BALLARD

BESPOKE EDUCATION

EXCLUSIONS POLICY	
Reviewed by:	**Stuart Turner - Headmaster**
Review Date:	**September 2026**
Next Review due:	**September 2027**

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Associated Policies: Pupil Code of Conduct
Anti-Bullying Policy
Parents' Complaints Procedure
Parent's Contract (and information booklet)
Drugs, Alcohol and Tobacco Pupils Policy
E-Safety and Data Protection Policy

Terminology: Fixed term exclusions are sometimes referred to as suspensions
Permanent exclusions are sometimes referred to as expulsions

1. POLICY STATEMENT

1.1. The School requires everyone to show respect, tolerance and understanding towards others. To meet these expectations, we require certain standards to be maintained in the School.

1.1. Disciplinary procedures identify the appropriate action to be taken when a pupil's behaviour fails to meet the requirements of the School's policy on Behaviour and Discipline.

1.2. The School may contact the Police when appropriate.

2. WHO DOES THIS POLICY APPLY TO?

2.1. This applies to all school pupils.

3. WHO IS RESPONSIBLE FOR CARRYING OUT THIS POLICY?

3.1. The implementation of this policy will be monitored by the Governors of the School and remain under constant review by the Exclusions' Committee. The Exclusions' Committee comprises three of the following persons - the Headmaster, Deputy Head Pastoral, Deputy Head Co-curricular & Operations), Bursar, Heads of Section or any other member of the Senior Management Team.

3.2. Governors will review the policy in accordance with paragraph 7.

4. WHAT ARE THE PRINCIPLES BEHIND THIS POLICY?

4.1. The School is committed to treating its pupils fairly and with the same respect and consideration as adult members of the School.

4.2. The School will adopt a series of high expectations of behaviour based on individual responsibility and mutual respect in order to generate an environment where positive relationships between pupils, and staff and pupils, are encouraged to flourish.

The School will seek to put in place a range of intervention strategies which minimise the need for either fixed term or permanent exclusions. These may include being placed on report, detentions, Headmaster's detention, internal exclusion, a pastoral support programme and the involvement of appropriate external agencies. The Headmaster may require restorative actions,

reflective work, supervised community contribution activities or educational tasks designed to support personal development and reintegration.

4.3. Decisions to exclude a pupil for a fixed term period will only be taken on the balance of probabilities, having considered all available evidence, in response to breaches in the School's policy on behaviour and discipline, including persistent and disruptive behaviour. This might include misbehaviour over a period of time which remains unresolved despite the use of other, lower level sanctions. Fixed term exclusions will be used where, in the opinion of the Exclusions' Committee, the incident requires a greater sanction than may be imposed under paragraph 4.2 but is not serious enough to warrant permanent exclusion under paragraph 4.4.

4.4. Decisions to exclude a pupil permanently will only be taken in response to a serious breach or a series of breaches of the School's Pupil Code of Conduct (and associated policies) and/or if the decision for the pupil to remain would harm the education or welfare of another pupil or pupils or adult members of the school community.

4.5. Before any decision to exclude, the Headmaster will consider whether the behaviour giving rise to the sanction may be linked to safeguarding concerns, unmet SEND needs, mental health needs, child-on-child abuse, bereavement, trauma, exploitation, online harm or other vulnerability factors. The Designated Safeguarding Lead will be consulted where appropriate.

4.6. Where a pupil has SEND, an EHCP, a recognised disability, or is undergoing assessment, the School will consider whether reasonable adjustments have been implemented and whether the behaviour may be linked to the pupil's additional needs before determining an exclusion.

4.7. In line with Keeping Children Safe in Education (2026), serious incidents of child-on-child abuse, sexual violence, sexual harassment, online abuse, bullying motivated by protected characteristics or behaviour posing a significant safeguarding risk may result in fixed-term or permanent exclusion.

4.8. The School will make decisions fairly and consistently, taking account of the Equality Act 2010 and avoiding discrimination on the grounds of any protected characteristic.

