Brooklands School
Exclusion Policy

Date of Policy: Updated September 2025

Review Date: September 2027

Review Period: Two yearly

Signed by: Chair of Governors Date:

OVERVIEW

Brooklands School is an inclusive school, committed in policy and practice to the recognition of the equal value of each member of the community and to equality of opportunity for all.

Exclusions from the school community, whether fixed term or permanent, are seen as damaging to a student's self-esteem and could be confusing for them depending on their special need. They diminish the sense of belonging to the community. Brooklands believes that for these reasons, all avenues must be explored with other professionals and the local authority. In most cases, the pupil is likley to be wrongly placed at Brooklands and a solution to that should be found. The school seeks to avoid both fixed term and permanent exclusions.

In all cases the Headteacher gathers the opinions and takes advice from staff who are working with a student and outside agencies. She may delegate some responsibility to a member of the leadership team.

OBJECTIVES

Governors:	**School Management**
• To give appropriate support to the Head Teacher in exclusion issues	• To use its best endeavours to ensure that the school does not

	interfere with the continuous education of a pupil beyond what is necessary to modify behaviour.
• To ensure that exclusion is used appropriately within the framework of the school's behaviour policy and takes into consideration the SEN of the pupils.	
• To discharge appropriately its statutory duties concerning the consideration of reinstatement of excluded pupils.	

STRATEGIES

The Procedure for exclusion of a pupil is detailed in Appendix 1 of this document. The Headteacher alone makes the decision to proceed to fixed term exclusion. All exclusions are reviewed by the Discipline Committee.

The Decision to Exclude

Only the Headteacher can exclude, or the person in charge on the day, if she is absent from school. Before deciding to exclude a pupil the Headteacher will:

- Ensure that an appropriate investigation has been conducted
- Ensure that all the relevant evidence has been considered
- Ensure all other strategies have been tried to modify behaviours.
- Give the pupil an opportunity to be heard if this is appropriate
- Consult other relevant people if necessary.

Factors to be considered before exclusion

- An appropriate investigation has been conducted
- All the relevant evidence has been considered
- The pupil's version has been heard (if appropriate)
- If appropriate, other people have been consulted (not a member of the Discipline Committee).

Fixed Term Exclusion

The Headteacher is permitted to exclude a pupil for one or more fixed term periods not exceeding 45 school days in any one school year. After 45 days, a permanent exclusion will be enforced.

Interim Exclusion

On occasions, for a serious offence, the Headteacher may decide to exclude a pupil for an interim period. This will allow more detailed investigations to be undertaken.

On conclusion of the investigation the Headteacher will decide that either:

- The exclusion was justified and no extension is required
- A further period of exclusion in the form of an extension is required

In both cases the School will contact the parents of the excluded pupil prior to the expiry of the initial interim period.

Education of pupils excluded for a fixed term

The school will provide education from and including the sixth day of any period of fixed period exclusion of six days or longer. Days of fixed period exclusion are not to be aggregated. The education must be provided offsite.

Education of pupils excluded permanently

The LAs will be required to provide fulltime education from day six of a permanent exclusion.

Reintegration interviews

On all occasions when a pupil is excluded from school a reintegration interview will be requested. This will initially be the day of return after exclusion.
A record will be made on the pupil file should a parent choose not to attend without good reason. The Antisocial Behaviour Act 2003 has been amended allowing a court to take into account the unreasonable failure of a parent to attend a reintegration interview when deciding to make a parenting order.

Duties of parents in relation to excluded pupils

Parents will be responsible for supervising their child during the first five days of any period of exclusion up to five days and will face a fixed penalty notice if their child is found in a public place in school hours without reasonable justification during this period.

The Discipline Committee

- The governing body will appoint a Discipline committee at the beginning of each academic year, and appoint a chair and a clerk.
- The Discipline Committee will review all exclusions and consider any representations from parents.
- The governors have decided that for exclusions under 6 days only written representations will be accepted.
- The Committee will consider whether reinstatement is a practical option
- The Committee may consider more than one exclusion at any one meeting where appropriate in cases where a pupil will miss a public examination as a result of exclusion; the Discipline Committee should endeavour to meet before the date of the examination.

