

**Ramsden Hall Academy  
Suspensions & Exclusions Policy**

<b>LAST REVIEW DATE</b>	<b>Jan 2024</b>	<b>REVIEW PERIOD</b>	<b>2 yearly</b>
<b>NEXT REVIEW DATE</b>	<b>Jan 2026</b>	<b>OWNER</b>	<b>A Robbins</b>

## Exclusions

Exclusion is our last resort and should only be used as such and in the most serious or persistent of circumstances in line with the behaviour framework set out in our behaviour policy.

### **When a situation occurs when we do have to exclude, we aim to:**

- Exclude pupils for the minimum number of days in relation to the situation/circumstances.
- Reintegrate pupils back into school as soon as possible.
- Engage parents/carers in the reintegration of pupils.
- Seek actions and alternatives to support the student in re-engaging with their education and reducing the risk of repeat exclusions.
- Use where possible/necessary the additional support of external agencies and services.

## Exclusion Procedure

### Incident

1. Staff involved or witnessing an incident ensure the report is recorded fully within Sleuth.
2. The incident is referred to SLT (Senior Leadership Team) either at the time if necessary or raised for the attention of SLT during the end of day debrief.
3. Discussions between SLT, Tutor, DSL (Designated Safeguard Lead) and staff involved who witnessed to the event occurred, SLT/Behaviour leads will review CCTV where possible and a recommendation is made regarding exclusion to the Head teacher.
4. Before making decision, Headteacher to consult with or take into consideration SEND/LAC/CP and other appropriate factors including home circumstances.

### **Once a decision to exclude has been made:**

- Headteacher informs Associate assistant head teacher, in charge, Behaviour, attendance and personalised learning. The decision on type and duration of the exclusion.
- Parents/Carers informed of decision by phone where possible. Voicemail and email where not.
- Taxi company informed by email regarding change to transport. **(admin to be cc'd into the email if out of hours)**
- Exclusion initial paperwork completed **(Appendix 1)**. Information sent to staff for information **(briefing notes)**.
- Debrief notes to have the member of staff responsible for the reintegration initialled and the work pack to be sent.
- Reintegration meeting booked at the earliest convenient time, if needed a member of staff can be covered to accommodate a meeting and teams is an acceptable meeting format.
- Standard letter produced, then emailed and posted to parents/carers and case workers, social workers and other agencies where appropriate **(Appendix 2)**. Letter to include all online offers.
- A follow up email will be sent with the appropriate work pack attached.
- Exclusion logged onto Sleuth and letter uploaded to Sleuth report.
- Reintegration meeting booked with a member of the middle leadership team, head of Key stage, SLT or Headteacher.
- Reports on behaviour, progress and attendance produced and shared where appropriate.
- Reintegration meeting held prior to return with a member of SLT engaging with parents/carers where possible. A restorative approach applied, and notes recorded. Failure

or inability to attend this meeting or failure to engage or reintegrate successfully may result in the pupil being marked as unauthorised until the meeting can be re-arranged. In these circumstances some individuals may be offered to work in isolation on site however, this will depend on both capacity and pupil needs.

- Copies of reintegration notes shared with staff verbally or in writing where necessary.
- Record of the meeting uploaded to Sleuth report.
- Further actions/support put in place as required.
- For **Extended or Multiple** exclusions in a half term there will be a follow up discussion with extra work to be sent off or an offer of laptop dropped at home.
- Taxi to be put back on for the day after the meeting and cancelled again by the staff conducting the reintegration if the meeting is unsuccessful.

### Permanent Exclusion

- Before deciding to exclude a pupil permanently the Headteacher will first try a range of strategies as outlined in the Academy Behaviour Policy, including fixed term exclusion. Only when other strategies have been tried without success will the Headteacher consider permanent exclusion. Except, or not withstanding where a one-off incident of sufficient gravity has taken place.
- The Headteacher may exclude a pupil for up to 45 academy days in any academic year. Any exclusion beyond 45 academy days will be permanent. However, before that point is reached the Headteacher will have held discussions with the Local Authority (LA) with a view to arranging an appropriate placement in another establishment. From day 6, pupils will be provided with and be able to access some form of education put in place by Ramsden Hall Academy and/or the Local Authority as per government guidance.
- The Headteacher will immediately inform the Executive Headteacher, CEO, the Chair of the Governing Body and the LA of all potential permanent exclusions. Where a pupil resides outside the LA in which the academy is located, the Headteacher must also notify the pupil's "home authority" of the exclusion.
- As this is a permanent exclusion the Academy's Governing Body must meet to consider the exclusion no later than 15 school's days from which the Governing Body were notified of this exclusion.
- At the hearing parents/carers may make representations to the Governing Body. Parents/carers wishing to make representations and wish to be accompanied by a friend or representative will need to contact the Clerk to the Governing Body as soon as possible as advised in the permanent exclusion letter to parents (**Appendix 4**).
- The Governing Body can either reinstate immediately or on a particular date, or decline reinstatement.



