




POLICY DOCUMENT

School Exclusions Policy Version 2

Approved by Wise Owl Trust:
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March 2025

Document Control	
Title	School Exclusion Policy
Purpose	To provide a supportive environment for our pupils to prevent the use of exclusions
Supersedes	Previous version
Amendments	Policy amended to reflect the changes in the DfE 'Suspensions & Exclusions guidance' for September 2023.
Related Policies/Guidance	Behaviour and Relationships Policy Manchester City Council's School Exclusion Toolkit Manchester City Councils' Promoting Inclusion and Preventing Exclusion Strategy
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Signature of Chair	

Wise Owl Trust
is a Multi Academy Trust
Registered in England and Wales number 8053288
Registered Office: Trust House, c/o Seymour Road Academy, Seymour Road South, Clayton,
Manchester, M11 4PR

The Wise Owl trust has a number of Trust-wide policies which are adopted by all the academies in the Trust to ensure an equitable and consistent delivery of provision. The Trust Board has responsibility for the operation of all academies and the outcomes of all students; however, responsibility is delegated to the Local Governing Body of each school via the Scheme of Delegation.

Within our policies reference to:

- Governing Body/Governors relate to the members of the Local School Committees representing the Trust Board.
- School/Academy will be used throughout the policies in reference to Academies within the Trust.
- Headteacher/Principal will be used interchangeably throughout policies and will relate to the Principal of the Academy.

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1. Introduction

'For a person to 'grow', they need an environment that provides them with genuineness (openness and self-disclosure), acceptance (being seen with unconditional positive regard) and empathy (being listened to and understood). Without these, relationships and healthy personalities will not develop as they should, much like a tree will not grow without sunlight and water.' Carl Rogers

As an inclusive organisation Wise Owl Trust believes that:

- All academies should develop a supportive culture where any expulsion or suspension (previously exclusions) is seen as an absolute final resort and where best endeavour is used by all school leaders to avoid expulsion (permanent exclusion) from school
- Suspensions (fixed term exclusion) should be viewed not as a sanction, but as a mechanism to provide support and to plan interventions. Leaders should consider alternatives to suspensions, wherever possible.

Inclusion sits at the heart of the Wise Owl Trust philosophy. We support our academies to achieve an inclusive environment and stand alongside them as they tailor the learning environment and the delivery of the curriculum to meet the needs of individual learners. We find a way to support learners and help them. We take a restorative and developmental approach and commit to every young person in our care. Expulsions (Permanent exclusions) would be the last resort, after all other avenues have been pursued. Examples of these avenues can be found in our behaviour policy.

2. Legal Framework

2.1 This policy has due regard to the related statutory legislation, including, but not limited to, the following:

- The Education Act 2002 (as amended by The Education Act 2011)
- The School Discipline (Pupil Exclusions and Reviews) (England) Regulations 2020
- The Education and Inspections Act 2006
- The Education Act 1996
- The Education (Provision of Full-Time Education for Excluded Pupils) (England) Regulations 2007 (as amended 2014)
- The European Convention on Human Rights (EHCR)
- The Equality Act 2010.

2.2 This policy has due regard to statutory and non-statutory guidance including, but not limited to, the following:

- DfE (2022) 'Exclusion from maintained schools, academies and pupil referral units in England, including pupil movement' [To view click here.](#)
- DfE (2021) Changes to the school suspension and expulsion process during the coronavirus (COVID-19) outbreak
- DfE (2016) 'Behaviour and discipline in schools'



- DfE (2015) 'Special educational needs and disability code of practice: 0 to 25 years'.
- 2.3 This policy will be implemented in conjunction with our behaviour policies and procedures.
- 2.4 This policy will also be implemented in line with Manchester City Council's School Exclusion Toolkit [To view click here.](#) and Manchester's Promoting Inclusion & Preventing Exclusion Strategy [To view click here.](#)

Although the terminology used by Manchester Local Authority is currently 'Fixed Term Exclusions' and 'Permanent Exclusions', we will refer to 'suspensions' and 'expulsions' throughout our policy, in line with the Department for Education.

