FARRINGTONS
SCHOOL

Exclusions, Expulsions and Required Removal Policy

Author/Role	**Keith Jones- Deputy Head**
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Approving body	**Governors**
Regulatory References	**Education Act 2002, Equality Act 2010, Education and Inspections Act 2006, Education Act 2011, School Discipline (Pupil Exclusions and Reviews) (England) Regulations 2012, Education (Provision of Full-Time Education for Excluded Pupils) Regulations 2007:**
Links to other policies	**Safeguarding and Child Protection Policy**
Date of next review	**September 2027**

Farrington School Exclusions Policy

1. Introduction

1.1 The staff of Farringtons School are committed to providing the best environment in which to learn. Whilst we always aim not to disrupt the schooling of members of the school, we understand that we have a duty of care for all members of the school community and that sometimes, exclusion, be that temporary or permanent, of a member of the school community is the best course of action for all concerned.

1.2 Information regarding the school sanctions system can be found within the Behaviour Policy and the Anti-bullying Policy. The School Code of Conduct is reproduced in the annual student planner.

1.3 This Exclusions Policy should be read in conjunction with the school's Admissions Policy, Anti-bullying Policy, Cyber-bullying Policy and Behaviour Policy.

1.4 For serious and / or persistent offences, the Head reserves the right to exclude pupils on a temporary or permanent basis where their continued presence in the school has a detrimental effect on the learning and behaviour of themselves and others. This document is made available to current and prospective parents on request.

2. Procedures

2.1 Exclusion is not appropriate for minor incidents or non-attendance. Parents and pupils are advised to read the Behaviour Policy in conjunction with this Exclusion Policy.

3. Reception (EYFS)

3.1 For the Nursery and Reception exclusion would only take place once all other reasonable avenues have been explored.

4. Prep School and Senior School

4.1.1 There are three sanctions for the most serious disciplinary matters:

4.1.2 Internal isolation

4.1.3 Fixed term exclusion

4.1.4 Permanent Exclusion

5. Internal isolation

5.1.1 Only a Head of Key Stage (or a more senior colleague) can internally isolate a pupil. Before deciding to internally isolate a pupil the Head of Key Stage will:

5.1.2 Ensure that an investigation has been conducted

5.1.3 Ensure that as far as it is reasonable all the relevant information has been considered

5.1.4 Give the pupil an opportunity to be heard

5.1.5 Consult as far as it is reasonable other relevant people

5.1.6 Inform the Head

5.1.7 Inform parents / guardians prior to the isolation commencing stating the length and the reasons.

5.1.8 The length of isolation will depend on the severity of incident. The incident will be recorded using the Level 4 and above record sheet and the details recorded in the relevant central files. Work will be set for a pupil to do in isolation during the period when they are isolated.

6. <u>Fixed term exclusion</u>

6.1.1 Only the Head can administer a Fixed Term Exclusion to a pupil, or the Deputy Head in the absence of the Head. Before deciding to suspend a pupil from the School the Deputy Head and / or Assistant Head (Pastoral) will:

6.1.2 Ensure that an investigation has been conducted

6.1.2 Ensure that as far as it is reasonable all the relevant information has been considered

6.1.3 Give the pupil an opportunity to be heard

6.1.4 Consult as far as it is reasonable other relevant people

6.1.5 Inform the Head

6.1.6 Inform parents / guardians prior to the suspension commencing

6.1.7 The length of suspension will depend on the severity of incident. The incident will be recorded using the Level 4 and above record sheet and the details recorded in the relevant central files.

Work will be set for a pupil to do when they are suspended.

6.1.8 The Deputy Head or Assistant Head (Pastoral) will write / telephone to confirm the fixed term exclusion, stating the length and the reasons.

Information should be collated on 'Exclusions Investigation Form' should be completed in case of an appeal (Appendix 3)

A letter will be sent to Bromley LEA notifying the Inclusion Officer- Hilary Stead (Use forms from the LEA)- (See Appendix 4) A guide to acronyms used on the form is included in Appendix 4B

If the student excluded has involvement with Social Services or is a looked-after child , then the Social worker should be notified.