Discipline Committee Meetings re. Exclusions

On being informed of exclusion by the Headteacher, the clerk or Chair must:

- with fixed term exclusions totalling fewer than 6 school days in one term, convene a meeting of the Discipline Committee to consider representations from the parents (if these have been made), but the pupil cannot be reinstated
- In the case of fixed term exclusions totalling more than 5, but not more than 15 school days, in any one term, convene a meeting to review the exclusion if the parents have asked to make representations between the 6th and the 50th school day after being notified of the exclusion
- In cases of permanent exclusion or where one or more fixed term exclusions add up to more than 15 days in any one term, arrange a meeting to review the exclusion between the 6th and the 15th school day after being notified of the exclusion
- Invite the parent, Head Teacher and an LA officer to attend at a mutually convenient time and place
- Request written statements before the meeting; and circulate any such written statements (including any statements from witnesses)
- Send a list of those due to attend in advance to all interested parties
- The parent may be accompanied by a friend or a legal representative. The excluded pupil would usually be allowed to attend and to speak if the parent requests this
- The Committee must comply with the statutory time limits, but is not absolved of its legal duties in the event of noncompliance (i.e., its decision remains valid even if it was made out of time)

Liaison with Parents

At all stages the Headteacher is expected to seek parental cooperation.

Permanent Exclusion

A decision to exclude a pupil permanently, as befitting its gravity, should only be taken as a last resort when a wide range of strategies for dealing with disciplinary offences have been employed to no avail or if an exceptional 'one- off' offence has been committed.

Offsite Behaviour

In certain circumstances at the discretion of the Headteacher the school will treat poor behaviour offsite as though it occurred on the premises. This usually involves such behaviour committed on the way to and from school or during an educational visit.

Equal Opportunities

In making decisions about exclusion the Headteacher and Discipline Committee will take into account any special educational needs, disabilities, gender, and cultural differences that may be relevant to the case. The Headteacher will have regard to the DfE guidance – Suspension and Permanent Exclusion Guidance September 23
https://www.gov.uk/government/publications/school-exclusion

Monitoring and Review

The Headteacher will report at least annually on the number and type of exclusions and their outcome. The Discipline Committee will review the working of this policy, make an annual report to the governing body, and make recommendations as necessary to the governing body.

REFERENCE DOCUMENTS

- DfE Exclusion from maintained schools, Academies and pupil referral units in England: A guide for those with legal responsibilities in relation to exclusion September 2017
- DfE Behaviour and discipline in schools: Advice for headteachers and school staff January 2016

APPENDIX 1
Procedure for Excluding a Pupil from School

1. Informing Parents about the Exclusion

The Head Teacher will inform parents without delay (by telephone, or in person at the end of the day with a follow up letter within one school day) and should be given the following information;

- In cases of fixed term exclusions, the length of the exclusion
- In cases of permanent exclusion, that it is a permanent exclusion
- The reasons for the exclusion
- The parent's right of access to the pupil's school record
- The date and time when the pupil should return to school (with a fixed term exclusion) or the number of lunchtimes for which the pupil is excluded (with lunchtime exclusions)
- With a permanent exclusion, its immediate effect and any relevant previous history
- Arrangements for the setting and marking of work (it is the parent's responsibility to ensure that work sent home is completed and returned to school)

2. **The clerk to the governors will inform parents of**;

- Their right to make representations to the Discipline Committee
- The name of the person to be contacted, if they wish to make representations.
- The letter to parents will also state: the latest date by which the Discipline Committee must meet to consider the case
- The name and telephone number of the LA officer to be contacted for advice
- The telephone number of ACE (the Advisory Centre for Education).
- The school will use model letters in the DfES Guidance 'Improving Behaviour and Attendance', as exemplars.

3. Informing the Discipline Committee and the LA

The Head Teacher will inform the Governors' Discipline Committee and the LA within one school day of:

- Permanent exclusions
- Exclusions totalling more than 5 school days or 10 lunchtimes per term
- Exclusions necessitating a pupil missing a public examination

The Head Teacher will inform the Discipline committee and the LA of fixed term exclusions amounting to 5 or fewer school days or 10 or fewer lunchtimes (or half days).
The Head Teacher will include the following in his exclusion report;

- The name of the pupil
- The duration of the exclusion;
- The reason(s) for the exclusion
- The pupil's age, gender and ethnicity
- The category of need on EHCP