## Appendix 1

### Record of Exclusion Documentation



<u>Dates of Exclusion</u>	From:  To:
<u>Return Day and Time</u>	
<u>Pupil Name</u>	
<u>No of Days</u>	
<u>Taxi Arrangements Confirmed?</u>	Y/N
<u>Reason For Exclusion</u>	
<u>Details Of Incident</u>	
<u>Exclusion Letters Sent To</u>	Parent(s)/ Carer(s) Social Worker - Case Worker - Other (please specify) -
<u>Signature of SLT</u>	

### Office Use Only

<u>D.O.B</u>	
<u>PP</u>	Y/N
<u>Boarder</u>	Y/N
<u>Year Group</u>	
<u>Parental Salutation</u>	

## **Appendix 2**

[Date]

Dear

### **Notice to Parent/Carer of Fixed Term Exclusion of a Pupil for five days or fewer.**

I am writing to inform you of my decision to exclude [Name] for a period of XX days. This means that [Name] will not be allowed in school for this period.

<b>Pupil:</b> [Name XX]	<b>No. Days Excluded</b> [XX]	<b>Dates Excluded</b> <b>From:</b> <b>To:</b> [ ]	<b>Date of Return to school:</b> [XX] – following successful reintegration meeting.
<b>Date of Birth:</b>	<b>Reason for Exclusion:</b>		
<b>Other Information:</b>			

I realise that this exclusion may well be upsetting for you and your family, but the decision to exclude Name has not been taken lightly.

You have a duty to ensure that your child is not present in a public place in school hours during this exclusion XX – XX, unless there is reasonable justification for this. I must advise you that you may receive a penalty notice from the local authority if your child is present in a public place during school hours on the specified dates. If so, it will be for you to show reasonable justification.

[Name ]is expected to complete work during the period of his exclusion. A follow up email (**Appendix 3**) with all of our online logins will be sent out along with a digital work pack.

If you require a paper based version please email the school via the [admin@ramsdenhall.org](mailto:admin@ramsdenhall.org) address and we will dispatch work to complete at home.

You have the right to make representations about this decision to the Governing Body. If you wish to make representations, please contact me at the school office as soon as possible. Whilst the Governing Body has no power to direct reinstatement, they must consider any representations you make and place a copy of their findings on your child's school record.

You should be aware that if you think the exclusion relates to a disability your child has, and you think disability discrimination has occurred, you have the right to appeal and/or make a claim, to the Special Educational Needs & Disability Tribunal (SENDIST). The address to which appeals should be sent is SENDIST, 1<sup>st</sup> Floor Darlington Magistrates Court, Park Gate, Darlington DL1 1RU.

You have the right to see a copy of [Name's] school record. Due to confidentiality restrictions, you will need to notify me in writing if you wish to be supplied with a copy of [Name's] school record. I will be happy to supply this if you request. There may be a charge for photocopying.

You may wish to contact Julie Millar-Robinson at the Local Authority Alternative Commissioning Service, County Hall, Chelmsford, Essex, CM1 2LD (email [julie.millar-robinson@essexcc.gov.uk](mailto:julie.millar-robinson@essexcc.gov.uk) or telephone 01245 436268). You may also find it useful to contact the Coram Children's Legal Centre on 0808 802 0008 or [www.childrenslegalcentre.com](http://www.childrenslegalcentre.com). They can offer free legal advice on English Law and policy affecting children and families.