6.1.9 Fixed term exclusions constitute a clear warning about continued membership of the School and this warning should be regarded as final. The Head is in all cases reluctant to suspend externally more than twice.

7. Permanent Exclusion

7.1.1 A pupil may be expelled at any time if the Head, is reasonably satisfied that the pupil's conduct, whether on or off School premises, or in or out of term time (see Behaviour Policy for further details) has been prejudicial to good order, School discipline, the reputation of the School or where the pupil's attendance, punctuality or academic progress is unsatisfactory. The School and the Head will act fairly and in accordance with the procedures of natural justice and will not expel a pupil other than in grave circumstances.

7.1.2 There will be no refund of fees following expulsion (and all unpaid fees must be paid). The deposit will not be returned / credited but fees in lieu of notice will not be charged.

7.1.3 Only the Head can permanently exclude a pupil and before doing so they will follow the same procedure as for a fixed term exclusion.

7.1.4 The incident will be recorded using the Level 4-6 Record Sheet and the details recorded in the relevant central files.

Collate information on 'Exclusions Investigation Form' should be completed in case of an appeal. (See Appendix 3)

A letter will be sent to Bromley LEA notifying the Inclusion Officer- Hilary Stead. (Use forms from LEA) (Appendix 5)) A guide to acronyms used on the form is included in Appendix 4B

If the student excluded has involvement with Social Services or is a looked-after child, then the Social worker should be notified.

For any permanent exclusion, headteachers should take reasonable steps to ensure that work is set and marked for pupils during the first five school days where the pupil will not be attending alternative provision.

7.1.5 In making decisions about exclusion the Head will take into account any special educational needs, disabilities, gender and cultural differences that may be relevant to the case. The parents / guardian of the child will also have the opportunity to raise any issues relating to the exclusion before a final decision is made by the Head.

8. Reintegration

8.1 Following fixed term exclusions a process of reintegration will take place. This will include a meeting with the Head on the morning of the return to school. This may include the completion of a Pastoral Support Plan (PSP) (Appendix 2) or the student being placed 'on report'. The school will work closely with the pupils and parents to ensure reintegration can take place.

9. Appeal

9.1 A decision to permanently exclude a pupil is not taken lightly and before it is reached the Head will have given careful consideration to any representations by the parents. In the process, the Head will consult the Chair of Governors.

9.2 If parents wish to contest the permanent exclusion they should follow the procedures detailed within the Complaints Policy. This document is made available to parents on the school website and from the School Office on request. In most cases, the pupil will remain on a fixed term exclusion until the complaint is concluded.

10. Discretion

10.1 The decision to internally isolate, suspend or expel a pupil and the manner and form of any announcement shall be at the sole discretion of the School, acting on the recommendation of the Head. In no circumstances shall the School or its staff be required to divulge to parents or others any confidential information or the identity of pupils or others who have given information which has led to a sanction.