3. Grounds for Suspension (Fixed Term Exclusion)

- 3.1 Only the Principal* has the power to suspend or expel a pupil from the academy.
- * 'Principal' includes Executive Principal/Head of School and any acting Principal by virtue of regulation 21 of the School Discipline (Pupil Exclusions and Reviews) (England) Regulations 2012.
- 3.2 The Principal will suspend a pupil only when it is absolutely necessary and where all other possible disciplinary options, as detailed in the academy's Behaviour, Relationships and Communication Policy, have failed to be successful.
- 3.3 Pupils can be suspended for up to 45 school days within an academic year.
- 3.4 In all cases the Principal will decide which suspension period a pupil will be subject to, depending on what the circumstances warrant.
- 3.5 All suspensions will be formally recorded. Reintegration meetings will be held following all suspensions, with the Principal, child and their parent/carer.
- 3.6 At all times the Principal will take into account their legal duties under the Equality Act 2010 and the Special Educational Needs and Disability Code of Practice: 0 to 25 Years, ensuring that they do not discriminate on any grounds, e.g. race, sex or disability and will not increase the severity of a pupil's exclusion on these grounds.
- 3.7 The Principal will not issue any 'informal' or 'unofficial' suspensions, such as sending a pupil home to 'cool off', regardless of whether or not the parents/carers have agreed to this or requested this.

4. Factors to Consider in relation to Suspensions (Fixed Term Exclusions)

- 4.1 When considering suspending a pupil the Principal will consider what additional support may be available, particularly for vulnerable pupil groups, in order to reduce their risk of suspension and/or expulsion.
- 4.2 Before deciding to suspend any pupil, the Principal will:
- allow the pupil the opportunity to present their case



- take into account any contributing factors.

5. Duty to Inform Parents/Carers, Governors and the Local Authority

5.1 Following a Principal's decision to suspend a pupil they will immediately inform the parents/carers either in person or by telephone and confirm the length of the suspension and the reasons for it.

5.2 The Principal will also confirm the suspension in writing, including the following information:

- the reason for the suspension
- the length of any suspension
- their right to make representations about the suspension to the Local Governing Body's (LGB's) Pupil Exclusion Panel, information regarding how the pupil can be involved in this and how the representations will be made. *(See Section 7 of this policy)*
- their right to attend a meeting where there is a legal requirement for the Pupil Exclusion Panel to consider the suspension (i.e., *in instances outlined in Section 7.4 of this policy or in the case of an expulsion (permanent exclusion)*) and the fact that the parents/carers are able to bring an accompanying individual. (This would only be for an expulsion)
- the arrangements that have been made for the pupil to continue their education prior to the organisation of any alternative provision or the pupil's return to school
- relevant sources of free, impartial information
- indicating that for the first five days of the suspension, or until the start date of any alternative provision, or the end of the suspension (whichever is earlier), parents/carers are legally required to ensure that their child is not present in a public place during school hours without justification and that parents/carers may receive a penalty fine if they fail to do so.

Notices can be given electronically if the parents/carers have agreed that correspondence can be sent in electronic form.

5.3 Where the Principal has arranged for alternative provision for a pupil, they will inform the parents/carers of the following information:

- the start and end date for any provision of full-time education
- the address at which the provision will take place

5.4 The Principal will also inform the Local Authority and the Chair and Clerk to the Local Governing Body immediately of the following:

- any suspension which result in the pupil being suspended for more than five school days in any one term
- any suspension which would result in the pupil being absent from an examination or national curriculum test.

5.5 The Principal will report data relating to suspension to the Governing Body on a half termly basis.

6. Arranging Education for Suspended Pupils

6.1 For any suspension of more than five days, the Local Authority will arrange suitable full-time education for the pupil, which will begin no later than the sixth day of exclusion.

6.2 Where it is not possible to arrange alternative provision during the first five days of suspension the academy will ensure that reasonable steps are taken to set and mark work for the suspended pupil.

6.3 If a pupil with SEND has been suspended the following must take place, in consultation and with support from the LA:

- any alternative provision needs to be arranged in consultation with the pupil's parents/carers, who are able to request preferences
- when identifying alternative provision, any Education & Health Care Plan (EHCP) is reviewed and/or the pupil's needs are reassessed in consultation with his/her parents or carers.

7. The Pupil Exclusion Panel

7.1 As indicated in Clause 5.2, parents/carers are able to make representations about exclusions to the Local Governing Body's (LGB's) Pupil Exclusion Panel.

7.2 In the case of a suspension where the pupil's total number of suspended days does not **amount to more than five** school days within a term, the Panel is not required to consider the matter.

