

**Plymouth
School of
Creative Arts**

make
discover
perform

Exclusions and Appeals Policy

Date created: February 2013	Reviewed by: Deputy Headteacher/Student Welfare and Individual Need Governor
Reviewed: October 2018	Next Review Due: October 2020

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1. Introduction

1.1 Plymouth School of Creative Arts (**PSCA**) aims to ensure that:

- The exclusions process is applied fairly and consistently.
- The exclusions process is understood by governors, staff, parents and students.
- Students in school are safe and happy.
- Students do not become NEET (not in education, employment or training).

2. Legislation and statutory guidance

2.1 This policy is based on statutory guidance from the Department for Education: [Exclusion from maintained schools, academies and pupil referral units \(PRUs\) in England](#).

2.2 It is based on the following legislation, which outline schools' powers to exclude students:

- Section 52 of the [Education Act 2002](#), as amended by the [Education Act 2011](#);
- [The School Discipline \(Pupil Exclusions and Reviews\) \(England\) Regulations 2012](#);
- Sections 64-68 of the [School Standards and Framework Act 1998](#).

2.3 In addition, the policy is based on:

- Part 7, chapter 2 of the [Education and Inspections Act 2006](#), which looks at parental responsibility for excluded students;
- Section 579 of the [Education Act 1996](#), which defines 'school day';
- 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](#).

3. The decision to exclude

3.1 Only the headteacher, or acting headteacher, can exclude a student from school. A permanent exclusion will be taken as a last resort.

3.2 A decision to exclude a student will be taken only:

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- In response to serious or persistent breaches of the school’s behaviour policy, **and**
- If allowing the student to remain in school would seriously harm the education or welfare of others.

3.3 Before deciding whether to exclude a student, either permanently or for a fixed period, the headteacher will:

- Consider all the relevant facts and evidence, including whether the incident(s) leading to the exclusion were provoked;
- Allow the student to give their version of events;
- Consider if the student has special educational needs (SEN).

3.4 Appendix 1 sets out the procedure/guidance issued by Plymouth City Council, which is followed by PSCA. Further details around the individual steps are set out in this policy.

4. Definitions

4.1 The definition of a parent for the purposes of this policy include any person who has parental responsibility (which includes the Local Authority where it has a care order in respect of the child) and any person (for example, a foster carer) with whom the child lives.

4.2 For the purposes of exclusions, school day is defined as any day on which there is a school session. Therefore, INSET or staff training days do not count as a school day.

5. Roles and responsibilities

5.1 The headteacher

Informing parents

The headteacher will immediately provide the following information, in writing, to the parents of an excluded student:

- The reason(s) for the exclusion;
- The length of a fixed-term exclusion or, for a permanent exclusion, the fact that it is permanent;
- Information about parents’ right to make representations about the exclusion to the governing board and how the student may be involved in this;
- Where there is a legal requirement for the governing board to meet to consider the reinstatement of a student, and that parents have a right to attend a meeting, be represented at a meeting (at their own expense) and to bring a friend;

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The headteacher will also notify parents by the end of the afternoon session on the day their child is excluded that for the first 5 school days of an exclusion, or until the start date of any alternative provision where this is earlier, parents are legally required to ensure that their child is not present in a public place during school hours without a good reason. Parents may be given a fixed penalty notice or prosecuted if they fail to do this.

If alternative provision is being arranged, the following information will be included when notifying parents of an exclusion:

- The start date for any provision of full-time education that has been arranged;
- The start and finish times of any such provision, including the times for morning and afternoon sessions, where relevant;
- The address at which the provision will take place;
- Any information required by the student to identify the person they should report to on the first day.

Where this information on alternative provision is not reasonably ascertainable by the end of the afternoon session, it may be provided in a subsequent notice, but it will be provided no later than 48 hours before the provision is due to start. The only exception to this is where alternative provision is to be provided before the sixth day of an exclusion, in which case the information can be provided with less than 48 hours' notice with parents' consent.