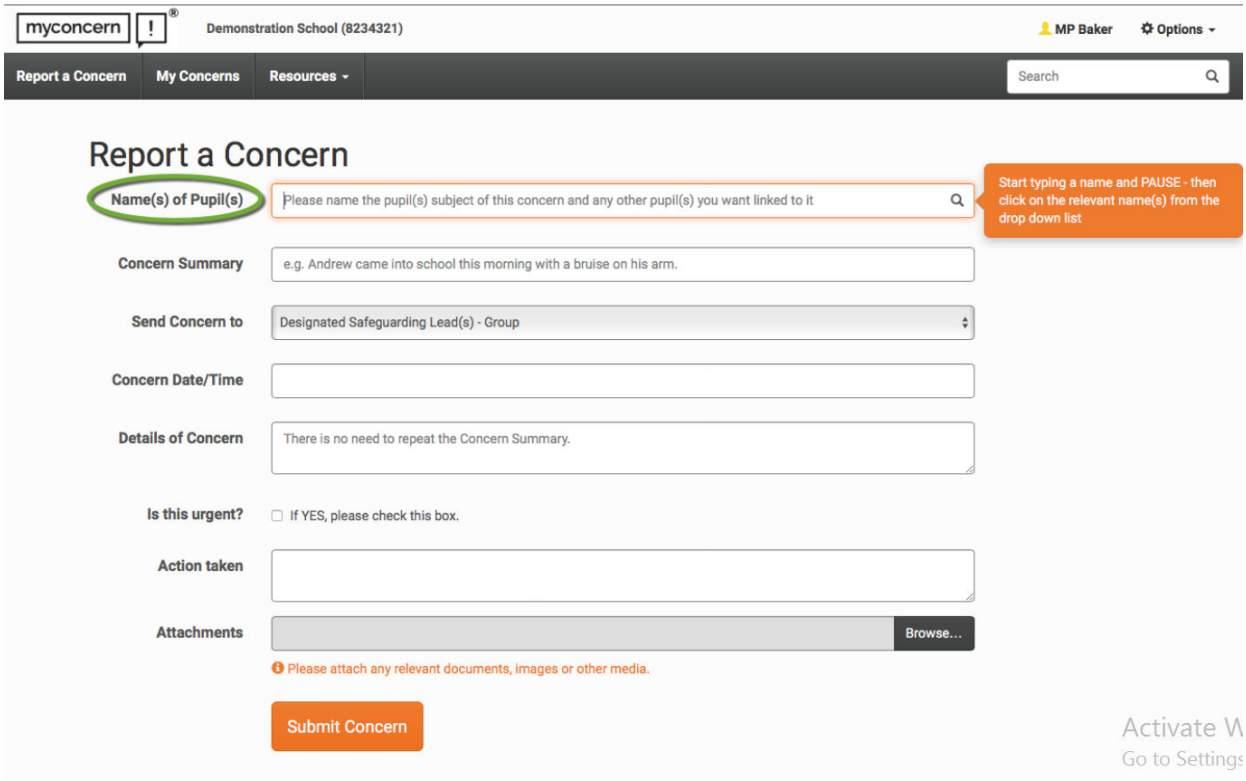
11. Access

11.1 A pupil who has been withdrawn, suspended or expelled from the School has no right to enter School premises, be on School grounds or attend School visits or expeditions without the written permission of the Head.

Appendix 1

MyConcern can be accessed at https://myconcern.education.

Staff should login and raise a concern using the Report a Concern icon.



Appendix 2

The Pastoral Support Plan	
Name:	**Tutor Group:**
Date of Birth:	**Date:**
Main Points Arising:	
Agreed targets:	
1) 2) 3)	

AGREED ACTION TO BE TAKEN AND SUCCESS CRITERIA	DATE	BY WHOM
REVIEW DATE 1 Week starting:		
REVIEW DATE 2 Week starting:		
REVIEW DATE 3 Week starting:		
PSP COORDINATOR:		

Review Meeting 1	
Persons Present:	**Date:**
Main Points Arising:	
Progress on Targets:	
1) 2) 3)	
Agreed follow up:	
1)	
2)	
3)	

