious detriment of the safety, education and/or welfare of students and staff were the child allowed to remain in school.

In applying this exclusion policy, we will follow the latest guidance and advice from the Department of Education and the Local Authority. (September 2023). Each incident of exclusion within school will be recorded in a standard format, which should detail;

- the name of the student
- the year group and class
- the gender of the student
- the ethnicity of the child
- the type of exclusion
- in the case of fixed term exclusions, the number of days the pupil has been excluded for. This information will be reported to exclusion.suspensionrecording@cambridgeshire.gov.uk. This will also be recorded on Cpoms, outlining the length of each exclusion.

This information is reviewed termly by Trustees. The Head of School, together with the Executive Headteacher, will decide if a student is to be excluded for a fixed period. Where the Executive Headteacher is absent, this power to exclude for a fixed period is delegated to the Head of School.

Each individual case will be determined on its merit and circumstances will be investigated, considered and taken into account. The degree of severity of the offence, the frequency of occurrence and the likelihood of recurrence will be taken into account, as will the previous record of the student involved.

DfE Guidance makes provision for the behaviour of a pupil outside school can also be considered grounds for an exclusion, where this may be viewed as bringing the school into disrepute. Where a student is to be excluded for the first time, the length of the exclusion will normally be between 1/2-3 school days. Longer periods may be used for more serious offences, extreme circumstances or a reoccurrence of misbehaviour following previous fixed term exclusion. Fixed-term exclusion will be considered as an option where verbal or

physical abuse is directed towards staff and students and in serious cases of unprovoked violence towards fellow students or staff. It will also be considered in case of the bringing of dangerous objects or illegal substances onto the school premises. When the Executive Headteacher or Head of School has decided that there is adequate ground for the exclusion of a student, the parents will be informed by telephone as soon as possible. A letter will then be issued to the parent of the day of exclusion.

The letter should detail;

- the reason for the exclusion
- the length of the exclusion
- the date of the pupil reintegration meeting a suggested date on which parents may meet with the Executive Headteacher, Head of School or allocated Senior Manager to discuss the exclusion
- ensure that work is set and sent home for completion.

- notify parents of their responsibility to ensure that their child is not found in a public place during school hours
- right to make representations to the Local Governing Committee.
- information regarding the exclusion should be sent to the Chair of Trustees of All saints Inter-Church Academy and the Local Authority.

When notifying parents of the exclusion, the school will provide free and impartial information about the exclusion

- Department for Education statutory guidance on suspensions
- Source of impartial advice to gain further understanding (Coram's Legal Children) where relevant links to other local services

Representations to the Local Governors concerning fixed term exclusion will normally be made in the first instance to the Chair of Trustees. If the matter cannot be resolved by the Chair of Trustees in the first instance, he/she may decide to refer the matter to a sub-committee of Governors. Before the student returns to school, a reintegration meeting should be convened by the appropriate Senior Leader with the appropriate members of staff, parents and child. During the reintegration meeting the following will be discussed and documented;

- Name, Year Group
- Exclusion dates
- Reason/s for exclusion
- Date of reintegration meeting
- Agreed and set targets for the child.

At the end of the meeting, all parties will be asked to sign the agreement but the child is escorted back into class. The form is then stored on the record of the child.

In extreme and rare circumstances, the school reserves the right to use fixed term exclusion up to the maximum period allowed in the current legislation. In the case of fixed term exclusions exceeding the maximum period a meeting of Trustees Sub Committee will be convened.

If the exclusion is for 6 days or more the Executive Headteacher, Head of School (or appropriate Senior Leader) will;

- Plan full-time, offsite, educational provision from day 6 of the exclusion
- Ensure that work is set and sent home for completion.
- Notify parents of their responsibility to ensure that their child is not found in a public place during school hours
- Inform the Local Authority of the details of the exclusion and the provision made for the individual.

Procedures for Permanent Exclusions

The Executive Headteacher will decide if a student is to be permanently excluded. Where the Executive Headteacher is absent and the Head of School feels that permanent exclusion may be the appropriate response, the Head of School may exclude the student for a fixed-term period to allow the Executive Headteacher to consider the case on his/ her return. Under these circumstances the Head of School will follow the process set out above for Fixed Term Exclusion.

Permanent exclusion is a very serious decision to come to and should only be used when all other sanctions, reasonable adjustments have failed to produce the desired outcomes for the student. It may also be an appropriate response to a single incident of extreme misconduct, for example extreme violence towards a fellow student or assault on a staff member.

The Executive Headteacher will inform the parents of a permanent exclusion immediately by telephone and followed up in writing. The letter will give parents at least seven days notice of a hearing before the Trustees Sub Committee to consider the exclusion.

The letter will state;

- that the student has been permanently excluded
- the reasons for the permanent exclusion
- the parents right to examine the record of the student

- the purpose of the hearing
- that the parent and student should attend the hearing and have the right to be accompanied by a friend
- that if they do not attend the hearing it may proceed in their absence
- that is the Trustee confirm the exclusion, the parents have a right of appeal to an Independent Appeals Committee

A copy of this letter should be sent to the Chair of Trustees and Sub Committee.

The Executive Headteacher will make arrangements for a hearing before a Trustees Pupil Disciplinary Sub Committee to take place within 15 school days of the exclusion. Three members of the Trustees are required for a Permanent Exclusion hearing. No Trustee who has any prior knowledge or involvement in the case should sit on the panel. Wherever possible the staff Trustee and Parent Trustee should not be involved in Permanent exclusion.

Exclusion Hearings.

The procedure followed at the Hearing is set out in the DfE Guidance and includes:

- The Trustees will meet jointly with the Executive Headteacher/Head of School and the parent, Student and any accompanying companion.
- The Trustees will invite the Executive Headteacher/Head of School to give his/her reasons and evidence for recommending permanent exclusion
- The parent/s will be invited to ask questions of the Executive Headteacher/Head of School.
- The parent/s will be given the opportunity to explain why they think permanent exclusion is inappropriate
- The Executive Headteacher/Head of School will be given an opportunity to ask questions of the parents.
- The Executive Headteacher/Head of School and parents will be given the opportunity to sum up and ask further questions of the Trustees. The Trustees may wish to ask further questions to either the Executive Headteacher/Head of School or the parents.
- The Trustees should be given time to convene to allow them to consider their decision.
- At this point, the Executive Headteacher/Head of School, parents and students should withdraw from the meeting.
- It is important that all parties in the meeting are aware that an adjournment can be called at any time. This could be for discussion, to compose themselves or seek advice from a professional advisor.

The Trustees will decide either:

- To Uphold the Executive Headteacher's/Head of School's decision to permanently exclude
- To order the immediate reinstatement of the student

The whole of the meeting, including the Trustees discussion will be minuted by the Clerk to the Hearing.

The decision of the Trustee Sub Committee will be communicated to the parents by letter as soon as possible. A copy of this letter will also be sent to the Local Authority who will then be responsible for ensuring the student is provided with education.

If the Trustees decide to uphold the decision to permanently exclude, the letter should inform the parents of their right to appeal to an Independent

Review Panel.

Monitoring

Each incident of exclusion will be brought to the attention of the Chair of the Local Trustee Committee and reviewed at the relevant committee