5. PROCEDURE

5.1. Only the Headmaster (or acting Head in the Headmaster's absence) may take the decision to exclude a pupil after consideration of all the evidence following a thorough investigation and consideration by the Exclusions Committee.

5.2. The Exclusions Committee acts in an advisory capacity. The final decision to exclude rests solely with the Headmaster.

5.3. An investigation of a single event or incident which may lead to an exclusion should include the following:

- Asking the pupil to write a statement outlining his/her involvement in the incident as soon as practicable. The statement should be signed and dated. In some instances (perhaps for younger pupils), a staff member will need to write up a statement which is then read to the pupil who will then sign and date it.
- If a pupil is interviewed, making a written transcript recording each of the questions asked and responses given.
- Obtaining witness statements from other pupils and staff members which should be signed and dated. In some instances, (perhaps for younger pupils) a staff member will need to write up a statement which is then read to the pupil who will then sign and date it.
- Providing a supportive staff member to assist any pupil who is interviewed. The pupil should be made aware that the supportive staff member can act as an advocate.

- Providing rest or water breaks.
- A consideration of all available evidence, taking account of the pupil's age, previous sanction record, the impact on other members of the Ballard community, the School's policies and equal opportunities legislation.
- Recording all information relating to the incident and investigation.
- To facilitate this procedure, it may be necessary for a pupil or pupils to be kept in internal isolation for part or all of a school day.

5.3 In some cases, it may be necessary to refer incidents to Children's Services or the Police (e.g. criminal activity or child protection issues). In such cases, the School will be guided by the requirements of those agencies and may require a pupil not to attend school. The School will continue to provide education in such circumstances and will review the authorised absence from school on a regular basis.

Notifying Parents

5.4 When the decision to exclude a pupil has been made, the parent will be notified immediately by telephone and this will be confirmed in writing by email within one school day, and by hard copy letter within three school days. If a decision is taken late on a Friday, then the written follow-up may need to await the following Monday, but a telephone conversation will still happen as soon as possible that day.

5.5 Written confirmation of the exclusion will include the following details:

a. for a **permanent** exclusion:
   - the fact that it is a permanent exclusion and the date from which the exclusion takes effect.

b. for a **fixed term** exclusion:
   - the precise period of the exclusion;
   - the arrangements for reintegrating the pupil into the School will be provided including the date and time the pupil should return to the School, and this may also require the parent to attend an interview with the Headmaster and/or other members of the Exclusions' Committee prior to reintegration; and
   - the arrangements that will be put in place to ensure that the pupil is able to continue their education (it is the parent's responsibility to ensure that all work set is completed and returned to the School).

c. for **all types** of exclusion:
   - the reasons for the exclusion, including any relevant previous history;
   - the parent's right to make representations regarding the exclusion through the appeal procedure; and
   - the person in the School who the parent should contact if they wish to make representations as well as the date by which this should be done.

Following any fixed-term exclusion, a reintegration meeting will normally be held involving the pupil, parents, Headmaster and any relevant staff to review support strategies, expectations and any safeguarding or wellbeing concerns

Notifying Governors

5.6 The Headmaster will inform the governing body of all exclusions once per term. The governing body will review patterns and trends in exclusions annually, including consideration of pupils with SEND, protected characteristics and safeguarding vulnerabilities.

5.7 The Headmaster will inform the Co-Chair of Governors within one school day of all **permanent** exclusions or fixed term exclusions which would result in a pupil being excluded for more than five school days in a term. This notification will include the following:

- the pupil's name;
- the length of the exclusion;
- the reason for the exclusion;
- the pupil's age, form class, gender and ethnicity;
- if the pupil has a Statement of Special Educational Needs; and
- if the pupil is looked after.

Appeals

5.8 The parents may appeal a decision to permanently exclude or to remove a pupil from the School (but not a decision to exclude the Pupil for a fixed period unless the Fixed Term Exclusion is for 11 consecutive school days or more or would prevent the pupil taking a public examination). Parents must lodge an appeal in writing with the Clerk to the Governors (the School Bursar) no later than 10 school days after receipt of the letter.