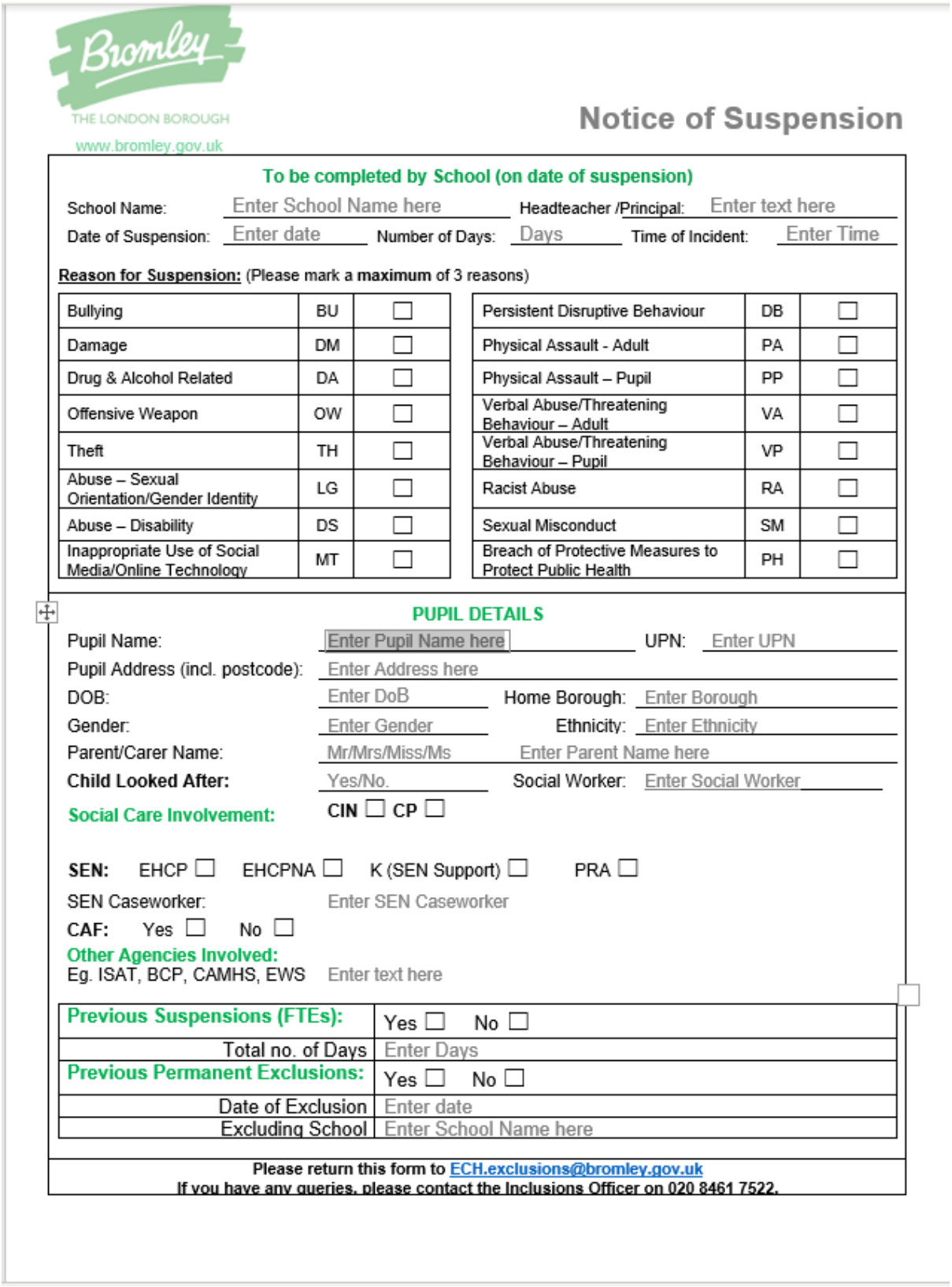
Review Meeting 2	
Persons Present:	**Date:**
Main Points Arising:	
Progress on Targets:	
1) 2) 3)	
Agreed follow up:	
1)	
2)	
3)	

Review Meeting 3	
Persons Present:	**Date:**
Main Points Arising:	
Progress on Targets:	
1) 2) 3)	
Agreed follow up:	
1)	
2)	
3)	

Appendix 3:

Name of student:	**Date of exclusion:**
Reason for exclusion:	
Events leading up to the exclusion:	
Reason why decision to exclude was taken and by whom:	
Investigation process:	
Staff involved:	
Evidence exclusion was based on:	
How were parents included in the process?	
Form completed by:	**Date:**

Appendix 4:



Bromley
THE LONDON BOROUGH
www.bromley.gov.uk

Notice of Suspension

To be completed by School (on date of suspension)

School Name: Enter School Name here Headteacher /Principal: Enter text here

Date of Suspension: Enter date Number of Days: Days Time of Incident: Enter Time

Reason for Suspension: (Please mark a **maximum** of 3 reasons)

