



Brighter Futures Educational Trust



Chair of Trustees: Daniel Login | BA (Hons) |

LARWOOD DRIVE, STEVENAGE, HERTFORDSHIRE, SG1 5BZ

Email: admin@larwood.herts.sch.uk **Telephone:** 01438 236333

Website: www.larwood.herts.sch.uk

Larwood School

Executive Headteacher: Mr Pierre van der Merwe | BA, NPQH |

Brandles School

Headteacher: Mr Paul Smith | BA (Hons), AVCM |

Dan Login
Chair of Trustees

Pierre van der Merwe
Executive Headteacher

EXCLUSIONS POLICY

Policy Number: 23

Review Committee: Standards

Type of Policy: Statutory

Review Period: Annually

Approved: March 2025

Next Review: March 2026

Registered office:

C/o Larwood School, Larwood Drive Stevenage, Hertfordshire. SG1 5BZ, UK. Company Number: 10359418

Telephone: 01438 236333 Email: admin@larwood.herts.sch.uk



Brighter Futures Educational Trust



Chair of Trustees: Daniel Login | BA (Hons) |

LARWOOD DRIVE, STEVENAGE, HERTFORDSHIRE, SG1 5BZ

Email: admin@larwood.herts.sch.uk **Telephone:** 01438 236333

Website: www.larwood.herts.sch.uk

Larwood School

Executive Headteacher: Mr Pierre van der Merwe | BA, NPQH |

Brandles School

Headteacher: Mr Paul Smith | BA (Hons), AVCM |

Version Control

V1.1	March 2024	Version Control Added
V1.2	March 2025	<ul style="list-style-type: none">• Change of trust name• Roles and Responsibilities – Headteacher added• 9.3 added• 10.2 added

Registered office:

C/o Larwood School, Larwood Drive Stevenage, Hertfordshire. SG1 5BZ, UK. Company Number: 10359418

Telephone: 01438 236333 Email: admin@larwood.herts.sch.uk

CONTENTS

- 1 Introduction
- 2 Application of policy
- 3 Types of exclusion
- 4 Roles and responsibilities
- 5 CCTV and witness evidence
- 6 Reintegration meetings
- 7 Suspensions before a permanent exclusion
- 8 Directing off-site and managed moves
- 9 Independent review panels (IRPs)
- 10 Reconsideration by the governing board
- 11 Complaints
- 12 Equality impact
- 13 Monitoring arrangements

Registered office:

C/o Larwood School, Larwood Drive Stevenage, Hertfordshire. SG1 5BZ, UK. Company Number: 10359418
Telephone: 01438 236333 Email: admin@larwood.herts.sch.uk

1. INTRODUCTION

1.1.

Brighter Futures Educational Trust's exclusion policy aims to set out the process that will be followed and the additional considerations around suspensions and exclusions that the Trust will apply. Good behaviour and self-discipline lead to effective learning and help prepare children and young people for life beyond the school gate.

1.2.

Where the Brighter Futures Educational Trust's approaches towards behaviour management have been exhausted, then suspensions and permanent exclusions will sometimes be necessary as a last resort. This is to ensure that other pupils and teaching staff are protected from disruption and can learn in safe, calm, and supportive environments.

1.3.

The Trust will always have regard to the Statutory Guidance on Suspension and permanent exclusion from maintained schools, academies and pupil referral units in England, including pupil movement (August 2024) when making decisions on suspensions and exclusions and will follow the law, as set out in the relevant School Discipline (Pupil Exclusions and Reviews) (England) Regulation 2012 (as amended).

This policy should be read in conjunction with the behaviour policy and the SEND policy for the Brighter Futures Educational Trust.

2. APPLICATION OF POLICY

This policy applies to all members of the Trust community. Each School within the Trust will apply suspensions and exclusions in accordance with this policy and ensure that its contents are relayed to all staff, parents and pupils.

3. TYPES OF EXCLUSION

Suspensions and permanent exclusions are different:

- Suspensions (previously called fixed-term exclusions) are where a pupil is prevented from attending the school for a fixed period. At the end of the period, they are expected to return to school following a reintegration meeting. A pupil may receive a maximum 45 days of suspension in an academic year before being permanently excluded.
- Permanent exclusions are where, subject to a decision of the governing board to reinstate the pupil to the school, the pupil is prevented from attending the school again. A decision to permanently exclude will only be taken in response to a serious breach or persistent breaches of the school's behaviour policy; and where allowing the pupil to remain in school

Registered office:

C/o Larwood School, Larwood Drive Stevenage, Hertfordshire. SG1 5BZ, UK. Company Number: 10359418

Telephone: 01438 236333 Email: admin@larwood.herts.sch.uk

would seriously harm the education or welfare of the pupil or others such as staff or pupils in the school.

4. ROLES AND RESPONSIBILITIES

All members of the Trust community are expected to follow this policy. Roles, responsibilities and expectations of each section of the Trust community are set out in detail below.

The Headteacher

All decisions to suspend or permanently exclude a pupil will be taken by the headteacher after considering all the circumstances. Every decision made will be proportionate to the seriousness of the behaviour with reference to the Trust's behaviour policy.

