



NORTHAMPTON PRIMARY
ACADEMY TRUST PARTNERSHIP

Exclusions Policy



Date approved by the NPAT Board of Trustees:	July 21
Chair of Trustees Signature:	Jeremy Stockdale
Renewal Date:	July 24

1. Introduction

Northampton Primary Academy Trust Partnership (NPAT) is dedicated to providing the best possible education and support for all pupils within its schools. We believe that every child has an equal right to access full education and to achieve the very best they can within their school.

Therefore, the exclusion of a child is regarded as a serious sanction, to be utilised only when other strategies have failed, or in the event of a severe violation of the rules. It is the Trust's policy to support children to stay in school wherever possible and to avoid an external exclusion.

This means having a clear, fair and efficient procedure for dealing with exclusions. This policy makes it clear to staff, supply staff, pupils, parents and Governors that every effort is made to encourage children to behave appropriately. However, we accept that for some children school represents a challenge and as such, there may be rare occasions when a formal exclusion from school is unavoidable.

2. Basic principles

The Trustees of Northampton Primary Academy Trust Partnership (NPAT) have approved and adopted this policy with the overall aim that:

- Pupils are safe and happy in school
- The school Behaviour Policy should be adhered to at all times. This outlines the strategies to be used for rewarding and sanctioning children in the classroom and around school
- Exclusions of any type (fixed or permanent) should be used as an absolute last resort
- The exclusions process is applied fairly and consistently
- The exclusions process is understood by all governors, staff, parents and pupils

As a Trust, we are committed to reducing the use of exclusion to a minimum and this policy is based around good management practices, which seek to address problem behaviour before it reaches a crisis point and provide ongoing processes to encourage good behaviour in all of our pupils.

3. Definition

For the purposes of exclusions, a school day is defined as any day on which there is a school session. Therefore, INSET or staff training days do not count as a school day.

4. Legislation and Statutory Guidance

This policy is based on statutory guidance from the Department for Education: [Exclusion from maintained schools, academies and pupil referral units \(PRUs\) in England](#).

It is based on the following legislation, which outline schools' powers to exclude pupils:

- Section 52 of the [Education Act 2002](#), as amended by the [Education Act 2011](#)
- [The School Discipline \(Pupil Exclusions and Reviews\) \(England\) Regulations 2012](#)
- Sections 64-68 of the [School Standards and Framework Act 1998](#)

In addition, the policy is based on:

- Part 7, chapter 2 of the [Education and Inspections Act 2006](#), which looks at parental responsibility for excluded pupils

- Section 579 of the [Education Act 1996](#), which defines 'school day'
- The [Education \(Provision of Full-Time Education for Excluded Pupils\) \(England\) Regulations 2007](#), as amended by [The Education \(Provision of Full-Time Education for Excluded Pupils\) \(England\) \(Amendment\) Regulations 2014](#)

Where a child's behaviour is consistently giving cause for concern, parents must be informed and preferably involved. A Handling Plan must be in place, signed by a parent or guardian, where there is a possibility that positive handling may be used.

5. The Decision to Exclude

Any decision to exclude a pupil will be taken only:

- in response to serious or persistent breaches of the school's Behaviour Policy and
- if allowing the pupil to remain in school would seriously harm the education or welfare of others

The Headteacher or Acting Headteacher can exclude a pupil from school for a fixed period of time, or, where appropriate and practicable, offer an internal exclusion to another NPAT school.

The rare decision to begin the process to permanently exclude a child MUST be discussed and authorised with the CEO or, in their absence, the Education Director or Chief Operations Officer. The process to permanently exclude a child will be taken as a last resort and when all other possible options have been exhausted.

6. Fixed Term Exclusion

Most exclusions are of a fixed nature and are of short duration (usually between one and three days). The DfE regulations allow the Headteacher to exclude a pupil for one or more fixed periods not exceeding 45 days in any one school year.

Following exclusion, parents are contacted immediately. A letter (see Appendix 5) will be sent by post, giving details of the exclusion and the date the exclusion ends. Parents have a right to make representations as directed in the letter.

A Return to School meeting will be held following the expiry of the fixed term exclusion and this will involve the Headteacher or a member of the school senior leadership team and other staff where appropriate.

