



**Stanley Grove
Primary Academy**
BRIGHT FUTURES EDUCATIONAL TRUST

EXCLUSIONS & APPEALS POLICY

1. Vision

Our vision is to create a world class education within our academies to enable every pupil to realise their full potential and, in particular, their full academic potential.

2. Rationale

The Trust believes in inclusive academies, committed to the recognition of the equal value of each pupil/student.

The Trust recognises that exclusions are damaging, as they diminish the sense of belonging to the Academy community. As such, exclusion is intended to be used only sparingly as part of an overall behaviour strategy which seeks to develop the culture of inclusion, ownership and responsibility for one's own behaviour.

The Trust seeks to avoid permanent exclusions. These will take place only when there has been a single, clear and serious breach of discipline or if allowing the pupil/student to remain in the Academy, it would seriously harm the education or welfare of the pupil/student or other pupils/students in the Academy.

3. Aims

- To provide all staff with a clear framework to enable the effective handling of pupil/student exclusion.



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Head of School: Mrs Amy Footman **Executive Principal:** Mr Phil Mellen

Registered Office: Bright Futures Educational Trust, Lodge House, Cavendish Road, Bowdon, Altrincham, WA14 2NJ

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- To inform all stakeholders of the procedures.

STANLEY GROVE PRIMARY ACADEMY

EXCLUSIONS AND APPEALS POLICY

1. Action to be Invoked by Senior Staff in Serious Disciplinary Matters

- 1.1** Should a serious disciplinary matter arise, a Senior member of staff, e.g. Head of School or Assistant Head, will interview the student.
- 1.2** If the nature of the incident is extremely serious, then at least two staff members should be present to conduct the interview.
- 1.3** The student should be questioned fairly and be given ample opportunity to give a response.
- 1.4** The student should be encouraged to provide a written statement of what happened and offered the opportunity to sign this as an authoritative record of events. At this stage, the report will help to enable the Academy to decide on what further action should be taken.
- 1.5** In discharging their duties, the Head of School, Senior Leadership Team and Governors will have regard to exclusions guidance from the Department for Education “Improving behaviour and attendance: guidance on exclusion from schools and Pupil Referral Units, 2008” and any subsequent Department for Education guidance on exclusions.
- 1.6** A decision to exclude a student will only be taken:
- In response to serious breaches of the Academy’s Behaviour Policy.
 - If allowing the student to remain in the Academy would seriously harm the learning or welfare of the student, or other students, in the Academy.
 - In cases where there has been a major breach of normal expectations of conduct, or a breach of the criminal law.
- 1.7** Before excluding a pupil, in most cases, a range of alternative strategies will have been tried.



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2. Responsibilities of the Head of School

- 2.1** Only the Head of School, or an Assistant Head in the Head of School's absence, has the power to exclude a student.
- 2.2** When considering excluding a student, either for a fixed term or permanently, the Head of School should ensure a range of activities has been carried out.
- 2.2.1** A thorough investigation should be carried out, considering all the relevant facts and firm evidence to support the allegations, taking into account the Academy's Behaviour Policy, the Equal Opportunities Policy and the Anti-Bullying Policy.
- 2.2.2** Checks should be made to ascertain whether the incident appeared to be provoked by racial or sexual harassment.
- 2.2.3** All the students involved, including those students with learning difficulties, should be given the opportunity to give their version of events.
- 2.2.4** Relevant consultation should take place with other people, or agencies, except where they may be involved in any review of the exclusion.
- 2.2.5** If relevant, time should be given to addressing and supporting the student's individual problems within the capabilities of the Academy.
- 2.3** The Principal may exclude a student for up to 45 school days in any academic year. Any exclusion beyond 45 school days will be permanent.
- 2.4** In most cases, fixed term exclusions will be between one and five days. However, the Principal may exclude a student for up to 15 school days for any one breach of the Academy's Behaviour Policy. Alternative provision must be organised by the Academy from day six of the exclusion period, for example, attendance at another school, off-site placement or Pupil Referral Unit. For Looked After Children this should take place from the first day of exclusion.
- 2.5** The Head of School will aim for the shortest possible period of exclusion and, where possible, the Academy's Internal Exclusion Unit, as detailed in the



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Academy's Behaviour Policy, will be used as an alternative to fixed term inclusions.

- 2.6** In all cases, on returning to the Academy following an exclusion, a re-admissions meeting will be organised. The expectations of this meeting are described in the Academy Behaviour Policy. Under no circumstances should the failure of a parent/carer to attend a re-admissions meeting prevent the student from being readmitted following a period of exclusion.
- 2.7** Before deciding to exclude a student permanently, the Head of School will normally ensure a range of strategies, including fixed term exclusion, internal exclusions and Pastoral Support Plans has already been tried. Normally, only when other strategies have been tried without success, will the Principal consider permanent exclusion. There are occasions, however, when the severity of the offence will merit permanent exclusion, even when there has been no record of poor behaviour.

