



Co-op Academy North Manchester

Name	Exclusion Policy
Approved by	Governors – SSCC Committee
Policy Created	October 2016
Review	Annually
Update Approved	September 2019
All policies are available to stakeholders either on the Academy website or upon request from the Academy's Main office.	

PRINCIPLES

The Exclusions Policy is guided by and committed to the following principles:

Co-op Academy of North Manchester is an inclusive school committed to equal opportunity for all. It is felt that exclusions of pupils from the school, whether fixed term or permanent, are only given as a result of a serious breach of academy rules. Consequently, a pupil will only be excluded when other strategies and sanctions have not been effective over time, or when there has been a single, clear and serious breach of academy policy, or if allowing the pupil to remain in the school would seriously harm the education or welfare of the pupil or other pupils in the school.

The principles in this policy concur in all respects with the aims and vision of Co-op Academy North Manchester and the Trust.

The school follows the legislation referring to exclusions as stated in the most recent DFE guidance 2017.

PURPOSE

The aims of this Exclusions Policy are to:

Provide all staff with a clear framework to enable the effective handling of pupil exclusion issues and to inform all stakeholders of the procedures.

POLICY

1. A pupil can be excluded if:

1.1	There has been a serious breach or persistent breaches of the schools' Behaviour Policy
1.2	Allowing the pupil to remain in school would seriously harm the education or welfare of the pupil or others in the school

2. The Procedure

2.1	The exclusion of a pupil is an extreme sanction and is only administered by the Principal or in the absence of the Principal whoever is deputising for them. A pupil may be excluded for one or more fixed periods (up to a maximum of 45 days in a single academic year).
2.2	Exclusions, whether fixed-term (usually up to a maximum of 5 days), or permanent, may be used where a pupil has displayed unacceptable conduct which infringes that which is deemed to be acceptable by the academy.
2.3	A pupil can be excluded immediately, especially if there is an immediate threat to the safety of others in the school.

2.4	For an exclusion to be issued, evidence is very carefully assessed and collated. Records are kept and an investigation precedes any exclusion (unless 3.3 applies).
2.5	A pupil will be allowed and encouraged to give their account of events.
2.6	The Principal will, when establishing facts, apply the standard of proof i.e. 'on the balance of probabilities' the fact is true, rather than the criminal standard.
2.7	In the event of an exclusion being carried out the pupil's parents/carer will be notified by telephone and then by letter.
2.8	In the event of a fixed term exclusion the letter will state the precise period of exclusion (and for a permanent exclusion, the fact that it is a permanent exclusion), the reasons for the exclusion, the school days on which the parent/carer is required to ensure their child is not present in a public place during school hours, and the right to make representation .
2.9	The letter will also contain the date, time of return in the case of a fixed term exclusion and if the exclusion is permanent, the date it takes effect from. Following a fixed term exclusion, a parent/carer meeting is always set up to discuss the exclusion and the steps which will be taken to support the child and where applicable, the family, so as to minimise future occurrence. In addition, the meeting will also outline what the pupil needs to do in order to minimise future occurrence of a similar incident happening again. All exclusions will be treated in the strictest confidence on a 'need to know' basis.
2.10	The Governors will be fully informed and involved with these procedures. The Principal will inform the Governing Body and LA within one school day of all exclusions longer than five school days, which are permanent exclusions, and those which would result in a pupil missing a public examination.
2.11	It is expected that most exclusions will be of short (up to 5 days), fixed-term nature. Pupils can also be excluded from the school premises at lunchtime. Each lunchtime is counted as one half day absence.
2.12	The school is obliged to make sure that the pupil's parents/carers have been fully informed of their duties during the first five days of the exclusion. The parents/ carers are obliged to ensure that the pupil is not present in public during normal school hours without reasonable justification. Failure to comply with this may lead to the parents/carers being prosecuted and the academy will report this failure to the LA.
2.13	During any period of exclusion, work will be made available for the pupil. The academy will, where possible, send this home with the pupil. If this is not possible parents/carers can collect the work from the academy or provide an e-mail address for work to be sent to. Work is always available online through pupils' existing access to packages such as 'Maths watch' or google classroom. It is the pupils' responsibility to bring this work back into the academy on their return for marking and hand this to the staff member taking the return to school meeting..
2.14	Manchester LA has produced a set of guidelines and model letters to be used for all types of exclusions. These will be used for all exclusions. If a pupil receives consecutive fixed term exclusions, these are regarded as a cumulative period of absence and so if the pupil has more than five consecutive days of exclusions, then education will be arranged for the sixth school day regardless of whether this is as a result of more than one fixed term exclusion. If the pupil is excluded permanently then it is the responsibility of Manchester LA to provide full time education from and including the sixth day.
2.15	Any pupil who is permanently excluded will not be removed from the school register until the appeals process has been completed.
2.16	If a pupil lives outside the LA their 'home' LA will also be informed of the exclusion, if a pupil is permanently excluded. There are extensive guidelines from the DfE Statutory Guidance and the guidance from Manchester LA, which will be adopted during such proceedings.