During the course of a fixed term exclusion where the pupil is to be at home, parents are advised that the pupil is not allowed on the school premises and that daytime supervision is their responsibility as parents/guardians or carers.

Records relating to exclusions will be stored confidentially and in line with Trust GDPR policies.

7. Permanent Exclusion

The decision to exclude a pupil permanently is a serious one. There are two main types of situation in which permanent exclusion may be considered.

The first is a final, formal step in a process for dealing with disciplinary offences which follows the use of a wide range of other strategies which have been used without success. It is an acknowledgement that all available strategies have been exhausted and is used as a last resort. This would include persistent and defiant misbehaviour.

The second is where there are exceptional circumstances and it is not appropriate to implement other strategies and where it could be appropriate to permanently exclude a pupil for a first or 'one off' offence. These might include:

- Serious or threatened violence against another pupil or member of staff
- Behaviour which poses a significant risk to the child's own safety

These examples are not exhaustive but indicate the severity of such offences and the fact that such behaviour seriously affects the discipline and wellbeing of the school.

8. Review

This policy is to be reviewed at least every two years alongside other linked policies and/or to reflect future directives from the DfE.

9. Roles and Responsibilities

a. Roles and Responsibilities - The Headteacher

The Headteacher will be responsible for ensuring that parents/guardians, the local governing body and the NPAT CEO are appropriately informed.

The Headteacher will ensure that appropriate procedures are followed for the removal of a permanently excluded child from the school register (Appendix 1).

Informing Parents

The Headteacher will immediately provide the following information in writing to the parents of an excluded pupil:

- The reason(s) for the exclusion
- The length of a fixed term exclusions or for a permanent exclusion, the fact that it is permanent
- Information about parents' right to make representations about the exclusion to the local governing body
- In the case of a permanent exclusion, information regarding the legal requirement for the local governing body to meet to consider the reinstatement of a pupil, and that parents have a right to attend a meeting, be represented at a meeting and to bring a friend

Informing the Local Governing Body and the Trust

Following any decision to exclude a pupil, the Headteacher must notify the Local Governing Body and the Trust CEO of:

- A permanent exclusion, including when a fixed-period exclusion is made permanent
- Exclusions which would result in the pupil being excluded for more than 5 school days (or more than 10 lunchtimes) in a term
- Exclusions which would result in the pupil missing a national test (Y6)

For a permanent exclusion, if the pupil lives outside the area in which the school is located, the Headteacher will also immediately inform the pupil's 'home authority' of the exclusion and the reason(s) for it without delay.

For all other exclusions, the Headteacher will notify the Local Governing Body and the Trust once a term through the Headteacher Report to Governors.

b. Roles and Responsibilities - The Local Governing Body

Responsibilities regarding **fixed term** exclusions is delegated to the school Local Governing Body. For a fixed-period exclusion of more than 5 school days, the local governing body will arrange suitable full-time education for the pupil. This provision will begin no later than the sixth day of the exclusion.

The local governing body has a duty to consider the reinstatement of an excluded pupil (see appendix 2).

c. Roles and Responsibilities - The Trust

If parents apply for an independent review, the Trust will arrange for an independent panel to review the decision of the governing body not to reinstate a permanently excluded pupil. Applications for an independent review must be made within 15 school days of notice being given to the parents by the local governing body of its decision to not reinstate a pupil.

The Trust will ensure that all members of an independent review panel and clerks have received training within the 2 years prior to the date of the review.

Please follow Appendix 3 for further guidance.

d. Roles and Responsibilities – The Local Authority

For permanent exclusions, the LA is responsible for arranging suitable full-time education to begin no later than the sixth day of the exclusion.

10. Returning from a Fixed-term Exclusion

Following a fixed-term exclusion, a re-integration meeting will be held involving the pupil, parents, a member of senior staff and other staff, where appropriate.

Additional measures may be implemented when a pupil returns from a fixed-term exclusion, for example:

- Agreeing a behaviour contract
- Implementation of a positive reward plan or report system
- Implementation of a Positive Handling Plan

11. Monitoring Arrangements

The CEO monitors the number of exclusions every term on behalf of the Trust and reports back to the Board of Trustees.

