





## Contents

1. Aims.....	2
2. Legislation and statutory guidance.....	3
3. Definitions .....	4
4. Roles and responsibilities.....	4
5. Considering the reinstatement of a student .....	10
6. Independent review .....	12
7. Academy registers.....	14
8. Returning from a suspension.....	15
9. Monitoring arrangements.....	16
10. Links with other policies.....	16
11. FMAT Governor panel training .....	16
Appendix 1: Half termly update for Academy Associates (this document is provided electronically   this is just an example) .....	18

### 1. Aims

Fairfax Multi-Academy Trust (FMAT) is committed to following all statutory exclusions procedures to ensure that every child receives an education in a safe and caring environment.

All FMAT Academies strive to:

Ensure that the exclusions process is applied fairly and consistently.









Consider whether the student is especially vulnerable (e.g. the student has a social worker, or is a Looked-After Child (LAC))

Consider whether all alternative solutions have been explored, such as off-site direction or managed moves.

The Principal will consider the views of the student, in light of their age and understanding, before deciding to suspend or exclude, unless it would not be appropriate to do so.

Students who need support to express their views will be allowed to have their views







- any suspension or permanent exclusion which would result in the pupil missing a public examination or national curriculum test

The Principal will notify the Academy Associates (care of the vice chair) once per half term of all suspensions including those which they have not previously been notified, and the number of suspensions and exclusions which have been cancelled, including the circumstances and reasons for the cancellation.

The Trust Pastoral Lead will inform the Vice Chair of the Board once per term of all suspensions including those they have not previously been notified, and the number of suspensions and exclusions which have been cancelled, including the circumstances and reasons for the cancellation.

#### 4.1.4. Informing the Local Authority (LA)

The Principal will notify the LA of all suspensions and permanent exclusions without delay, regardless of the length of a suspension.

The notification will include:

The reason(s) for the suspension or permanent exclusion.

The length of a suspension or, for a permanent exclusion, the fact that it is permanent.

For a permanent exclusion, if the student lives outside the LA in which the Academy is based, the Principal will notify the LA in which the student lives of the exclusion and the reason(s) for it.

#### 4.1.5. Informing the student's Social Worker and/or Virtual School Head (VSH)

If a:

Student with a social worker is at risk of suspension or permanent exclusion, the Principal will inform the social worker as early as possible.

Student who is a looked-after child (LAC) is at risk of suspension or exclusion, the Principal will inform the VSH as early as possible.

If a student is at risk of suspension or permanent exclusion due to their behaviour, and what further support can be put in place to improve the behaviour.

If the Principal decides to suspend or permanently exclude a student with a Social Worker, the Principal will inform the VSH, as appropriate, without delay, that:

They have decided to suspend or permanently exclude the student.

The reason(s) for the decision.





The length of the suspension or, for a permanent exclusion, the fact that it is







## 4.2. The Academy Association

### 4.2.1. Considering suspensions and permanent exclusions

The Academy Association has a duty to consider the reinstatement of a suspended or permanently excluded student (see sections 5 and 6) in certain circumstances.

### 4.2.2. Monitoring and analysing suspensions and exclusions data

The Academy Association will monitor the use of suspension, exclusion, off-site direction to alternative provision and managed moves.

The Academy Associates will consider:

the use of suspension, exclusion, off-site direction to alternative provision and managed moves.

The Academy register and absence codes.





5. Considering the reinstatement of a student

The FMAT Governors will consider and decide on the reinstatement of a suspended or permanently excluded student within 15 working days of receiving the notice of the suspension or exclusion if:

The exclusion is permanent.

It is a suspension which would bring the student's total number of days out of the Academy to more than 15 in a term; or

It would result in a student missing a public exam or National Curriculum test.

It is a suspension which would bring the student's total number of days out of the Academy to more than five but less than 16 for the term and the parents have made representations.

Where the student has been suspended, and the suspension does not bring the student's total number of days of suspension to more than 5 in a term, the FMAT Governors must consider any representations made by parents. However, it is not required to arrange a meeting with parents and it cannot direct the Principal to reinstate the student.

Where the student has been suspended for more than 5 days, but less than 16 days, in a single term, and the parents make representations to the Trust Board, the FMAT Governors will consider and decide on the reinstatement of a suspended student within 50 working days of receiving notice of the suspension. If the parents do not make representations, the Trust Board is not required to meet and it cannot direct the Principal to reinstate the student.

Where a suspension or permanent exclusion would result in a student missing a public exam or National Curriculum test, the FMAT Governors will, as far as reasonably practicable, consider and decide on the reinstatement of the student before the date of the exam or test.

The following parties will be invited to a meeting of the FMAT Governors and allowed to make representations or share information:

Parents, or the student if they are 18 or over (and, where requested, a representative or friend).

The student, if they are aged 17 or younger and it would be appropriate to their age and understanding (and, where requested, a representative or friend).

The Principal.





Decline to reinstate the student, or  
Direct the reinstatement of the student immediately, or on a particular date.

