



Elmley Dray
School

Exclusion Policy

Exclusion is the formal sending home of a student from school for disciplinary reasons. An exclusion can be permanent or fixed-term (temporary, and sometimes referred to in government guidance as “suspension”). A student is not allowed in school while they are excluded.

Elmley Dray School may use temporary part-time timetables in particular circumstances. For example, a student might need gradual reintegration into school following absence, or they may not be well enough to attend school full-time. We understand that part time timetables must only be used in exceptional circumstances.

Reasons for Exclusion within Elmley Dray School

A school can temporarily exclude for a set number of days, up to a maximum of 45 days in a school year. A lunchtime exclusion counts as half a day.

The school can only *permanently* exclude:

- In response to a serious breach or persistent breaches of the school’s behaviour policy; **and**
- where allowing the student to remain in school would seriously harm the education or welfare of the student or others, such as staff or students in the school.

In these extreme cases we would still try to create a managed move with the support of the placing authority.

Making the decision to exclude

There are certain things the Head of School should consider before deciding to exclude a student. They should take account of the student’s views, and this will in most cases require the support of the emotional wellbeing team and parents/carers.

The Head of School may also seek the views of others who witnessed, or were involved in any incident leading to an exclusion. When determining whether the student in question is responsible for a particular incident, the standard of proof is the balance of probabilities. Is it more likely than not that your child did what they are accused of? This is not the same as the criminal standard of beyond reasonable doubt.

The Head of School should look at factors that may have had an impact on your child's behaviour. These could be:

- SEND including unmet or unidentified needs
- Bereavement
- Bullying
- Mental health and emotional wellbeing issues
- Adverse family circumstances
- Ongoing safeguarding concerns
- Criminal exploitation

Elmley Dray may increase SEND or pastoral support as well as seek higher input from Therapies. Another consideration would be a bespoke rewards programme to acknowledge progress towards agreed behavioural targets and greater levels of self regulation. The incident, progress towards behavioural and self regulation targets would be discussed at the termly and annual review.

In every case for Elmley Dray, exclusion will be a last resort as under the Equality Act, schools must make reasonable adjustments for disabled students. Elmley Dray, for its most vulnerable group of learners, will take additional steps to avoid exclusion for those who are LAC, Previously LAC and known to a Social Worker.

Students at risk of exclusion at Elmley Dray School

Initial intervention

The school might arrange one of more of the following in order to support the child or young person

- carry out 1:1 or small group interventions to help students manage behaviour, such as mentoring, coaching, or CBT.
- Put a report card in place to help identify lessons or other triggers to the behaviour/s and/or a behaviour plan including short term goals.
- In-school one to one support to support the self regulation and behavioural plan
- Referral to Early Help
- Flexible learning / adaptations to their timetable

Elmley Dray will not have detention after school, withdrawal of morning or lunchtime break as this might well create greater levels of anxiety and adversely affect the sense of belong to the school environment. There may be circumstances where a child is asked to complete incomplete work during part of a lunch period, to make up for wasted time if this is deemed appropriate by the subject teacher however.

Should parents, and other professions consider that education elsewhere might improve outcomes for the student, this would be considered temporarily in order to support reintegration, self regulation and developing improved behaviour and responses to challenging situations.

Managed move

A managed move is when a child transfers to another school without being permanently excluded. This can be helpful when relationships have broken down and the best thing for the child is a new start in a different school.

Managed moves are voluntary, and all parties must agree to one. The school should share information about the student with the new school and an integration plan drawn up.

In these circumstances, the student would be placed on a trial and dual registration in order to ensure a successful managed move, but any failure would mean that the student would return to Elmley Dray School.

The Exclusion Process

Informing parents and others

Following discussions with parents/carers and the placing authority (virtual headteacher and social worker if applicable) the decision is reached that exclusion is going to be put in place, the agreement will confirm the length of the exclusion and the reasons for it. This will be followed up with a written notification, sent electronically to the family (and all interested parties) by email. The exclusion letter will include the following information:

- The reason for the exclusion.
- The length of the exclusion - the number of days if fixed term, or the fact that it is permanent.
- Information about how parents can challenge the exclusion.
- If the student is of compulsory school age, the responsibility to make sure they are not in a public place during school hours for the first five days of the exclusion
- Arrangements for education to be provided from day one via google classroom and regular contact and visits from the Emotional Wellbeing Therapist.

Parent/carer responsibilities

If your child is of compulsory school age (five- eighteen years old) you must keep your child at home for the first five days of an exclusion. You must ensure they are not in a public place within school hours without good reason.

Education while excluded

The virtual classroom will be available to the student from day one in line with their timetable within school. The work will be accessible and achievable for the Individual. The classroom teaching assistant will be on hand to support in the lessons.

Elmley Dray is unlikely to exclude for more than 5 days in any one session, and so a reintegration programme will be in place for day 6, with a part time timetable (if required) with additional resources available (such as one to one) to support the learner to return to school as well as extensive access to the Emotional Wellbeing Team. This will all be agreed with the local authority.

Going back to school

Elmley Dray Head of School will ask parents/carers to attend a reintegration meeting with the student in order to draw up an agreed reintegration plan which everyone can support.

Challenging exclusions

For all exclusions, parents/carers and other interested parties can put their views in writing to the school Directors. This is called “making representations”.

The Directors have the power to decide whether the Head of School has made the right decision. In some cases they can overturn the exclusion and reinstate the student, with a reintegration meeting and plan to ensure that support is in place for the return to school.

Challenging a permanent exclusion

The Directors and Specialist Governors (PAT) will meet virtually within 15 school days to review the exclusion. You have the right to attend the meeting and to put your views to the panel. The panel will look at whether the exclusion was lawful, reasonable and fair.

The panel may consider that the decision to exclude was unlawful and therefore will reinstate the placement immediately.

If the panel of Directors and Specialist Governors agree with the Head of School and uphold the decision, they will write to you to let you know. You have 15 school days

from the date of the letter to ask for an Independent Review Panel (IRP) to consider the exclusion. The IRP hearing must take place within 15 school days of your request.

You can ask for a SEND expert to attend this hearing. The SEND expert's role is to inform the panel of how SEND may be relevant to the exclusion. The IRP panel cannot overturn the decision to exclude, but they can recommend or direct the panel of Directors and Specialist Governors to reconsider the decision.

Rights and responsibilities

The table below sets out your rights and the governors' responsibilities according to the length of an exclusion.

Total number of days exclusion in one term	5 days or fewer in total	5½ - up to 15 days in total	More than 15 days in total or permanent	If student will miss a public exam
Right to make written representations	Yes	Yes	Yes	Yes
Right to meet with governors	No. Parent can request it but the school will have Directors review the decision within two days	Yes if parents request it.	Yes. Directors and Specialist Governors must meet.	Yes. Directors and Specialist Governors must meet.
Timescale for meeting	End of exclusion (5 days)	End of exclusion (up to 15 days)	15 school days.	On the day of the exclusion decision.
Reinstatement possible	No.	Yes.	Yes.	Yes or school can allow student back just to take the exam.



Hayley Furnell, Director,
on behalf of the Elmley Dray School

Dated: September 2024

Next review: September 2025