



Exclusions Policy

November 2023
Review September 2025

Purpose of Policy

This policy aims to outline the circumstances under which a student at Exceptional Ideas Ltd will be excluded. It is designed to give information for staff, students, parents / carers and referring agencies and is not exhaustive.

Discretion will be used in all decisions regarding exclusion, either fixed term or permanent, and the final decision will lie with one of the Directors of Exceptional Ideas Ltd. The other Director will remain neutral in case of appeal against any decision made.

All exclusions will be made in light of statutory requirements or prohibitions and will be reasonable in all the circumstances. Exclusions will normally be carried out by the Headteacher in consultation with the relevant member of staff who was present at the time of the incident. In the absence of the Headteacher the exclusion can be confirmed by any Director or Deputy Director.

Exclusions will normally occur for behaviour within school or whilst the school was in loco parentis. However, exclusion may occur for behaviour outside of school which puts other students or staff in danger.

Special Educational Needs

No student will be excluded as a result of their special educational needs or disabilities. It is the intention of staff at school to preserve all placements until it is felt by all concerned that the input of the school is not advancing the learning of the student concerned.

Fixed Term Exclusions

Fixed term exclusion is the term used to describe a short term exclusion which is no longer than 10 school days.

Fixed term exclusion will occur as a result of the student committing an offence that is not felt to put others in serious danger and is designed to clarify the need to follow school rules and the requests of staff at school.

Fixed term exclusion will result from such actions as:

- Refusal to follow school rules on a repeated basis
- Refusal to take prescribed medication
- Bullying (although this may lead to permanent exclusion)
- Racist, sexist or homophobic abuse of any member of the staff or student teams
- Repeated incidences of aggression
- Bringing illegal substances or weapons into school

Fixed term exclusion is aimed at giving the student time to address his/her behaviour through some time to reflect.

Parents / carers will be informed of a fixed term exclusion before the student is sent home wherever possible. In serious incidences parents / carers may be called into school to collect the student and discuss the behaviour leading to exclusion.

Any decision taken by the Director will be confirmed in writing and will clearly state the:

- Length of exclusion
- Reason for exclusion
- Arrangements for return to school
- Appeal procedures

Permanent Exclusion

Permanent exclusions will be rare from Exceptional Ideas Ltd. They will only occur when a serious breach of the school rules has occurred or a crime has been committed during school time. These instances will include:

- Offering illegal substances to other members of the staff or student groups
- Using illegal substances on the premises or during school hours (this includes school transport)
- Serious aggression / violence or threats made to staff or students
- Serious damage to the building or properties at school
- Continued bullying
- Continued refusal to act safely or disrupting the learning of others
- Continuation of behaviour previously resulting in fixed-term exclusion

This is not an exhaustive list.

Permanent exclusion is not designed to effect any change in the student's behaviour but to protect the others using the school site. The only reason for a student's permanent exclusion is that his / her return puts others at risk of serious harm.

Parents / carers will be informed of the need to send the student home. Permanent exclusion will be confirmed by telephone by the end of that day. Parents / carers may be called into school to collect the student and discuss the behaviour leading to exclusion.

Any decision taken by the Director will be confirmed in writing and will clearly state the:

- Reason for exclusion
- Appeal procedures

Appeal procedures

Parents / carers can appeal to the Director not involved in the original decision in writing within 14 days of the exclusion. They will be invited to the school to give their reasons and hear the reasons of the Director involved in the original

decision within one school week. The appeal panel will consist of the uninvolved Director and an external member of the complaints panel.

Parents / carers may be accompanied at this meeting. The student concerned may also attend this meeting.

The decision of the panel will be given to the parents / carers verbally after the meeting and their deliberation time and confirmed in writing within 48 hours.