In reaching a decision, the FMAT Governors will consider:

- Whether the decision to suspend or permanently exclude was lawful, reasonable, and procedurally fair.
- Whether the Principal followed their legal duties.
- The welfare and safeguarding of the student, their peers and staff.
- Any evidence that was presented to the FMAT Governors.

Minutes will be taken of the meeting, and a record kept of the evidence that was  
and copies of relevant papers will be kept with this record.

The FMAT Governors will notify, in writing, the following stakeholders of its decision, along with reasons for its decision, without delay:

- The parents, or the student, if they are 18 or older.
- The Principal.
- The VSH, if the student is looked after.
- The Local Authority.

Where an exclusion is permanent and the FMAT Governors have decided not to reinstate the student, the notification of decision will also include the following:

- The fact that it is a permanent exclusion
- The date by which an application for an independent review must be made (15 working days from the date on which notice in writing of the FMAT
- The name and address to which an application for a review and any written evidence should be submitted.
- That any application should set out the grounds on which it is being made and
- That, regardless of whether the excluded student has recognised SEN, parents have a right to require the Trust to appoint an SEN expert to advise the review panel.
- Details of the role of the SEN expert and that there would be no cost to parents for this appointment.
- That parents must make clear if they wish for an SEN expert to be appointed in any application for a review.





That parents may, at their own expense, appoint someone to make written and/or oral representations to the panel, and parents may also bring a friend to the review.

That, if parents believe that the permanent exclusion has occurred as a result of unlawful discrimination, they may make a claim under the Equality Act 2010 to the first-







After the panel has reached its decision, the Chair has the casting vote.

Once the panel has reached its decision, the panel will notify all parties in writing without delay.

This notification will include:

After the panel has reached its decision, the panel will notify all parties in writing without delay.

Where relevant, details of any financial readjustment or payment to be made





The grounds upon which their name is to be deleted from the admissions register (i.e., permanent exclusion).

Details of the new school place the student will attend, including the name of that institution and the first date when the student attended or is due to attend there, if the parents have told the Academy the student is moving to another institution.

8YHU]g'cZH\Y`gri XYbHj`bYk`UXXfY`gg`]bWi X]b[`h\Y`bYk`UXXfY`gg`h\Y`bUa`Y`cZ` the parent(s) the student is going to live there with, and the date when the student is going to start living there, if the parents have informed the Academy that the student is moving house.

This return must be made as soon as the grounds for removal is met and no later than h\Y`fYa`cj`U`cZH\Y`gri XYbHj`bUa`Y`"

## 8. Returning from a suspension

### 8.1. Reintegration strategy

Following suspension, the Academy will put in place a strategy to help the student reintegrate successfully into academy life and full-time education.

Where necessary, the Academy will work with third-party organisations to identify whether the student has any unmet special educational and/or health needs.

The following measures may be implemented, as part of the strategy, to ensure a successful reintegration into academy life:

- Maintaining regular contact during the suspension or off-site direction and welcoming the student back to Academy.

- Daily contact in Academy with a designated pastoral professional.

- Mentoring by a trusted adult or a local mentoring charity.

- Regular reviews with the student and parents to praise progress being made and raise and address any concerns at an early stage.

- Informing the student, parents and staff of potential external support. Part-time timetables will not be used as a tool to manage behaviour and, if used, will be put in place for the minimum time necessary and will include a full FMAT risk assessment.

The strategy will be regularly reviewed and adapted where necessary throughout the reintegration process in collaboration with the student, parents, and other relevant parties.

### 8.2. Reintegration meetings

The Academy will explain the reintegration strategy to the student in a reintegration a YYH]b[`VYZ`fY`c`f`c`b`h\Y`gri XYbHj`fYhi`fb`hc`h\Y`5WUXYa`n`8i`f]b[`h\Y`a`YYH]b[`h\Y` Academy will communicate to the student that they are getting a fresh start and that they are a valued member of the academy community.





The student, parents, a member of senior staff, and any other relevant staff will be invited to attend the meeting.

The meeting can proceed without the parents in the event that they cannot or do not attend.

The Academy expects all returning students and their parents to attend their reintegration meeting, but students who do not attend will not be prevented from returning to the classroom.

#### 9. Monitoring arrangements

The Academy will collect data on the following:

- Attendance, permanent exclusions and suspensions.
- Use of student referral units, off-







Training must have covered:

The requirements of the primary legislation, regulations and statutory guidance governing suspensions and permanent exclusions on disciplinary grounds, which would include an understanding of how the principles applicable in an application for judicial review apply to the review process.

The need for the panel to observe procedural fairness and the rules of natural justice.

The role of the Chair and the Clerk of a review panel.

The duties of Principals, FMAT Governors and the panel under the Equality Act 2010.

The effect of section 6 of the Human Rights Act 1998 (acts of public authorities unlawful if not compatible with certain human rights) and the need to act in a manner compatible with human rights protected by that Act.