Informing the governing board and local authority

The headteacher will immediately notify the governing board and the local authority (LA) of:

- A permanent exclusion, including when a fixed-period exclusion is made permanent;
- Exclusions which would result in the student being excluded for more than 5 school days (or more than 10 lunchtimes) in a term;
- Exclusions which would result in the student missing a public examination.

For a permanent exclusion, if the student lives outside the LA in which the school is located, the headteacher will also immediately inform the student's 'home authority' of the exclusion and the reason(s) for it without delay.

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For all other exclusions, the headteacher will notify the governing board and LA once a term.

5.2 The governing board

The governing board has a duty to consider the reinstatement of an excluded student (see section 6).

Within 14 days of receipt of a request, the governing board will provide the secretary of state with information about any exclusions in the last 12 months.

For a fixed-period exclusion of more than 5 school days, the governing board will arrange suitable full-time education for the student. This provision will begin no later than the sixth day of the exclusion.

Provision does not have to be arranged for students in the final year of compulsory education who do not have any further public examinations to sit.

5.3 The LA

For permanent exclusions, the LA is responsible for arranging suitable full-time education to begin no later than the sixth day of the exclusion.

6. Considering the reinstatement of a student

6.1 The governing board will consider the reinstatement of an excluded pupil within 15 school days of receiving the notice of the exclusion if:

- The exclusion is permanent.
- It is a fixed-term exclusion which would bring the pupil's total number of school days of exclusion to more than 15 in a term.
- It would result in a pupil missing a public examination.

6.2 If requested to do so by parents, the governing board will consider the reinstatement of an excluded pupil within 50 school days of receiving notice of the exclusion if the pupil would be excluded from school for more than 5 school days, but less than 15, in a single term.

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- 6.3 The Governing Body may delegate their functions with respect to the consideration of exclusion decision to a designated sub-committee consisting of at least three Governors (**Governor Discipline Committee**).
- 6.4 Where an exclusion would result in a pupil missing a public examination or national curriculum test there is a further requirement for a governing body, so far as is reasonably practicable, to consider the exclusion before the date of the examination or test. If this is not practicable, the chair of governors may consider the exclusion independently and decide whether or not to reinstate the student. These are the only circumstances in which the chair can review exclusion decision alone. In such cases parents still have the right to make representations to the governing body and must be made aware of this right.
- 6.5 The Governor Discipline Committee can either:
- Decline to reinstate the pupil; or
 - Direct the reinstatement of the pupil immediately, or on a particular date.
- 6.6 In reaching a decision, the Governor Discipline Committee will consider whether the exclusion was lawful, reasonable and procedurally fair and whether the headteacher followed their legal duties. They will decide whether or not a fact is true 'on the balance of probabilities', which differs from the criminal standard of 'beyond reasonable doubt', as well as any evidence that was presented in relation to the decision to exclude.
- 6.7 Minutes will be taken of the meeting, and a record of evidence considered kept. The outcome will also be recorded on the pupil's educational record.
- 6.8 The Governor Discipline Committee will notify, in writing, the headteacher, parents and the LA of its decision, along with reasons for its decision, without delay.
- 6.9 Where an exclusion is permanent, the Governor Discipline Committee's decision will also include the following:
- The fact that it is permanent;
 - Notice of parents' right to ask for the decision to be reviewed by an independent review panel, and:
 - The date by which an application for an independent review must be made;

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- The name and address to whom an application for a review should be submitted;
 - That any application should set out the grounds on which it is being made and that, where appropriate, reference to how the pupil's SEN are considered to be relevant to the exclusion;
 - That, regardless of whether the excluded pupil has recognised SEN, parents have a right to require PSCA to appoint an SEN expert to attend the review;
 - Details of the role of the SEN expert and that there would be no cost to parents for this appointment;
 - That parents must make clear if they wish for an SEN expert to be appointed in any application for a review
 - That parents may, at their own expense, appoint someone to make written and/or oral representations to the panel, and parents may also bring a friend to the review;
- That if parents believe that the exclusion has occurred as a result of discrimination, they may make a claim under the Equality Act 2010 to the first-tier tribunal (special educational needs and disability), in the case of disability discrimination, or the county court, in the case of other forms of discrimination. A claim of discrimination made under these routes should be lodged within 6 months of the date on which the discrimination is alleged to have taken place.