12. Links with Other Policies

This exclusions policy is linked to the

- Behaviour policy
- SEN policy and information report

Appendix 1

Guidance to inform parents of exclusion arrangements

Parents will be informed by the end of the afternoon session on the day their child is excluded, informing them that for the first 5 school days of an exclusion, or until the start date of any alternative provision where this is earlier, parents are legally required to ensure that their child is not present in a public place during school hours without a good reason. Parents may be given a fixed penalty notice or prosecuted if they fail to do this.

If alternative provision is being arranged, the following information will be included when notifying parents of an exclusion:

- The start date for any provision of full-time education that has been arranged
- The start and finish times of any such provision, including the times for morning and afternoon sessions, where relevant
- The address at which the provision will take place
- Any information required by the pupil to identify the person they should report to on the first day

Where this information on alternative provision is not reasonably ascertainable by the end of the afternoon session, it may be provided in a subsequent notice, but it will be provided no later than 48 hours before the provision is due to start. The only exception to this is where alternative provision is to be provided before the sixth day of an exclusion, in which case the information can be provided with less than 48 hours' notice with parents' consent.

Model letters to parents can be found in Appendix 5, 6 and 7

Appendix 2

Considering the Reinstatement of a Pupil

The local governing body will consider the reinstatement of an excluded pupil within 15 school days of receiving the notice of the exclusion if:

- The exclusion is permanent
- It is a fixed-term exclusion which would bring the pupil's total number of school days of exclusion to more than 15 in a term
- It would result in a pupil missing a national test

If requested to do so by parents, the local governing body will consider the reinstatement of an excluded pupil within 50 school days of receiving notice of the exclusion if the pupil would be excluded from school for more than 5 school days, but less than 15, in a single term.

Where an exclusion would result in a pupil missing a national test, the local governing body will consider the reinstatement of the pupil before the date of the test. If this is not practicable, the local governing body will consider the exclusion and decide whether or not to reinstate the pupil.

The local governing body can either:

- Decline to reinstate the pupil, or
- Direct the reinstatement of the pupil immediately, or on a particular date

In reaching a decision, the local governing body will consider whether the exclusion was lawful, reasonable and procedurally fair and whether the Headteacher followed their legal duties. They will decide whether or not a fact is true 'on the balance of probabilities' as well as any evidence that was presented in relation to the decision to exclude.

Minutes will be taken of the meeting, and a record of evidence considered kept. The outcome will also be recorded on the pupil's educational record.

The local governing body will notify, in writing, the Headteacher, parents and the Local Authority of its decision, along with reasons for its decision, without delay.

Where an exclusion is permanent, the local governing body's decision will also include the following:

- The fact that it is permanent
- Notice of parents' right to ask for the decision to be reviewed by an independent review panel, and:
 - The date by which an application for an independent review must be made
 - The name and address to whom an application for a review should be submitted
 - That any application should set out the grounds on which it is being made and that, where appropriate, reference to how the pupil's SEN are considered to be relevant to the exclusion
 - That, regardless of whether the excluded pupil has recognised SEN, parents have a right to require the Trust to appoint an SEN expert to attend the review
 - 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 exclusion has occurred as a result of discrimination, they may make a claim under the Equality Act 2010 to the first-tier tribunal (special educational needs and disability), in the case of disability discrimination, or the county court, in the case of other forms of discrimination. A claim of discrimination made under these routes should be

lodged within 6 months of the date on which the discrimination is alleged to have taken place.

Appendix 3

An Independent Review

A panel of three members will be constituted with representatives from each of the categories below.

- An independent member to chair the panel who has not worked in any school in a paid capacity, disregarding any experience as a school governor or volunteer
- School governors who have served as a governor for at least 12 consecutive months in the last 5 years, provided they have not been teachers or Headteachers during this time
- Headteachers or individuals who have been a Headteacher within the last 5 years

A person may not serve as a member of a review panel if they:

- Are a Member or Director of the Trust, or governing board of the excluding school
- Are the Headteacher of the excluding school, or have held this position in the last 5 years
- Are an employee of the Trust, or the governing board, of the excluding school (unless they are employed as a Headteacher at another school)
- Have, or at any time have had, any connection with the Trust, school, governing board, parents or pupil, or the incident leading to the exclusion, which might reasonably be taken to raise doubts about their impartiality
- Have not had the required training within the last 2 years (see appendix 1 for what training must cover)

A clerk will be appointed to the panel.