The school is committed to providing a safe learning environment where staff and students treat each other with respect and act responsibly, and I would draw your attention to the paragraph below:

Anti-social behaviour, within the community is being successfully tackled through a partnership approach between the Police, the Community Safety Unit, Local Housing Providers, Education Social Work Service, Community Safety Wardens, Youth Offending Service, Justice Support and Families. This initiative has recently been further extended to include the Education Sector in an effort to moderate behaviour in and around schools. Consequently, a copy of this letter may be forwarded to the Partner Agencies informing them of [Name's] unacceptable behaviour and inviting them to inform the partnership of similar problems or issues of which they may be aware. If there is any repeat of this or similar anti-social behaviour then the partner agencies may meet to discuss what action to take, which could include criminal proceedings. Obviously, I hope I do not have further need to contact you regarding this matter.

I look forward to seeing [Name] in school following his reintegration meeting.

Yours sincerely

Mr Antony Clements  
Headteacher

cc Local Authority Commissioning Service  
Statutory Assessment Service - Area Education Office

### **Appendix 3**

**DATE**

**Dear**

**Re: Login Details for work during Suspension**

As the decision has been made for your son to be suspended from school, it is important that during this time, a continuation of education occurs. Please see below login details for your son, a work pack will also be emailed to you for them to complete.

#### **Google classroom**

Email – [@apps.ramsdenhall.org.uk](mailto:@apps.ramsdenhall.org.uk)

Password –

#### **Mathletics**

Username:

Password:

#### **Lexia:**

Username:

Password:

If you have any queries, please do not hesitate to contact me.

Yours sincerely



Adam Robbins  
Associate Headteacher



## **Appendix 4**

[Date]

Dear [Parent/Carer]

I am writing to inform you of my decision to permanently exclude [Pupil Name] with effect from xxx. This means that he will not be allowed in this school unless he is reinstated by the Academy's Governing Body. I realise that this exclusion may well be upsetting for you and your family, but the decision to exclude [Pupil Name] has not been taken lightly. [Pupil Name] has been excluded for the reasons outlined [xxx].

You have a duty to ensure that your child is not present in a public place in school hours during this fixed term exclusion [xxx] unless there is reasonable justification for this. I must advise you that you may receive a penalty notice from the Local Authority if your child is present in a public place during school hours on the specified dates. If so, it will be for you to show reasonable justification.

Alternative arrangements for [Pupil Name] education to continue will be made. For the first five school days of the fixed term exclusion we will set work for [Pupil Name] via TLC live. From the sixth school day of the exclusion onwards – i.e. from [xxx] the Local Authority, will provide suitable full-time education.

I have also today informed Julie Millar-Robinson at Essex County Council of your child's exclusion and they will be in touch with you about arrangements for his education from the sixth school day of exclusion. You can contact them at 03330 131150.

As this is a permanent exclusion the Academy's Governing Body must meet to consider the exclusion. At the hearing you may make representations to the Governing Body. The Governing Body can either reinstate your child immediately or on a particular date, or decline reinstatement. If the reinstatement is declined, you have the right to request an Independent Review. The latest date by which the Governing Body must meet is xxx no later than the 15 school days from the date which the Governing Body were notified of this exclusion. If you do wish to make representations and wish to be accompanied by a friend or representative please contact the Governing Body Clerk at [kwillis@plt.org.uk](mailto:kwillis@plt.org.uk) or 07716 468 682 as soon as possible.

You will be notified by the Clerk to the Governing Body of the time, date and location of this meeting. Please advise if you have a disability or special needs which would affect your ability to attend or take part in a meeting at the School. Also, please inform the Clerk, if it would be helpful for you to have an interpreter at the meeting.

You should also be aware that if you think the exclusion relates to a disability your child has, and you think disability discrimination has occurred, you have the right to make a claim under the Equality Act 2010 to the First Tier Tribunal (Special Educational Needs and Disability) or the County Court (for other forms of discrimination).

Making a claim would not affect your right to make representations to the Governing Body.

You may wish to contact Education Access at Essex County Council - 03330 131157 or 03330 131150.

You may find it useful to contact The Coram Children's Legal Centre on 0345 345 4345 [www.childrenslegalcentre.com](http://www.childrenslegalcentre.com) or Ace Education on 03000 115 142 Monday to Wednesday from 10am to 1pm during term time. [www.ace-ed.org.uk](http://www.ace-ed.org.uk)

Yours sincerely

Mrs E Baker  
Headteacher

cc SEND Operations Team –  
Education Access –  
Clerk to the Eastern Regional Academy Committee –