6.10 Appendix 2 sets out the procedure followed by the Governor Discipline Committee.

7. An independent review

- 7.1 If parents apply for an independent review, PSCA will arrange for an independent panel to review the decision of the governing board not to reinstate a permanently excluded pupil.
- 7.2 Applications for an independent review must be made within 15 school days of notice being given to the parents by the Governor Discipline Committee of its decision to not reinstate a pupil.
- 7.3 A panel of 3 or 5 members will be constituted with representatives from each of the categories below. Where a 5-member panel is constituted, 2 members will come from the school governors category and 2 members will come from the headteacher category.

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- A lay member to chair the panel who has not worked in any school in a paid capacity, disregarding any experience as a school governor or volunteer;
- School governors who have served as a governor for at least 12 consecutive months in the last 5 years, provided they have not been teachers or headteachers during this time;
- Headteachers or individuals who have been a headteacher within the last 5 years.

7.4 A person may not serve as a member of a review panel if they:

- Are a member of PSCA, or governing board of the excluding school;
- Are the headteacher of PSCA, or have held this position in the last 5 years;
- Are an employee of PSCA;
- Have, or at any time have had, any connection with PSCA, the governing board, parents or pupil, or the incident leading to the exclusion, which might reasonably be taken to raise doubts about their impartiality;
- Have not had the required training within the last 2 years (see Appendix 3 for what training must cover).

A clerk will be appointed to the panel.

7.5 The independent panel will decide one of the following:

- Uphold the governing board's decision;
- Recommend that the governing board reconsiders reinstatement;
- Quash the governing board's decision and direct that they reconsider reinstatement (only when the decision is judged to be flawed).

The panel's decision can be decided by a majority vote. In the case of a tied decision, the chair has the casting vote.

8. School registers

8.1 A pupil's name will be removed from the school admissions register if:

- 15 school days have passed since the parents were notified of the exclusion panel's decision to not reinstate the pupil and no

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application has been made for an independent review panel;
or

- The parents have stated in writing that they will not be applying for an independent review panel.

8.2 Where an application for an independent review has been made, the governing board will wait until that review has concluded before removing a pupil's name from the register.

8.3 Where alternative provision has been made for an excluded pupil and they attend it, code B (education off-site) or code D (dual registration) will be used on the attendance register.

8.4 Where excluded pupils are not attending alternative provision, code E (absent) will be used.

9. Returning from a fixed-term exclusion

9.1 Following a fixed term exclusion, a reintegration meeting will be held involving the pupil, parents, a member of senior staff and other staff, where appropriate.

9.2 The purpose of the reintegration meeting is to be 'forward facing' by looking at any underlying issues and/or needs that may have led to the exclusion and identifying appropriate supporting measures to address them. Supporting measures could take the form of a phased re-introduction to the studio or a revised timetable.

10. Monitoring arrangements

10.1 The Behaviour Intervention Lead monitors the number of exclusions every term and reports back to the headteacher and the Student Welfare and Individual Need Governor. They also liaise with the local authority to ensure suitable full-time education for excluded pupils.