The independent panel will decide one of the following:

- Uphold the governing board's decision
- Recommend that the governing board reconsiders reinstatement
- Quash the governing board's decision and direct that they reconsider reinstatement (only when the decision is judged to be flawed)

The panel's decision can be decided by a majority vote. In the case of a tied decision, the chair has the casting vote.

Independent Review Panel Training

NPAT will ensure that all members of an independent review panel and clerks have received training within the 2 years prior to the date of the review.

Training must have covered:

- The requirements of the primary legislation, regulations and statutory guidance governing exclusions, which would include an understanding of how the principles applicable in an application for judicial review relate to the panel's decision making
- 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 Headteachers, governing boards 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

Appendix 4

School Registers

A pupil's name will be removed from the school admissions register if:

- 15 school days have passed since the parents were notified of the exclusion panel's decision to not reinstate the pupil and no application has been made for an independent review panel, or
- The parents have stated in writing that they will not be applying for an independent review panel

Where an application for an independent review has been made, the governing board will wait until the review has concluded before removing a pupil's name from the register.

Where alternative provision has been made for an excluded pupil and they attend, code B (education off-site) or code D (dual registration) will be used on the attendance register. Where excluded pupils are not attending alternative provision, code E (absent) will be used.

Appendix 5

Model letter 1 – Fixed Term Exclusion up to 5 Days

From the Headteacher notifying parents of a fixed period exclusion of 5 school days or fewer in one term

Dear **[Parent's name]**

I am writing to inform you of my decision to exclude **[pupil's name]** for a fixed period of **[specify period]**. This means that he/she will not be allowed in school for this period. The exclusion begins/began on **[date]** and ends on **[date]**.

I realise that this exclusion may well be upsetting for you and your family, but the decision to exclude **[pupil's name]** has not been taken lightly. **[Pupil's name]** has been excluded for this fixed period because **[reason for exclusion this can be more than one reason]**.

[For pupils of compulsory school age]

You have a duty to ensure that your child is not present in a public place in school hours during this exclusion on **[specify dates]** unless there is reasonable justification for this. I must advise you that you may receive a penalty notice from the local authority if your child is present in a public place during school hours on the specified dates without reasonable justification. It will be for you to show that there is reasonable justification for this.

We will set work for **[pupil's name]** to be completed on the days specified in the previous paragraph as school days during the period of his/her exclusion when you must ensure that he/she is not present in a public place without reasonable justification. **[detail the arrangements for this]**. Please ensure that work set by the school is completed and returned to us promptly for marking.

You have the right to make representations about this decision to the governing body/management committee (Academies refer to governing body sometimes as the board of Trustees of the Academy Trust. If you wish to make representations please contact **[Name of Contact]** at **[contact details – address, phone number, email]**, as soon as possible. Whilst the governing body/management committee/board of Trustees of the Academy Trust, has no power to direct reinstatement, they must consider any representations you make and may place a copy of their findings on your child's school record.

[This paragraph can be used if school/PRU/academy chooses to hold a reintegration interview.]

You and **[pupil's name]** are requested to attend a reintegration interview with me **[alternatively, specify the name of another staff member]** at **[place]** on **[date]** at **[time]**. If that is not convenient, please contact the school to discuss how best we can support your child.

Exclusion guidance can be obtained from the Department for Education website at <http://www.education.gov.uk/schools/pupilsupport/behaviour/exclusion>. You may also find it useful to contact the Children's Legal Centre. They aim to provide free legal advice and information to parents on state education matters. They can be contacted on 0808 802 0008 or on <http://www.childrenslegalcentre.com/>.

You should also be aware that if you think the exclusion relates to a disability your child has, and you think disability discrimination has occurred, you have the right to appeal, and/or make a claim, to the First Tier Tribunal (<http://www.justice.gov.uk/guidance/courts-and-tribunals/tribunals/send/index.htm>).

