



FARRINGTONS
SCHOOL

EXCLUSIONS POLICY

Updated: September 2024

Revised by: KJO

Review Date: September 2025

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 (also known as Assistant Head – Internal Suspension)

4.1.3 Fixed term exclusion (also known as Deputy Head – External Suspension Final Warning)

4.1.4 Permanent Exclusion (also known as Head - Expulsion)

5. Internal isolation (also known as Assistant Head – Internal Suspension)

5.1.1 Only an Assistant Head (or a more senior colleague) can internally isolate a pupil. Before deciding to internally isolate a pupil the Assistant Head 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 suspension 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 My Concern (**Appendix 1**) 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 suspended.

6. Fixed term exclusion

- 6.1.1 Only the Head can administer a Fixed Term Exclusion to a pupil. 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 My Concern (**Appendix 1**) and the details recorded in the relevant central files. Work will be set for a pupil to do at in isolation during the period 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.

Collate information 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 (also known as Head - Expulsion)

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 My Concern (**Appendix 1**) 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 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.

The screenshot shows the 'Report a Concern' form on the MyConcern website. The header includes the 'myconcern' logo, a school name 'Demonstration School (8234321)', a user profile 'MP Baker', and an 'Options' menu. The navigation bar has 'Report a Concern', 'My Concerns', and 'Resources' links, along with a search bar.

The main form is titled 'Report a Concern'. It contains the following fields and sections:

- Name(s) of Pupil(s):** A text input field with a search icon. A tooltip indicates: 'Start typing a name and PAUSE - then click on the relevant name(s) from the drop down list'.
- Concern Summary:** A text input field with the example text: 'e.g. Andrew came into school this morning with a bruise on his arm.'
- Send Concern to:** A dropdown menu with the selected option: 'Designated Safeguarding Lead(s) - Group'.
- Concern Date/Time:** A text input field.
- Details of Concern:** A text input field with the text: 'There is no need to repeat the Concern Summary.'
- Is this urgent?:** A checkbox labeled 'If YES, please check this box.'.
- Action taken:** A text input field.
- Attachments:** A file upload area with a 'Browse...' button. A note below says: 'Please attach any relevant documents, images or other media.'
- Submit Concern:** An orange button at the bottom of the form.

In the bottom right corner, there is a link to 'Activate W' and a link to 'Go to Settings'.

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:

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



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

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 <input type="checkbox"/> No <input type="checkbox"/>
Total no. of Days	<u>Enter Days</u>
Previous Permanent Exclusions:	Yes <input type="checkbox"/> No <input type="checkbox"/>
Date of Exclusion	<u>Enter date</u>
Excluding School	<u>Enter School Name here</u>

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:		Date of Birth:		
Also Known By:				
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	EHCP Needs Assessment applied for?	SEN Support Please state reason for placement on SEN register	None
	Yes/No	Yes/No	Yes/No	
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:	

CONTACT DETAILS FORM

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