7.3 In the case of suspensions where the pupil's total number of suspended days is **more than five but less than 15** school days within a term, *if requested by the parents/carers* the Panel will consider exclusions within 50 school days of receiving notification.

7.4 The Panel is required to meet within 15 days to consider the reinstatement of an excluded pupil in certain instances, i.e., where:

- a fixed-term exclusion would bring the pupil's total number of excluded school days to **more than 15** in any given term
- the exclusion would result in the pupil missing a public examination
- the exclusion is permanent.

7.5 Where a Panel is convened, parents/carers and the Principal will be invited to make representations to it.

7.6 Where the exclusion would result in a pupil missing a public examination/test the Panel will consider the exclusion before that takes place, to decide whether the pupil should be reinstated in time to take it. The Panel will also consider whether it would be appropriate to allow the excluded pupil to enter the premises to take the examination/test.

7.7 When considering the reinstatement of an excluded pupil the Panel will:

- only discuss the exclusion with the parties present at the meeting
- ask for any written evidence in advance of the meeting
- circulate any written evidence and information to all parties at least five school days in advance of the meeting
- allow parents/carers and pupils to be accompanied by a person of their choice at the meeting
- consider what reasonable adjustments need to be made to support the attendance and contribution of parties at the meeting
- identify the steps needed to enable and encourage the excluded pupil to attend the meeting to speak on their behalf, or how they may contribute personal views by other means if attendance is not possible
- consider the interests and circumstances of the excluded pupil, including the grounds for exclusion.

7.8 The Panel will ensure that clear Minutes are taken of the meeting as a record of the evidence that was considered. The Minutes should be made available to all parties on request.

8. Meetings of the Panel Refer to Appendix 2 – Terms of Reference

8.1 Minutes will be taken of all Pupil Exclusion Panel meetings. The Clerk to the LGB will usually clerk the Panel meetings, though meetings may be clerked by another member of the Governance Team or a member of the Academy's staff, unless this is deemed inappropriate in the particular circumstances.

8.2 The Clerk will notify the parent/carer, Principal and Local Authority of the Panel's decision, including the reasoning for this, without delay. The written notification can be delivered directly to parents, or hand-delivered, or posted first class to their last known address.

8.3 In the event of an expulsion (permanent exclusion) where the Panel decides not to reinstate the pupil they will notify the parents/carers of the following:

- that the expulsion is permanent and inform them of their right for it to be reviewed by an independent review panel. The Trust would adhere to all statutory guidelines when conducting an independent panel review, as outlined in the DfE's statutory guidance document 'Exclusion from Maintained Schools, Academies and Pupil Referral Units in England 2017'
- the date by which an application for review must be made
- the name and address of who the review application should be submitted to
- indicate that any application should set out the grounds on which it is being made and that, where appropriate, this should include reference to how a pupil's Special Education Needs and Disabilities are considered relevant to the expulsion
- that, regardless of whether a pupil has been identified as having SEND, the parents/carers have a right to the attendance of a SEND expert at the review and that no charge will be made for this
- that the parents/carers are required to make it clear if they wish for a SEND expert to attend the review
- that the parents/carers may appoint someone at their own expense to make representations to the Panel.

8.4 The Panel will inform the parents/carers that, if they believe an expulsion has been issued as a result of discrimination, they are required to make a claim under the Equality Act 2010 to the First-tier Tribunal (SEND) and that this should be within six months of when the discrimination allegedly took place. A link to the following guidance should be included in the letter to parents notifying them of a decision to uphold an exclusion:

- Statutory guidance on exclusions [To view click here.](#)
- Guidance on making a claim of discrimination to the First-tier Tribunal (Special Educational Needs and Disability) [To view click here.](#)
- Impartial advice for parents such as the Coram Children's Legal Centre www.childrenslegalcentre.com or ACE Education <http://www.ace-ed.org.uk> and their limited advice line service on 03000 115 142 on Monday to Wednesday from 10am to 1pm during term time
- Any links to local services, which the Principal considers appropriate.

