



BREDON HILL ACADEMY

EXCLUSION POLICY

Review Deadline:	September 2027
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Author:	BHA - SLT
Reviewer:	BHA - LGB
Audience:	Intranet, Website

Bredon Hill Academy

Exclusions Policy

This policy will be implemented in conjunction with the following policies:

Positive Relationships and Behaviour Policy
SEND Policy
Mental Health and Wellbeing Policy
Safeguarding Policy
Equality Policy

Introduction

The Governing Body acknowledge that, on occasions, it may be necessary to exclude a pupil either for a fixed period (suspension) or, in very infrequent circumstances, permanently.

Bredon Hill Academy will only suspend a pupil for a fixed period or exclude a pupil permanently when it is absolutely necessary and where all other sanctions (as outlined in the Positive Relationship and Behaviour Policy) have been unsuccessful; a suspension/exclusion is seen as a last resort by the school. All reasonable steps will have been taken to avoid a suspension/exclusion, or in the case of a serious single incident, a thorough investigation will have taken place. The pupil will have an opportunity to give their account of the incident.

Pupils can be suspended on a fixed term basis (i.e. up to 45 school days within a year, inclusive of suspensions from other schools) or permanently excluded. A suspension can be between one to five days based on the severity and frequency of the behaviour. Bredon Hill Academy will set and mark work for the duration of the suspension. It is the Headteacher's decision and responsibility to suspend/exclude a pupil. However, in the Headteacher's absence, the decision can be made by the Deputy Headteacher.

Reasons for Suspension/Exclusion

- A serious breach of school rules or our Positive Relationship and Behaviour Policy
- An incident which poses a risk to other pupils or members of staff
- Risk of harm to the education of pupils
- A single, serious and/or major incident
- An incident which causes reputational harm or damage, bringing the school into disrepute

Suspension

Wherever possible, parents/carers are informed by phone call when a pupil is to be formally suspended. This is then confirmed in writing. Suspensions from school are followed by a re-admission meeting where the parents/carers of the pupil concerned are required to meet the relevant Head of Year or Senior Staff to discuss the incident leading to suspension and the pupil's reintegration back into school.

Persistent or Cumulative Problems

Suspension for a period of time from half a day to 5 days for persistent or cumulative problems would be imposed only when the school had already offered and implemented a range of support and management strategies. These could include, but are not limited to:

- Discussion with the pupil
- Mentoring (support from the class teacher or a member of support staff, such as the wellbeing lead).
- Discussions with parents
- Target setting/report card
- Checking on any possible provocation
- Pastoral support
- Time out

Single Incident

A suspension may be used in response to a serious breach of school rules and policies. In such cases, Bredon Hill Academy will investigate the incident thoroughly and consider all evidence to support the allegation, taking account of the school's policies. The pupil will be encouraged to give his/her version of events.

Permanent Exclusion

A permanent exclusion is a very serious decision and the Headteacher will consult with the Chair of Governors and Trust before enforcing it. As with a suspension, a Permanent Exclusion will follow a range of strategies and is seen as a last resort, or it will be in response to a very serious breach of school rules and policies or a disciplinary offence such as, but not limited to:

- Serious actual or threatened violence against another pupil or a member of staff.
- Significant damage of school property.
- Possession or use of an illegal drug on school premises.
- Carrying an offensive weapon.
- Persistent bullying, or harassment.

Behaviour Outside School

Pupils' behaviour outside school e.g. on school trips or at sports fixtures, is subject to the school's Positive Relationship and Behaviour Policy. Poor behaviour in such circumstances will be dealt with as if it had taken place in school, in line with current DfE guidance. For behaviour outside the school, the Headteacher may suspend/exclude a pupil if there is a clear link between that behaviour and maintaining good behaviour and discipline among the pupil body as a whole, or if it is deemed to be damaging to the reputation of the school.

Pupils with Special Educational Needs and Disabled Pupils

Bredon Hill Academy will take account of any special educational needs when considering whether or not to suspend/exclude a pupil. There is a legal duty under the Equalities Act 2010 not to discriminate against any pupils with additional needs. The Headteacher should ensure that reasonable steps have been taken by the school to respond to a pupil's additional needs so the pupil is not treated less favourably for reasons related to these needs.

Reasonable steps could include:

- Adaptations in the school's Positive Relationship and Behaviour Policy.
- Developing strategies to support the pupil's positive behaviour.

- Requesting external help with the pupil.
- Staff training.

Where reasonable adjustments to policies and practices have been made to accommodate a pupil's needs and to avoid the necessity for suspension/exclusion as far as possible, suspension/exclusion may be justified if there is a substantial reason for it. A specific incident affecting order and discipline in the school may be such a reason.

Marking Attendance Registers following Exclusion

When a pupil is suspended temporarily, he or she will be marked as absent in the Attendance register using Code 'E'.

Managed Moves

A managed move is a trial placement agreed with another school. If the placement is successful, the child may stay at the other school. If the placement is not successful, the child will return to the original school.

Procedures

When the decision is made to suspend/exclude a pupil, the following process will occur:

1. Where possible, the pupil's parents or carers are informed by telephone as soon as possible after the decision has been made.
2. A formal notification letter will be emailed home, indicating brief details of the reason for suspension/exclusion, the period of suspension, the right of parents/carers to appeal, details of work set and the date for re-admission.
3. A copy of the letter will be posted home.
4. Work will be arranged for the pupil to take home or for the parent/carers to pick up from school.
5. A re-admission meeting with parents/carers will be arranged to discuss reason for suspension/exclusion and re-integration back into school.
6. The Chair of Governors will always be provided with the relevant information in the case of all exclusions within one school day and the LA and Trust will be included in correspondence in the case of a permanent exclusion.

Parents/Carers have the opportunity to share their views regarding the decision to suspend/exclude their son/daughter at a Governors' Discipline Committee Meeting where an exclusion exceeds 5½ days. In all cases of suspension/exclusion parents/carers will be informed of their right to make representations to the Governing Body.

Procedures for Appeal

If parents/carers wish to appeal the decision to suspend/exclude they can contact the Governing Body via the school by writing to Bredon Hill Academy, Elmley Road, Ashton under Hill, Evesham, Worcs WR11 7SW or emailing office@bredon.worcs.sch.uk. All correspondence should be addressed to the Chair to the Governors.