5.9 Any appeal received after the latest date for lodging appeals will be rejected by the School.

5.10 Where an appeal is received, the School will convene an Appeals Panel which will comprise three members as per the School's Complaints Policy. The persons selected will have had no direct involvement in the exclusion. One member will be independent of the management and running of the School. The other two members shall be governors of the School. The Appeals Panel will be supported by the Clerk to the Governors.

5.11 An Appeals Panel will meet to consider the appeal no later than the 15th school day after the day on which the appeal is lodged subject to 5.13.

5.12 The Appeals Panel may agree to adjourn the hearing if, after having regard to the particular circumstances, it considers it would not be appropriate for it to proceed to determine the outcome. This may arise from circumstances where further information is required, or the parent requests a hearing after the 15th school day following the lodging of the appeal.

5.13 Prior to the hearing, both parties (the School and the parents) must provide to the clerk all relevant evidence and documentation upon which they intend to rely at the hearing. The documentation will be provided to the Appeals Panel and shared with both parties. New evidence may be presented at the hearing however the Appeals Panel may, in the interests of fairness, adjourn the matter to allow proper consideration of such material.

5.14 The parents may be accompanied to the hearing by one other person. This may be a relative, teacher or friend. Legal representation for either party will not normally be appropriate.

5.15 The role of the Appeals Panel is to make a fresh decision on the exclusion. In coming to their decision, the Appeals Panel will consider:

- whether, on the balance of probabilities, the pupil has done what is alleged; and
- whether exclusion is a proportionate response to the incident. In looking at this element, the Appeals Panel will consider the actions taken by the School in relation to the pupil, the pupil's past history, how the School's policies have been implemented as well as balancing the needs of the pupil against the needs of the School community as a whole.

5.16 Subject to below * the Appeals Panel may:

- reduce the length of a fixed term exclusion; or

- decide that permanent exclusion was not a proportionate response and recommend reinstatement.

5.17 * The Appeals Panel is independent, and the decision is binding on the parent and the School.

5.18 The Appeals Panel will inform all parties of the outcome by the end of the second school day after the hearing outlining the reasons for the decision, giving clear information about the behaviour and offences.

5.19 Where the Appeals Panel recommends reinstatement the Appeals Panel must immediately inform the Headmaster, specifying the date by which the pupil must be readmitted. The pupil's record will be amended accordingly.

6. Exclusions: Practical Details

6.1 A portion of a fixed term exclusion may be served in school as part of an internal isolation. Internal isolation is not an exclusion, and pupils will continue to receive supervised education. The Exclusions' Committee will decide on this in line with circumstances which might include the time taken to undertake an investigation or a parent being unable to collect an excluded pupil immediately.

6.2 The pupil may no longer enter the School premises nor take part in any school organised activities. An exception may be made for a senior pupil during the GCSE public exam period but only under conditions of strict supervision.

6.3 The School reserves the right to restrict access to alumni events where attendance may adversely affect the welfare, safety or reputation of the school community.

6.4 All items of school owned equipment must be returned within one week of the permanent exclusion beginning – or within one week of the Appeals Panel confirming the exclusion.

6.5 The School will provide a suitable reference that will be fair, accurate and not misleading, on request to a new educational establishment or prospective trainer/employer.

7. Policy Review

This policy will be reviewed annually as part of the School's annual review.

(N.B. Reference to 'school days' throughout this policy should ordinarily be taken to mean Monday to Friday during school term times. However, with the agreement of all parties, and in the interest of a speedy but well considered conclusion, the same timescale should also apply in holiday times should an issue spill over beyond the end of a term. Thus, 'school days' become 'working days' (Monday through to Friday) in holiday times.)

Stuart Turner
Headmaster
September 2026

Policy Log:
July 2021 – July 2025 reviewed and updated (AMC)
September 2026 reviewed and updated (STU)