Advice on the exclusions process can also be obtained from the Educational Inclusion & Partnership Team on 0300 126 100 or via the online contact form available [https://northamptonshire-self.achieveservice.com/service/Contact the Educational Inclusion and Partnership Team](https://northamptonshire-self.achieveservice.com/service/Contact%20the%20Educational%20Inclusion%20and%20Partnership%20Team) or

Information Advice Support Service (IASS) on 01604 636111 contact@iassnorthants.co.uk (for pupils with special educational needs)

[Pupil's Name]'s exclusion expires on **[date]** and we expect **[pupil's name]** to be back in school on **[date]** at **[time]**.

Yours sincerely

[Name]
Headteacher

Fixed term exclusion of 5 days or less in a term. V1 18.06.13.

Appendix 6

Model letter 2 - Fixed Term Exclusion over 5 Days

From the Headteacher notifying parents of a pupil's fixed period exclusion of more than 5 school days (up to and including 15 school days) in a term.

Dear [Parent's name]

I am writing to inform you of my decision to exclude [pupil's name] for a fixed period of [specify period]. This means that [pupil's name] will not be allowed in school for this period. The exclusion start date is [date] and the end date is [date]. Your child should return to school on [date].

I realise that this exclusion may well be upsetting for you and your family, but my decision to exclude [pupil's name] has not been taken lightly. [Pupil's name] has been excluded for this fixed period because [specify reasons for exclusion].

[For pupils of compulsory school age]

You have a duty to ensure that your child is not present in a public place in school hours during the first 5 school days [or specify dates if exclusion is for fewer than 5 days] of this exclusion, that is on [specify dates]. I must advise you that you may be prosecuted or receive a penalty notice from the local authority if your child is present in a public place on the specified dates without reasonable justification. It will be for you to show that there is reasonable justification for this.

We will set work for [pupil's name] during the first five school days of his/her exclusion [specify the arrangements for this]. Please ensure that work set by the school is completed and returned to us promptly for marking.

From the [6th school day of the pupil's exclusion [specify date] until the expiry of his exclusion we [For PRUs the local authority, for Academies it would be the Academy Trust] - set out the arrangements for provision if known] will provide suitable full-time education. On [date] he/she should attend at [give name and address of the alternative provider if not the home school/Academy] at [specify the time] and report to [staff member's name]. [If applicable — say something about transport arrangements from home to the alternative provider.]

You have the right to request a meeting of the governing body to whom you may make representations, where the decision to exclude can be reviewed. As the period of this exclusion is more than 5 school days in a term the governing body must meet if you request it to do so. The latest date by which the governing body must meet, if you request a meeting, is [specify date — no later than the 50th school day after the date on which the governing body/management committee/board of Trustees were notified of this exclusion]. If you do wish to make representations to the governing body/management committee/ board of Trustees of the Academy Trust and wish to be accompanied by your child and friend or representative, please contact [name of contact] on/at [contact details — address, phone number, email], as soon as possible. Please advise if you have a disability or special needs which would affect your ability to attend or take part in a meeting at the school. Also, please inform [contact] if it would be helpful for you to have an interpreter present at the meeting.

You should also be aware that if you think the exclusion relates to a disability your child has, and you think disability discrimination has occurred, you have the right to appeal, and/or make a claim, to the First Tier Tribunal (<http://www.justice.gov.uk/guidance/courts-and-tribunals/tribunals/send/index.htm>). Making a claim would not affect your right to make representations to the discipline committee.

[This paragraph can be used if school/Trust chooses to hold a reintegration interview.]

You and **[pupil's name]** are requested to attend a reintegration interview with me **[alternatively, specify the name of another staff member]** at **[place]** on **[date]** at **[time]**. If that is not convenient, please contact the school before your child is due to return to arrange a suitable alternative date and time. The purpose of the reintegration interview is to discuss how best your child's return to school can be managed.