2.17	If the pupil has an Education, Health Care Plan, the local authority must ensure that an appropriate full time placement is identified in consultation with parents/carers.
2.18	Following a fixed term exclusion, the Head of Year will arrange a return to school interview with the parents/carers of the excluded pupil. The pupil will be present for all or part of the interview and a member of SLT may also be present.
2.19	A PSP may be offered to help the parents/carers take responsibly for their child and any other support, strategies, or requirements, will be discussed at this meeting.
2.20	The academy will be mindful of the Equality Act when making decisions. Decisions relating to pupils with an EHCP will be discussed with the SENCO and Senior Vice Principal, before being discussed with the Principal.
2.21	The academy is aware that disruptive behaviour can be an indication of unmet needs. The academy has a range of processes in place to look to identify whether or not there are any causal factors and works to intervene early in order to reduce the need for subsequent exclusions. The academy also works closely with a range of multi-agencies in order to establish whether further interventions or referrals may be necessary.
2.22	The academy understands the need to have due regard to the Equality Act and the need to take into account any contributing factors that are identified after an incident of poor behaviour has occurred. Where a pupil has received multiple exclusions or is approaching the legal limit in an academic year, the academy will consider whether exclusion is an effective sanction
2.23	The academy works hard to avoid permanent exclusions for pupils with an EHCP or a looked after child. The academy engages proactively with parents/carers in supporting the behaviour of pupils with additional needs. In relation to looked after children, the academy works proactively with carers and the LA's virtual school head. If concerns are raised for pupils with an EHCP about their behaviour, or that they are at risk of exclusion, the academy will request an early annual review or an interim/emergency review. However, if there is a one-off serious breach of the academy rules and policies, this may not be possible.
2.24	In the case of a permanent exclusion, the DFE guidance 'Exclusion from maintained schools academies and pupil referral units in England, 2017' will be followed and is therefore not outlined separately within this policy

3. Behaviour outside school or in an alternative setting

3.1	Behaviour of a pupil on any school trips will be covered by the school's standards of behaviour and can be considered as grounds for exclusion.
3.2	Behaviour of a pupil outside school can be considered as grounds for exclusion. This decision will be taken by the Principal in accordance with the school's Behaviour for Learning Policy and other related policies.
3.3	Unacceptable behaviour related to illegal practices such as drug or race related offences will be informed by the legislation and policies dealing with these specific issues.
3.4	The Principal can still exclude a pupil if the pupil was outside school and not on school business, if there is a clear link between that behaviour and maintaining good behaviour and discipline amongst the school body as a whole.
3.5	Some pupils are educated off site in alternative educational settings. These pupils remain on the academy's roll and are therefore governed under the same principles set out in this policy for reasons for exclusion. The academy will liaise with staff from the alternative education settings when exclusions are issued and ensure that the settings keep us up to date with any overall concerns that they have regarding a pupil's behaviours so that we can be confident that appropriate support mechanisms are in place for them, and any necessary referrals are being made.

4. Role of the Governing Body

4.1	The Governors will be fully informed and involved with these procedures. The Principal will inform the Governing Body and LA within one school day of any permanent exclusions, exclusions longer than five school days or more than 10 lunchtimes in a term, and those which will result in a pupil missing a public examination.
4.2	The Governing Body has a duty to consider the parents'/carers' representations about an exclusion. Annex A of the Dfe's statutory guidance for exclusions will be followed.
4.3	For pupils who are receiving multiple fixed term exclusions, the academy may request both the pupil and parent/carer attend a governing body panel meeting to discuss the ongoing concerns. If the child is educated off site, then the appropriate headteacher/representative will be invited.

5. Independent Review Panel

5.1	If parents/carers apply for an independent review panel within the legal time frame, Co-op Academy North Manchester will arrange for one to take place to review the decision of the governing body not to reinstate a permanently excluded pupil.
5.2	Any application outside the legal time frame will be rejected by the school.
5.3	The school will follow the guidance as set out in the DfE Statutory Guidance Exclusion from maintained schools, academies and PRU (2017) should they need to convene an independent review panel