9. Equality Impact Statement

9.1 The Equality Act 2010 requires public bodies, in carrying out their functions, to have due regard to the need to:

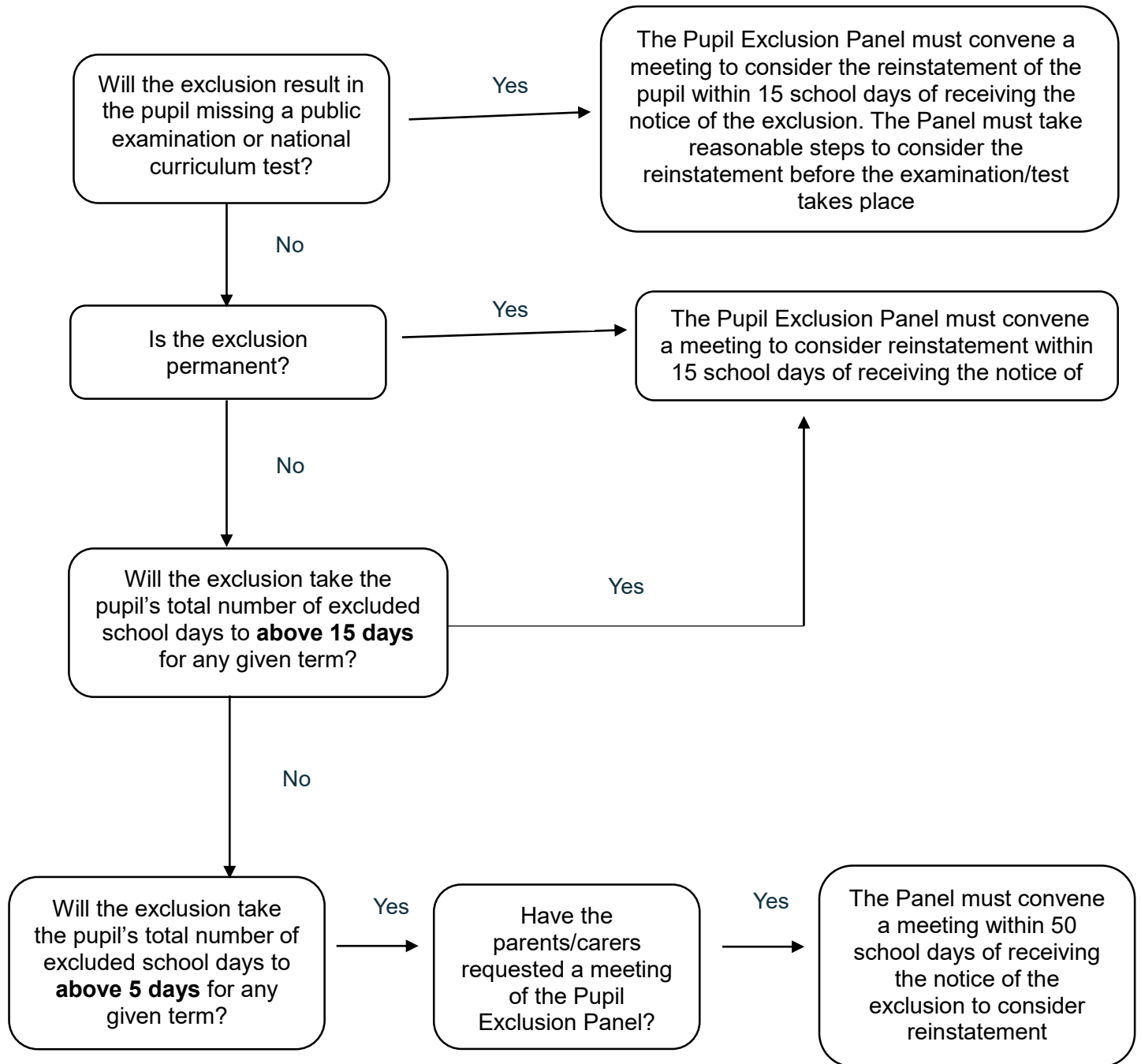
- eliminate discrimination and other conduct that is prohibited by the Act
- advance equality of opportunity between people who share a protected characteristic and people who do not share it
- foster good relations across all characteristics - between people who share a protected

characteristic and people who do not share it.

- In the development of this policy due regard has been given to achieving these objectives, further to which we will champion equality in all its forms, in keeping with our values.

Appendix 1

Flowchart for reviewing the Principal's Exclusion Decision



Appendix 2

Pupil Exclusion Panel Meetings - Terms of Reference and Procedure

1. PURPOSE

1.1 To operate within the statutory guidelines issued by the Department for Education (DfE) relating to pupil exclusions and in accordance with the Trust's Exclusions Policy and Academies' Behaviour Policies:

- to consider the actions of the Principal in excluding the pupil
- to consider representations made by the parent/carer
- to determine whether the Principal's decision to exclude the pupil should be upheld, or whether the pupil should be re-instated immediately or by a particular date.