Advice on the exclusions process can also be obtained from the the Educational Inclusion & Partnership Team 0300 126 100 or via the online contact form available [https://northamptonshire-self.achieveservice.com/service/Contact the Educational Inclusion and Partnership Team](https://northamptonshire-self.achieveservice.com/service/Contact%20the%20Educational%20Inclusion%20and%20Partnership%20Team) or Information Advice Support Service (IASS) on 01604 636111 contact@iassnorthants.co.uk (for pupils with special educational needs)

Exclusion guidance can be obtained from the Department for Education website at <http://www.education.gov.uk/schools/pupilsupport/behaviour/exclusion> You may also find it useful to contact the the Children's Legal Centre. They aim to provide free legal advice and information to parents on state education matters. They can be contacted on 0808 802 0008 or on <http://www.childrenslegalcentre.com/>.

[Pupil's name]'s exclusion expires on **[date]** and we expect **[pupil's name]** to be back in school on **[date]** at **[time]**.

Yours sincerely

[Name]
Headteacher

Fixed term exclusion of more than 5 days up to and including 15 days V1 18.06.13,

Appendix 7

Model letter 3 - Permanent Exclusion

From the Headteacher notifying the parent(s) of the pupil's permanent exclusion.

Dear [Parent's Name]

I regret to inform you of my decision to permanently exclude [pupil's name] with effect from [date]. This means that [pupil's name] will not be allowed in this school unless he/she is reinstated by the governing body or Board of Trustees of the Academy Trust).

I realise that this exclusion may well be upsetting for you and your family, but the decision to permanently exclude [pupil's name] has not been taken lightly. [Pupil's name] has been excluded because [reasons for the exclusion — include any other relevant previous history].

You have a duty to ensure that your child is not present in a public place in school hours during the first 5 school days of this exclusion, i.e. on [specify the precise dates] unless there is reasonable justification. You could be prosecuted or receive a penalty notice if your child is present in a public place during school hours on those dates. It will be for you to show reasonable justification.

Alternative arrangements for [pupil's name]'s education to continue will be made. For the first five school days of the exclusion we will set work for [pupil's name] and would ask you to ensure this work is completed and returned promptly to school for marking. From the sixth school day of the exclusion onwards — i.e. from [specify the date] the local authority [give the name of the authority] will provide suitable full-time education. [set out the arrangements, if known.]

As this is a permanent exclusion the governing body or Board of Trustees of the Academy Trust must meet to consider it. At the meeting you may make representations, (your son/daughter can also attend the meeting if you wish) and ask them to reinstate your child in school. The governing body or Board of Trustees of the Academy Trust have the power to reinstate your child immediately or from a specified date, or alternatively, they have the power to uphold the exclusion in which case you may make application against their decision to an Independent Review Panel. The latest date by which the governing body/Board of Trustees of the Academy Trust must meet is [specify the date — the 15th school day after the date on which the governing body/ board of Trustees of the Academy Trust was notified of the exclusion]. If you wish to make representations to the governing body/ board of Trustees of the Academy Trust and wish to be accompanied by your son/daughter, a friend or representative please contact [name of contact] on/at [contact details — address, phone number, email], as soon as possible. You will, whether you choose to make representations or not, be notified by the local governing body/ Board of Trustees of the Academy Trust of the time, date and location of the meeting. Please let us know if you have a disability or special needs which would affect your ability to attend the meeting. Also, please inform [contact] if it would be helpful for you to have an interpreter present at the meeting.

You should also be aware that if you think the exclusion relates to a disability your child has, and you think disability discrimination has occurred, you have the right to appeal, and/or make a claim, to the First Tier Tribunal (<http://www.justice.gov.uk/guidance/courts-and-tribunals/tribunals/send/index.htm>). Making a claim would not affect your right to make representations to the local governing body/management committee/board of Trustees of the Academy Trust.

Exclusion guidance can be obtained from the Department for Education website at <http://www.education.gov.uk/schools/pupilsupport/behaviour/exclusion>. You may also find it useful to contact the the Children's Legal Centre. They aim to provide free legal advice and information to parents on state education matters. They can be contacted on 0808 802 0008 or on <http://www.childrenslegalcentre.com/>.