Bullying	BU	☐	Persistent Disruptive Behaviour	DB	☐
Damage	DM	☐	Physical Assault - Adult	PA	☐
Drug & Alcohol Related	DA	☐	Physical Assault – Pupil	PP	☐
Offensive Weapon	OW	☐	Verbal Abuse/Threatening Behaviour – Adult	VA	☐
Theft	TH	☐	Verbal Abuse/Threatening Behaviour – Pupil	VP	☐
Abuse – Sexual Orientation/Gender Identity	LG	☐	Racist Abuse	RA	☐
Abuse – Disability	DS	☐	Sexual Misconduct	SM	☐
Inappropriate Use of Social Media/Online Technology	MT	☐	Breach of Protective Measures to Protect Public Health	PH	☐

PUPIL DETAILS

Pupil Name: Enter Pupil Name here UPN: Enter UPN

Pupil Address (incl. postcode): Enter Address here

DOB: Enter DoB Home Borough: Enter Borough

Gender: Enter Gender Ethnicity: Enter Ethnicity

Parent/Carer Name: Mr/Mrs/Miss/Ms Enter Parent Name here

Child Looked After: Yes/No. Social Worker: Enter Social Worker

Social Care Involvement: **CIN** ☐ **CP** ☐

SEN: EHCP ☐ EHCPNA ☐ K (SEN Support) ☐ PRA ☐

SEN Caseworker: Enter SEN Caseworker

CAF: Yes ☐ No ☐

Other Agencies Involved:
Eg. ISAT, BCP, CAMHS, EWS Enter text here

Previous Suspensions (FTEs):	Yes ☐ No ☐
Total no. of Days	Enter Days
Previous Permanent Exclusions:	Yes ☐ No ☐
Date of Exclusion	Enter date
Excluding School	Enter School Name here

Please return this form to ECH.exclusions@bromley.gov.uk
If you have any queries, please contact the Inclusions Officer on 020 8461 7522.

Acronyms for Exclusion Form:

CIN- Child in Need

CP- Child Protection

EHCP- Education Health Care Plan

EHCPNA- Education Health Care Plan Needs Assessment (undergoing application)

K- on the SEN Register

CAF- Courts and Family Assessment

ISAT- Bromley SEN Team

EWS- Education Welfare Service

PRA- Pupil Resource Agreement- an assessment made to determine whether an EHCP is needed.

Appendix 5:

Bromley Trust Academy
Hayes Campus
Hayes Lane, Bromley, BR2 9EA

Telephone: 020 8290 0274

INFORMATION PASSPORT FOR STUDENTS BEING REFERRED TO BROMLEY TRUST ACADEMY, HAYES CAMPUS

For Completion by Head Teacher / Lead Behaviour Professional / SENCO as appropriate

Excluding/Referring School:				
Student's Name: **Also Known By:**		**Date of Birth:**		
UPN:		**ULN:**		
Date of Exclusion:		**Year Group:**		
Reason for Exclusion/Referral Please give full details. If, for example, the pupil has sworn at a member of staff, please state what was said. If there has been violence used by the pupil, say what happened. If it is a drug related exclusion, do not use terms such as "illegal or illicit substance", please specify which drug, if possible:				
SEN: *Please Indicate*	**EHCP** **Yes/No**	**EHCP Needs Assessment applied for?** **Yes/No**	**SEN Support Please state reason for placement on SEN register** **Yes/No**	**None**
If an EHCP Needs Assessment is currently being undertaken, please give date of submission/current stage:				
Attendance	*This academic year so far:* % **Please attach attendance certificate**			

Address & Contact Details:

Parent/Carer Name:	
Address:	
Contact Telephone numbers: **Email address:**	

Appendix 6

CONTACT DETAILS FORM

NAME & DOB OF STUDENT	
NAME OF PARENT/CARER	
ADDRESS	
CONTACT NUMBERS	
SCHOOL CONTACT FOR PEX (Name, tel. no. & email)	