When headteachers suspend or permanently exclude a pupil they must, without delay, notify parents. Legislative changes mean that if a pupil has a social worker, or if a pupil is looked-after, the headteacher must now, also without delay after their decision, notify the social worker and/or VSH, as applicable.

When headteachers suspend or permanently exclude a pupil, they must also notify the local authority, without delay. Legislative changes mean that this must be done regardless of the length of a suspension.

The Trustees

The governing board is responsible for forming committees to review exclusions and suspensions when it is required to do so, it is requested by parents, or it is, in its view, prudent to review an individual decision. In each case, the decision of the relevant committee formed by the governing board will be to decide whether to uphold the exclusion or suspension, or instead to reinstate the pupil to the school.

Parents

Parents will be informed without delay of any suspension or exclusion and there is an ability to make representations in regard to any suspension or exclusion decision. Details will be provided on the rights parents have with every letter that is sent from the headteacher.

Pupils

All pupils of the schools in the Trust are expected to follow the expectations regarding their behaviour to ensure that all pupils can learn and participate in school life effectively. Where those expectations are breached, the behaviour policy will apply.

5. CCTV, WITNESS EVIDENCE AND PUPIL VIEWS

5.1.

The Trust uses Close Circuit Television (**CCTV**) within its premises. This is to provide a safe and secure environment for pupils, staff and visitors. If behavioural incidents are recorded on CCTV, the footage

Registered office:

C/o Larwood School, Larwood Drive Stevenage, Hertfordshire. SG1 5BZ, UK. Company Number: 10359418

Telephone: 01438 236333 Email: admin@larwood.herts.sch.uk

may be viewed as part of the investigation and the content considered before imposing a sanction. If CCTV is relied upon for a decision on a suspension or exclusion, then it will be shown in some format (redacted as necessary) at any trustee review meeting. Please see the Trust's CCTV policy and privacy notices for more information.

5.2.

Where witness evidence is relied upon, whether that be from a pupil or a staff member, the statement(s) will be provided at any trustee's review meeting. All statements will be signed and dated unless the headteacher has good reason to protect the anonymity of the relevant witness. Reasons may include threats of reprisals.

5.3.

Before taking a decision to suspend or exclude and where appropriate, the headteacher will take the pupil's views into account, considering these in light of their age and understanding, and inform the pupil about how their views have been factored into any decision made. Where relevant, the pupil will be given support to express their view, including through advocates such as parents or, if the pupil has one, a social worker. The headteacher will also take account of any contributing factors identified after an incident of misbehaviour has occurred.

6. REINTEGRATION STRATEGY MEETING FOLLOWING SUSPENSION OR OFF-SITE DIRECTION

6.1.

Where a pupil is suspended or is directed to be educated off-site, upon return to the school both the pupil and parents will be invited to a reintegration strategy meeting. The purpose of the meeting is to:

- offer the pupil a fresh start,
- help them understand the impact of their behaviour on themselves and others,
- teach them to how meet the high expectations of behaviour in line with the school culture,
- foster a renewed sense of belonging within the school community; and
- build engagement with learning

so that further suspensions are not needed. School staff will work with the pupil to understand what led to the behaviour and to establish if any changes can be made or further support implemented from a pastoral or practical perspective that might reduce the chance of repeat behaviours. Previous behaviour is not seen as an obstacle to future success.

6.2.

The school uses various measures to support a pupil's successful reintegration including:

- daily contact with a designated pastoral professional in-school;
- use of a report card with personalised targets leading to personalised rewards;

Registered office:

C/o Larwood School, Larwood Drive Stevenage, Hertfordshire. SG1 5BZ, UK. Company Number: 10359418
Telephone: 01438 236333 Email: admin@larwood.herts.sch.uk

- ensuring the pupil receives academic support upon return to catch up on any lost progress;
- planned pastoral interventions;
- mentoring by a trusted adult or a local mentoring charity;
- regular reviews with the pupil and parents to praise progress being made and raise and address any concerns at an early stage; and
- informing the pupil, parents and staff of potential external support.

6.3.

Whilst reintegration meetings are highly encouraged by the Trust, pupils will not be prevented from being admitted to the School or being put in mainstream classes because a meeting has not taken place.

7. SUSPENSIONS BEFORE A PERMANENT EXCLUSION

7.1.

In exceptional circumstances, pupils may receive a suspension prior to a permanent exclusion. For each decision, the headteacher will send the relevant letter setting out the rights of parents. A suspension cannot be converted into a permanent exclusion and so any subsequent permanent exclusion would be a fresh decision due to commence immediately after the suspension had ended. Exceptional circumstances may include where further evidence has come to light or where the incident was serious and time is required to fully investigate the circumstances and consider alternatives.

8. DIRECTING OFF-SITE AND MANAGED MOVES

8.1.

Before taking any decision to permanently exclude a pupil, the headteacher will consider whether a direction to attend alternative provision and/or a managed move as part of a planned intervention would be a reasonable alternative that should be considered.

8.2.