3. Informing Parents about the Exclusion

- 3.1** The Head of School will make sure the parents/carers are notified immediately, ideally by telephone, of any exclusion.
- 3.2** Exclusion will normally begin on the next school day.
- 3.3** A letter will be sent out to the parents/carers, within one school day. The letter will explain:
- Why the Head of School decided to exclude the student.
 - The arrangements for enabling the student to continue his/her education, including setting and marking the student's work.
 - The responsibilities of the parents/carers during the period of exclusion.
 - The parents'/carers' right to state their case to the Governing Body's Discipline Committee, who the parents/carers should then contact direct.
 - The latest date the parents/carers can send a written statement to the Discipline Committee.
 - The parents'/carers' right to see and/or have a copy of their child's school record.
 - If the exclusion is for a fixed period, the length of the exclusion and the date and time the student should return to the Academy.
 - If the exclusion is permanent, the date the permanent exclusion takes effect and details of any relevant previous warnings, fixed period



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exclusions or other disciplinary measures taken before the present incident.

3.4 If the Head of School wishes to extend a fixed period exclusion or, exceptionally, convert a fixed period exclusion into a permanent exclusion, the Head of School will write another letter to the parents/carers explaining the reasons and making the same points as above.

3.5 Where exclusion is extended, there will be a new right for the parents/carers to state their case to the Governing Body Discipline Committee.

4. Informing the Discipline Committee

4.1 The Head of School will inform the Chairman of the Governing Body's Discipline Committee of:

- All permanent exclusions.
- All exclusions which result separately, or in total, in the student missing more than five school days in any one term.
- Fixed period exclusions of one to five school days will be reported termly, unless the Discipline Committee asks for more frequent reports.

5. Responsibilities of the Governing Body

5.1 The governors do not have the right to exclude a student.

5.2 Governors will review the use of exclusion in the Academy on a regular basis.

5.3 The Governing Body will establish both a Discipline Committee and, when the need arises, an independent Appeal Panel.

6. The Role of the Discipline Committee

6.1 The Discipline Committee will consist of three governors who will review the use of exclusions within the Academy and consider the view of the parents/carers of an excluded student when an appeal is made.

7. Hearing Appeals



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- 7.1** If the exclusion is for five school days or less, the Discipline Committee will not direct re-instatement but will consider any statement from the parents/carers.
- 7.2** If the exclusion causes the student to miss sitting a public examination, the Discipline Committee will meet before the public examination. If it is not practical to do so, the Chair of the Committee will consider the exclusion. Alternative arrangements to allow an excluded student to take public examinations will be considered.
- 7.3** For exclusions of more than five school days in a term, or where a student would lose the opportunity to take a public examination, the Discipline Committee will consider the exclusion and decide whether the student should be reinstated. If a student has been excluded on a number of occasions, the Discipline Committee will meet once the student has missed more than five school days in the term.
- 7.4** The Governing Body will appoint a Clerk to the Discipline Committee to provide advice on the exclusions process and to handle the administrative arrangements for considering exclusions.
- 7.5** For permanent exclusions, the Discipline Committee will consider the exclusion and decide whether the student should be re-instated. Such consideration will take account of the student's disciplinary record and the likely impact of his/her continued attendance at the Academy, as well as the severity of the offence.
- 7.6** Unless there are strong reasons to refuse, the Chair of the Discipline Committee should allow the excluded student to attend the appeal meeting and present his/her case if the parents/carers and students request this. The parent formally remains the appellant, unless the student is 18 or over.

8. Procedure at the Appeal Meeting

- 8.1** If the student has returned to the Academy before the Discipline Committee meets, the meeting will still go ahead as this will enable the parents/carers to give their views on the exclusion. The Discipline Committee can also consider whether more information should be added to the student's record.



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- 8.2** If the student is still excluded when the meeting takes place, the Discipline Committee should decide whether to direct re-instatement. In reaching their decision, the Committee should:
- Consider the statement of the parents/carers.
 - Have regard to the Department for Education guidance on the appropriate use of exclusion and consider whether the Academy has tried sufficient approaches to improve a student’s behaviour before resorting to exclusion and whether any further strategies might be an alternative to exclusion.
- 8.3** In cases of permanent exclusion, the Discipline Committee should normally satisfy itself that all possible strategies to improve a student’s behaviour were tried without success. Strategies should include those in the Department for Education guidance, including a Pastoral Support Programme. For children with SEND statements, revising the statement might be better than resorting to exclusion.
- 8.4** A representative from the Local Authority should also be present at a permanent appeal hearing.
- 8.5** The Discipline Committee may not attach conditions to the re-instatement of a student.
- 8.6** If the Discipline Committee upholds the Head of School’s decision to exclude a student permanently, it will write, within one school day, to the parents/carers and Local Authority. The letter will:
- State the reasons for the decision.
 - Explain the parents’/carers’ right to appeal to an Independent Appeals Panel, to which the parents/carers can make oral and written statements.
 - Give the name and address of the person the parents/carers should contact if they wish to appeal.
 - Explain that any notice of appeal should explain the grounds of appeal.
 - State the latest date for giving notice (15 school days from the date of the Discipline Committee’s decision).
- 8.7** The parents/carers have the right to appeal to the panel, even if they did not make a case to the Discipline Committee.
- 8.8** The Discipline Committee’s decision on fixed term exclusions is final. In the case of permanent exclusions, parents/carers may appeal to an Independent Appeals Panel.



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