1.2 The panel will convene within **15 school days** to consider:

- all fixed-period exclusions of pupils who have been excluded for more than 15 school days in the term
- all fixed-period exclusions that would result in a pupil missing a public examination or National Curriculum test
- Permanent exclusions, should these occur.

1.3 The panel will convene within **50 school days** to consider:

- Any fixed-term exclusion that will take the pupil's total days excluded above 5 for the term **and** the parents have requested a review panel.

2. CONSTITUTION

2.1 Pupil Exclusion Panel Hearings will be convened as and when required and within the statutory timeframes.

2.2 All Pupil Exclusion Panel Hearings will consist of a minimum of three Panel members.

2.3 In all Pupil Exclusion Panel Hearings, the Panel will comprise of at least three members of the Trust Board or Local Governing Bodies.

2.4 Staff governors from the same Academy as the pupil(s) are not permitted to join the Panel as it is likely they will have prior knowledge of the pupil and/or the incident.

2.5 Staff governors working at a different Academy within the Trust to the pupil(s) are permitted to join the Panel providing they have no prior knowledge of the pupil or the incident that could affect their ability to act impartially.

2.6 Parent governors with a child in the same year group and at the same Academy as the pupil are not permitted to join the Panel as it is likely they will have prior knowledge of the pupil and/or the incident.

2.7 Parent governors with a child attending a different Academy within the Trust to the pupil(s) are permitted to join the Panel providing they have no prior knowledge of the pupil or the incident that could affect their ability to act impartially.

2.8 In all instances, if any Panel member has any prior knowledge of the pupil or the incident that could affect their ability to act impartially they must step down.

3. FORMAT OF THE PANEL MEETING

3.1 The Chair and other attendees introduce themselves.



3.2 The Chair explains how the meeting will be conducted and the purpose of the meeting:

- to review the exclusion;
- to consider the views of parents and pupil;
- to check that the Principal has had regard to current DfE guidance and whether the Principal's decision to exclude was lawful, rational, reasonable, fair and proportionate.

3.3 The Chair explains possible outcomes of the meeting, i.e.:

- whether the Principal's decision to exclude the pupil should be upheld;
- whether the pupil should be re-instated immediately or by a particular date.

3.4 The Chair invites the Principal to present their case in support of the exclusion. This is followed by questions from the pupil, parents, LA representative and governors/trustees.

3.5 The Chair invites the pupil and parents/carers to present their views on the exclusion. This is followed by questions from the Principal, LA representative and governors/trustees.

3.6 The Chair invites the Principal to summarise their case in support of the exclusion.

3.7 The Chair invites the pupil and parents/carers to summarise their views on the exclusion.

3.8 The Chair checks that everyone has said what they want to say.

3.9 The Chair informs the parents that the decision will be sent to them in writing without delay.

3.10 The Principal, staff, pupil and parents/carers leave the meeting.

3.11 The panel make its decision with the Clerk in attendance.

4. REACHING A DECISION

4.1 The Panel should ask all parties to withdraw before making a decision. The Clerk will stay to support the Panel by referencing earlier notes of the meeting and assisting with the decision letter.

4.2 In order to reach a decision the Panel will check if the Principal has had regard to current DfE guidance and whether the Principal's decision to exclude was lawful, rational, reasonable, fair and proportionate.

4.3 The Chair has the casting vote in all cases where an even number of Panel members are considering the case.

4.4 The Pupil Exclusion Panel must consider, on a balance of probability:

- whether the pupil did what he/she is alleged to have done, and which behaviour policies were not followed
- whether the correct procedures were followed
- the seriousness of the incident and the appropriateness of the length of the sanction
- the likelihood of the incident being repeated if the pupil was allowed to return
- the safety of other pupils
- the fairness of the exclusion in relation to any other pupils involved in the same incident
- any relevant previous behaviour concerns
- the support provided by the school and for how long it was provided
- any SEN and/or disabilities the pupil may have
- any mitigating circumstances – for example, the child having been bullied.

4.5 After considering exclusions the Panel will either:

- uphold the exclusion
- direct the reinstatement of the pupil immediately, or on a specified date.