Advice on the exclusions process can also be obtained from the Educational Inclusion & Partnership Team 0300 126 100 or via the online contact form available [https://northamptonshire-self.achieveservice.com/service/Contact the Educational Inclusion and Partnership Team](https://northamptonshire-self.achieveservice.com/service/Contact%20the%20Educational%20Inclusion%20and%20Partnership%20Team) or Information Advice Support Service (IASS) on 01604 636111 contact@iassnorthants.co.uk (for pupils with special educational needs).

Yours sincerely

[Name]
Headteacher

Appendix 8 **Covid Addendum**

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1. Scope

This addendum applies for the duration of time that the Department for Education's (DfE's) statutory guidance on temporary changes to exclusions during COVID-19 is in place. It sets out temporary changes to our normal exclusion policy. Pupils, parents and staff should continue to follow our normal exclusion policy with respect to anything not covered in this addendum.

We may need to amend or add to this addendum as circumstances or official guidance changes. We will communicate any changes to staff, parents and pupils. [Click here for most recent government update](#)

2. Remote panel meetings

For exclusions occurring between 1 June 2020 and 24 September 2021, any meeting of a governing board exclusion panel or an independent review panel (IRP) will be held via remote access if:

- It is not reasonably practicable for the meeting to take place in person, within the usual timescales, due to coronavirus
- Our governing board (or the arranging authority, if the meeting is an IRP) is satisfied that:
 - a All participants agree to the use of remote access
 - b All participants have access to the technology which will allow them to hear and speak throughout the meeting, and (if a live video link is used) to see the other participants and be seen by them
 - c All participants will be able to put across their point of view or fulfil their function.
- The meeting can be held fairly and transparently via remote access
- During remote meetings, procedural requirements will remain as normal. For example, parents can still have a friend or representative join the meeting.

2.1 Responsibilities of the governing board or arranging authority

- Our governing board (or the arranging authority in the case of an IRP meeting) will make sure the conditions above are met before a meeting takes place. When determining this, they will assess:
 - a The facts of the individual case
 - b The circumstances in which a meeting in person could be expected to take place
 - c The needs of the participants (as far as this is possible)
 - d The latest public health guidance
- Ahead of the meeting, our governing board (or the arranging authority) will:
 - a Explain to participants what technology they propose to use
 - b Explain that participants do not have to agree to a remote meeting if they do not want to, though this will likely result in the meeting being delayed
 - c Take reasonable steps to facilitate participants' access to the technology required
- If, once the meeting starts, it cannot proceed fairly (for example, because a participant cannot access the meeting), our governing board or the IRP will adjourn the meeting.

3. Applications for an independent review

For exclusions occurring between 1 June 2020 and 24 September 2021, applications for an independent review must be made within 25 school days (as opposed to 15 school days as outlined

in our normal policy) of notice being given to the parents by [our governing board/name of committee of the governing board] of its decision to not reinstate a pupil.

The school will wait for 25 school days to pass without an application having been made before deleting the name of a permanently excluded pupil from the admissions register.

4. Timescales for holding panel meetings

4.1 Meetings to consider expulsions and suspensions resulting in the pupil missing more than 15 school days in a term.

If a pupil is expelled or suspended which results in them having been suspended for 16 or more school days in a term, the governing board should meet to discuss reinstatement within 15 school days. The limit will be extended to 25 school days, or as long as reasonably necessary, if:

- the expulsion or suspension occurred between 1 June 2020 and 24 September 2020
- it has not been reasonably practicable for the governing board to meet in person within 15 school days for reasons relating to coronavirus (COVID-19)
- it has not been reasonably practicable to meet via remote access for a reason relating to the conditions for a remote access meeting

4.2 Meetings to consider suspensions resulting in the pupil missing between 6 and 15 school days in a term

If a pupil is suspended which results in them having been suspended for at least 6 school days in a term but not more than 15 school days in that term, and the parent chooses to make representations about the suspension, the governing board should meet to discuss reinstatement within 50 school days. The limit will be extended to 60 days, or as long as reasonably necessary, if:

- the suspension occurred between 1 June 2020 and 24 September 2020
- it has not been reasonably practicable for the governing board to meet in person within 50 school days for reasons relating to coronavirus (COVID-19)
- it has not been reasonably practicable to meet via remote access for a reason relating to the conditions for a remote access meeting