In the case of directing a pupil off-site to alternative provision, the aim of any direction is for it to be used as a short-term measure as part of the school's behaviour management strategy to improve a pupil's behaviour where in-school interventions and/or outreach have been unsuccessful or are deemed inappropriate. While parental consent is not needed, discussions would take place with parents to feed in their views about the options.

8.3.

For a managed move to take place there needs to be agreement between the School, the parents and the new school that a managed move should occur. Before a managed move is agreed to, the

Registered office:

C/o Larwood School, Larwood Drive Stevenage, Hertfordshire. SG1 5BZ, UK. Company Number: 10359418

Telephone: 01438 236333 Email: admin@larwood.herts.sch.uk

pupil attend the new school for a trial period to ensure that the new school would be suitable for them. We will share relevant information with the new school and check that they have an integration strategy. At the end of this period, the relevant parties (including the parents) will review the placement before a decision is taken about whether the move becomes permanent.

9. INDEPENDENT REVIEW PANELS (IRPs)

9.1.

The Trust arranges its own IRPs, and requests for an IRP where a permanent exclusion has been upheld should be made to Mr Pierre Van der Merwe (Executive Headteacher) within 15 school days.

9.2.

Further details on the role and powers of IRPs can be found in Part Ten of the Statutory Guidance on Suspension and permanent exclusion from maintained schools, academies and pupil referral units in England, including pupil movement (August 2024).

9.3.

Further details on the request for remote access meetings for governing board/Trustee reinstatement meetings and IRPs can be found in Part Eleven of the Statutory Guidance on Suspension and permanent exclusion from maintained schools, academies and pupil referral units in England, including pupil movement (August 2024).

10. RECONSIDERATION BY THE GOVERNING BOARD

10.1.

Where an IRP either recommends reconsideration or quashes the initial decision of the governing board, the decision will be considered within 10 school days. This may involve a rehearing with oral evidence given by the School and parents or may be a reconsideration with only the governing board members and the clerk present.

10.2.

New guidance and amended regulations about a headteacher's ability to cancel an exclusion before the governing board has met to consider whether the pupil should be reinstated. This practice is sometimes known as withdrawing or rescinding an exclusion. If this occurs, the parents, the governing board and the local authority, must be notified and, if relevant, the social worker and VSH. Further information on other actions that should take place following a cancelled exclusion is set out in paragraph 13 of Suspension and permanent exclusion from maintained schools, academies and pupil referral units in England, including pupil movement (August 2024).

11. COMPLAINTS

Registered office:

C/o Larwood School, Larwood Drive Stevenage, Hertfordshire. SG1 5BZ, UK. Company Number: 10359418

Telephone: 01438 236333 Email: admin@larwood.herts.sch.uk

If parents have any concerns or complaints over the application or implementation of this policy or feels that they are being pressured into a managed move, they should raise their concerns with a staff member or the headteacher in accordance with the Trust's complaints policy. If the concern relates to an exclusion, the statutory procedure set out in the exclusions statutory guidance will be followed.

12. EQUALITY IMPACT

The Trust does all it can to ensure that its policies do not discriminate against pupils or others, either directly or indirectly, in line with any Equality Act 2010 protected characteristics. This includes race, religion, disability, sexual orientation, and sex. Before bringing this policy into effect the Trust consulted stakeholders on this policy to gain their views and responses. The consultation responses have informed this policy.

13. MONITORING ARRANGEMENTS

The trustees review data on suspensions and exclusions to ensure that the use of suspensions and exclusions is appropriate. The following are monitored by the trustees to ensure the processes and support for pupils are appropriate:

- the interventions put in place for pupils at risk of suspension and permanent exclusion
- the processes in place for determining and reviewing directions to alternative provision and that such placements are reviewed at sufficient intervals to assure that the education is achieving its objectives and that pupils are benefiting from it
- the full-time educational provision for pupils of compulsory school age from the sixth consecutive school day of a suspension, in particular checking the provision is suitable and quality-assured to ensure that:
 - any previous placements have been evaluated, including support for any applicable SEND;
 - there is a process in place to monitor the pupil's attendance and behaviour at the provision
 - the correct attendance code is being used
 - the pupil's child protection file and any other information relevant to the pupil's safeguarding and welfare has been securely transferred to their new setting as early as possible
- whether there is any variation within the year on suspensions and permanent exclusions and the characteristics of pupils
- the cost implications of directing children to be educated off-site in alternative provision and whether there are any patterns to the reasons or timing of moves

Registered office:

C/o Larwood School, Larwood Drive Stevenage, Hertfordshire. SG1 5BZ, UK. Company Number: 10359418

Telephone: 01438 236333 Email: admin@larwood.herts.sch.uk

BRIGHTER FUTURES EDUCATIONAL TRUST – EXCLUSIONS POLICY

- whether the school register and absence codes have been recorded correctly
- how the behaviour policy is applied and specifically its consistency
- the circumstances in which pupils receive repeat suspensions
- whether Personal Education Plans for looked after children have been reviewed on a termly basis

Registered office:

C/o Larwood School, Larwood Drive Stevenage, Hertfordshire. SG1 5BZ, UK. Company Number: 10359418
Telephone: 01438 236333 Email: admin@larwood.herts.sch.uk