



## **BREDON HILL ACADEMY**

### **EXCLUSION POLICY**

Review Deadline: November 2026

Review Frequency: Annual

Author: BHA - Headteacher

Reviewer: BHA - LGB

Audience: Intranet

# **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 provide feedback on 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 major incident.

### **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 TA).
- Discussions with parents.
- Target setting.
- 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:

- 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/carer 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](mailto:office@bredon.worcs.sch.uk). All correspondence should be addressed to the Chair to the Governors.



### Bredon Hill Academy: Checklist for Governors' Exclusion Hearing

<b>PERMANENT EXCLUSION IN RESPONSE TO <u>PERSISTENT BREACHES</u> OF THE SCHOOL'S BEHAVIOUR POLICY</b>			
CATEGORY	APPROPRIATENESS OF HEADTEACHER'S RESPONSE	YES / NO	NOTES
Legal	<b>Is there evidence of persistent breaches of the school's Student Discipline Policy AND would allowing the pupil to remain in school seriously harm the education or welfare of the pupil or others in the school?</b>		
Legal	Has the Headteacher given due consideration to the duties under the Equality Act 2010 in particular the Public Sector Equality Duty?		
Reasonable	Is there clear evidence of: <ul style="list-style-type: none"> <li>• The behaviour in question occurring over a period of time</li> <li>• The school following its Student Discipline and other relevant Policies</li> <li>• Parents/pupil having been informed of these Policies</li> </ul>		
Reasonable	Did the Headteacher take into account any extenuating circumstances when considering the exclusion?		
Reasonable	Was the pupil given the opportunity to give his/her version of events, including submitting a written statement?		

Reasonable	Have witness statements been provided and are these signed and dated?		
Procedural	Did the Headteacher follow government guidelines re notification of the exclusion?		
CATEGORY	EVIDENCE	YES/NO	NOTES
Procedural	Did the Headteacher inform parents immediately of exclusion and follow up with a guidance compliant letter?		
Reasonable	Was a thorough investigation carried out?		

Reasonable	<p>Is there clear evidence of:</p> <ul style="list-style-type: none"> <li>• The behaviour in question occurring over a period of time: eg fixed term exclusions, behaviour log</li> <li>• The school following its Student Discipline and other relevant Policies</li> <li>• Parents/pupil having been informed of these Policies?</li> </ul>		
Reasonable	Was evidence provided of support already offered to pupil and its impact, including support from outside agencies?		
Reasonable	Was any relevant information provided in relation to Pastoral/Curriculum needs?		
Legal	<p>Is there an Education Health and Care Plan (EHCP)/Statement of SEND in place?</p> <ul style="list-style-type: none"> <li>• If yes, has this been subject to a recent review and have changes in needs and/or provision been considered?</li> </ul>		
Reasonable	<p>Has the school:</p> <ul style="list-style-type: none"> <li>• Considered if there is any previously unidentified SEND, if relevant?</li> <li>• Sought advice from the SENDCO as required?</li> </ul>		
Reasonable	<p>Has the school:</p> <ul style="list-style-type: none"> <li>• Considered proportionate alternatives to the permanent exclusion, eg fixed term exclusion or alternative provision?</li> </ul>		



## **GOVERNING BOARD (GB) PROCEDURE FOR PERMANENT EXCLUSION HEARING**

**Name:**

**[TIME, DATE & VENUE]**

Prior to the Headteacher's and parent's arrival, the Clerk will clarify the agenda and relevant legislative issue and identify the Chair.

Chair makes introductions. Confirm order of procedure as set out below.

### **Headteacher Case**

1. The Headteacher presents the case for exclusion
2. The Parent/Representative may ask questions
3. The GB may ask questions

### **Parental Case**

4. The Parent/Representative presents the case for reinstatement
5. The Headteacher may ask questions
6. The GB may ask questions

### **Summing Up**

7. The Headteacher sums up their case for exclusion
8. The Parent/Representative sums up their case for reinstatement
9. The Headteacher & Parent/Representative leave the room to allow the GB to deliberate
10. The clerk to the GB will write to all parties with the outcome of the hearing as soon as possible.



## GOVERNORS' DISCIPLINARY COMMITTEE

**DATE:**

**VENUE:**

**TIME:**

## AGENDA

### **PERMANENT EXCLUSION:**

Name:

*The following agenda items are intended for guidance only*

1. Clerk's clarification of agenda and relevant legislative issue
2. Identification of Chair.
3. Headteacher's representation.
4. Questioning of Headteacher by other parties:
  - Parents
  - Governors
5. Parent/s representation.
6. Questioning of Parents by other parties:
  - Headteacher
  - Governors
7. Local Authority (LA) representation (written statement)
8. Committee's decision.
9. Further Governors' action.

NB: Headteacher and parent/s join the meeting after Item 2 and leave the meeting after Item 7.



## Suspension Decision Checklist

This form should be used to record the key considerations when making the decision to suspend a student. All decisions must be lawful, reasonable, fair, and proportionate in line with Department for Education statutory guidance.

Name of Student: \_\_\_\_\_ Registration Group: \_\_\_\_\_

Senior member of staff investigating: \_\_\_\_\_

DfE Reason for Suspension: \_\_\_\_\_

Context of the reason for suspension: \_\_\_\_\_

<b>Evidence Check</b>	<b>Evidence</b>	<b>Yes/No</b>
Evidence clearly shows a breach of the school's behaviour policy?	Ensure witness statements reviewed in line with the school's behaviour policy	
The decision is based on the balance of probability?	Seek Headteacher authorisation	
Has the student's view been considered(age-appropriate)	Ensure the student has been given the opportunity to provide a statement	
Did the student provide a statement	Confirm whether a statement was produced by the student	

<b>Decision Check</b>	<b>Evidence</b>	<b>Yes/No</b>
Is the length of the suspension appropriate and proportionate?	Ensure the letter sent to parents/carers has the relevant detail of the suspension and is added to the school's MIS	
Has work been provided to the student during their suspension	Ensure the work package has been sent to parents/carers with the suspension letter.	
If the student is accessing AP following their suspension, have the appropriate arrangements been made?	Ensure a letter and an Alternative Provision Assessment Plan have been sent to parents/carers (if this not applicable, please write n/a).	
Has a reintegration plan been organised with parents/carers?	Ensure the letter sent home details how parents/carers will be made aware of their child's reintegration meeting and a call home is made to confirm.	

Alternatives Considered Check	Evidence	Yes/No
Have other strategies been considered: Managed Move, Monitoring or Support Unit?	List here if applicable:	
Have SEND factors been fully considered	Speak to SENDCO and list any SEN and any provision in place and whether this affect the reason for suspension:	
Have Safeguarding factors been fully considered	Speak to the DSL and list any safeguarding concerns and whether these would have affected the reason for suspension:	
If the child is looked after, has their social worker / virtual school been contacted	Please add relevant detail:	

**Additional Notes:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

#### **Headteacher Declaration**

As Headteacher / Acting Headteacher of Bredon Hill Academy, I confirm that I have considered all the evidence and made the decision to suspend this student. This is in accordance with statutory guidance.

Signature:

Date: