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# Enfield County School for Girls

## Exclusion and Suspension Policy

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# Exclusion Policy

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Enfield County School for Girls is a happy harmonious school where both students and staff feel safe and valued. We have high expectations of behaviour and offer equally high levels of support to ensure that students are given opportunities at all times to modify their behaviour if necessary.

At times however the school may decide that a suspension or in extreme circumstances a permanent exclusion is necessary.

## Aims

Our school 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)

## Legislation and statutory guidance

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

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 \(Student Exclusions and Reviews\) \(England\) Regulations 2012](#)

Sections 64-68 of the [School Standards and Framework Act 1998](#)

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 \(Provision of Full-Time Education for Excluded Students\) \(England\) Regulations 2007](#), as amended by [The Education \(Provision of Full-Time Education for Excluded Students\) \(England\) \(Amendment\) Regulations 2014](#)

and articles of association.

## The Decision to Exclude or Suspend

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

Our school is aware that off-rolling is unlawful. Ofsted defines off-rolling as: \_\_\_\_\_



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'...the practice of removing a student from the school roll without a formal, permanent exclusion or by encouraging a parent to remove their child from the school roll, when the removal is primarily in the interests of the school rather than in the best interests of the student.'



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- We are committed to following all statutory exclusions procedures to ensure that every child receives an education in a safe and caring environment.

A decision to suspend or exclude a student will be taken only:

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

Before deciding whether to suspend or exclude a student, the Headteacher will:

- Consider all the relevant facts and evidence, including whether the incident(s) leading to the suspension/ exclusion were provoked
- Allow the student to give their version of events
- Consider if the student has special educational needs (SEN)
- Consider if the student is SEND
- Consider if the student is LAC ( if the suspension is for a LAC the school will also inform the LA)

### Definition

For the purposes of suspensions and 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.

### Roles and Responsibilities

#### The Headteacher

Informing Parent/Carers

The Headteacher will provide the following information, in writing, to the parents of a suspended or excluded student on the day that the suspension or exclusion has been decided. The suspension or exclusion letter will be given in person to the student as a hard copy where at all possible. A copy of the letter will also be emailed and most usually mailed to parents. Contact with the parent will be made if possible by the Deputy Headteacher or other member of staff as delegated by the Headteacher, however if this is not possible it will not preclude the suspension or exclusion.

- The reason(s) for the suspension or exclusion
- The length of a suspension or, for a permanent exclusion, the fact that it is permanent
- Information about parents' right to make representations about the suspension or exclusion to the governing body and how the student may be involved in this
- Where there is a legal requirement for the governing body 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
- If the suspension or exclusion is issued during the school day parents may be asked to collect their child. If this is not possible the school will direct the student to a supervised area until such time as they are either collected or the school day ends.



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The Headteacher will also notify parents by the end of the afternoon session on the day their child is suspended or excluded that for the first 5 school days of a suspension or 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.



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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 a suspension or exclusion, in which case the information can be provided with less than 48 hours' notice with parents' consent. If parents decline the alternative provision arranged by the school, work will be provided online via MS teams.

### **Informing the governing body and local authority**

The Headteacher will immediately notify the governing body and the local authority (LA) of:

- A permanent exclusion, including when a suspension is made permanent
- Suspensions which would result in the student being suspended for more than 5 school days (or more than 10 lunchtimes) in a term
- Suspensions 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.

For all other suspensions, the Headteacher will notify the governing body and LA once a term.

The headteacher can cancel an exclusion or suspension if it hasn't gone to a governors panel.

### **The Governing Body**

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

Within 14 days of receipt of a request, the governing body will provide the Secretary of State with information about any suspensions and exclusions in the last 12 months.

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

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.



## The Local Authority

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

## Considering the reinstatement of a student

The governing body will consider the reinstatement of a suspended or excluded student within 15 school days of receiving the notice of the exclusion if:

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

If requested to do so by parents, the governing body will consider the reinstatement of a suspended student within 50 school days of receiving notice of the suspension if the student would be suspended from school for more than 5 school days, but less than 15, in a single term.

## The governing body can either:

- Decline to reinstate the student, or
- Direct the reinstatement of the student immediately, or on a particular date

In reaching a decision, the governing body will consider whether the suspension 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.

Minutes will be taken of the meeting, and a record of evidence considered kept. The outcome will also be recorded on the student's educational record.

The governing body will notify, in writing, the Headteacher, parents and the LA of its decision, along with reasons for its decision, without delay.

## Where an exclusion is permanent, the Governing Body'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
- The name and address to whom an application for a review should be submitted

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- That any application should set out the grounds on which it is being made and that, where appropriate, reference to how the student's SEN are considered to be relevant to the exclusion
- That, regardless of whether the excluded student has recognised SEN, parents have a right to require the LA 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.

### **An independent review**

If parents apply for an independent review, the LA will arrange for an independent panel to review the decision of the governing body not to reinstate a permanently excluded student.

Applications for an independent review must be made within 15 school days of notice being given to the parents by the governing body of its decision to not reinstate a student.

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.

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

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

Are a member of the LA or governing body of the excluding school

Are the Headteacher of the excluding school, or have held this position in the last 5 years

Are an employee of the LA or the governing body, of the excluding school (unless they are employed as a Headteacher at another school)



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Have, or at any time have had, any connection with the LA school, governing body, parents or student, 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 1 for what training must cover)

A clerk will be appointed to the panel.

The independent panel will decide one of the following:

Uphold the governing body's decision

Recommend that the governing body reconsiders reinstatement

Quash the governing body'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.

### **School registers**

A student'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 student and no 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
- Where an application for an independent review has been made, the governing body will wait until that review has concluded before removing a student's name from the register.
- Where alternative provision has been made for an excluded student and they attend it, code B (education off-site) or code D (dual registration) will be used on the attendance register.
- Where excluded students are not attending alternative provision, code E (absent) will be used.

### **Returning from a suspension**

Following a suspension, a re-integration meeting will be held involving the student, parents, a member of senior staff and other staff, where appropriate.

If the parent/carer is unwilling to attend a reintegration meeting, the meeting will take place with the student and two members of staff (at least one of whom will be the Headteacher or Deputy Headteacher – Behaviour and Attitudes).

If the student does not attend a reintegration meeting or behaves inappropriately during the meeting she will receive her education outside of her classes in school until such time as the parent/carer attends a meeting in school to address the reason for the suspension, how to re-establish appropriate behaviour for learning and any support that can be put in place for their daughter.



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The following measures may be implemented when a student returns from a suspension:

- Agreeing a behaviour contract
- Putting a student 'on report'
- Internal isolation
- Putting a student on a Pastoral Support Plan (PSP)



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Offering support from the Behaviour Support Service (BSS) such as a Behaviour Plan (BP)

### **Monitoring arrangements**

The Deputy Headteacher monitors the number of suspensions every term and reports back to the Headteacher and Governors. They also liaise with the local authority to ensure suitable full-time education for suspended students.

This policy will be reviewed by the Deputy Headteacher every 2 years. At every review, the policy will be shared with the governing body.

### **Links with other policies**

This exclusions policy is linked to our

- Behaviour policy
- Special Educational Needs (SEN) policy and information report

### **Appendix 1: Independent review panel training**

The LA 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 bodies 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