11. Links with other policies

11.1 This Exclusions policy is linked to our:

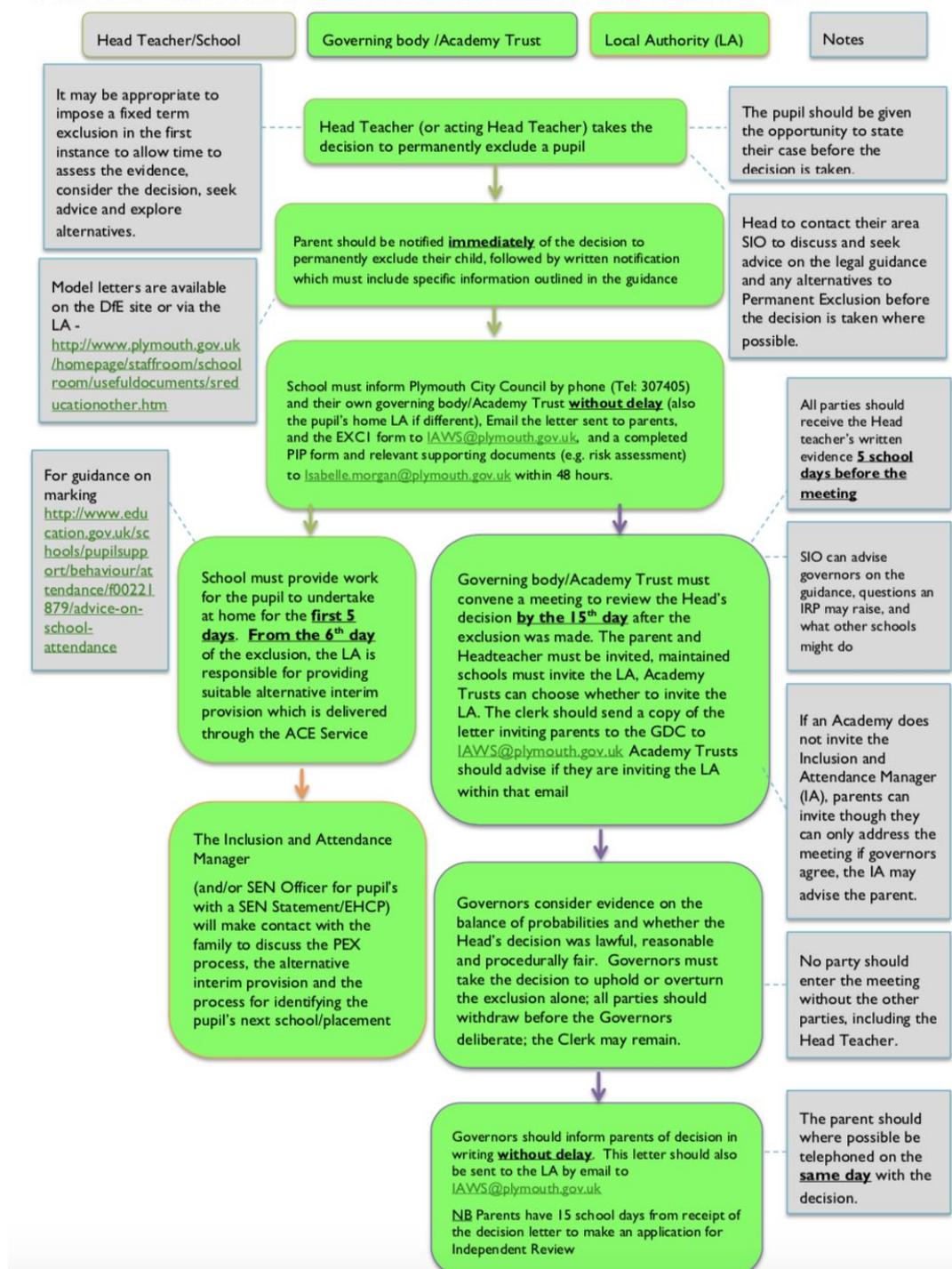
- Behaviour policy;
- SEN policy and information report.

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Appendix 1: Permanent Exclusion Overview

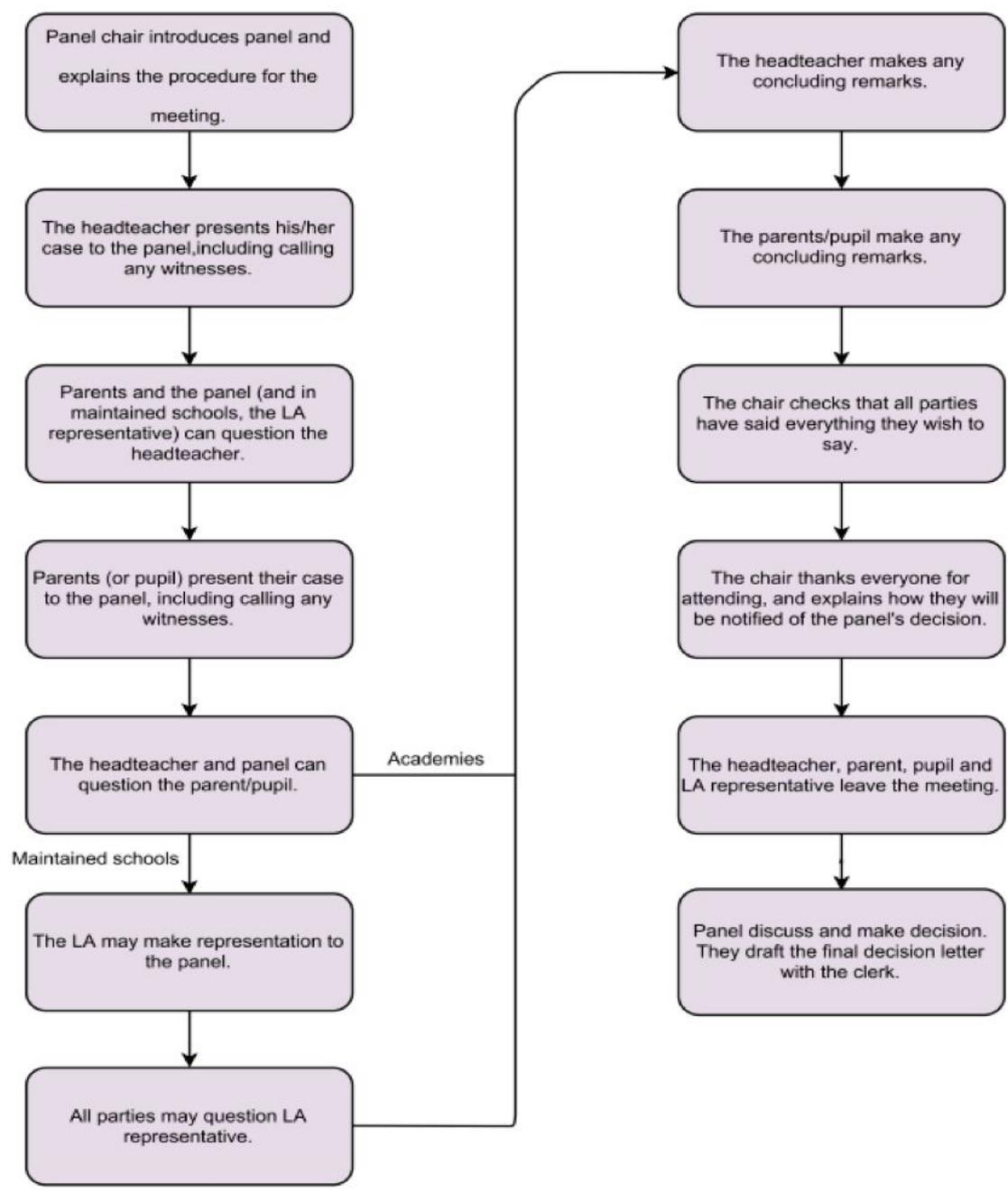
PLYMOUTH CITY COUNCIL

PROCESS OF PERMANENT EXCLUSION THROUGH TO GDC



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Appendix 2: Governor Discipline Committee



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Appendix 3: Independent review panel training

PSCA must ensure that all members of an independent review panel and clerks have received training within the 2 years prior to the date of the review.

Training must have covered:

- The requirements of the primary legislation, regulations and statutory guidance governing exclusions, which would include an understanding of how the principles applicable in an application for judicial review relate to the panel's decision making;
- The need for the panel to observe procedural fairness and the rules of natural justice;
- The role of the chair and the clerk of a review panel;
- The duties of headteachers, governing boards and the panel under the Equality Act 2010;
- The effect of section 6 of the Human Rights Act 1998 (acts of public authorities unlawful if not compatible with certain human rights) and the need to act in a manner compatible with human rights protected by that Act.

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Date	Purpose of changes made	By
October 18	Policy reviewed and updated to ensure compliance with statutory requirements and current practice	Mike Beard / Susanne Hose
22 January 2019	Policy approved by board of governors	Governing Body

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