



SPAGHETTI BRIDGE

Exclusion Policy

Policy Owner	Head of Quality & Outcomes
Applies to	This policy applies to all services
Associated Documents	This policy links to: Relational Support Policy Health and Safety Policy Equal Opportunities Policy Child Protection & Safeguarding Policy Curriculum Policy Equality Policy
Review Frequency	This policy is reviewed annually
Date of Review	February 2025 (updated June, October & December 2025)
Next Review Date	February 2026
Approved by Chief Executive Officer	<div><i>Dan Alipaz</i></div> <div>Dan Alipaz (Dec 31, 2025, 8:41am)</div>
Approved by the Chair of the Board	<div><i>Stephen Bradshaw</i></div> <div>Stephen Bradshaw (Dec 22, 2025, 5:48pm)</div>

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1. Introduction

Purpose/Aim

Our schools aim to ensure that:

- The suspension and exclusions process is applied fairly and consistently and accounts for the best interest of the student.
- The suspension and exclusions process is understood by staff, parents, students and other stakeholders.
- Students in school are safe and happy.

2. Scope

This policy directly impacts all members of the school community, including staff, students, families, and other stakeholders.

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.

An exclusion is when a child or young person is not permitted to attend their school for any period of time.

There are two types of exclusions:

- Suspension (sometimes referred to as a fixed-term exclusion)
- Permanent exclusion

3. Policy Statement

Only the Headteacher or, in their absence, the Deputy Head Teacher, can suspend a student from school for a fixed term. Any decision to suspend a student must be agreed with the Regional Operations Lead for the school.

A decision to suspend a student will only be taken if:

- Remaining in school would be therapeutically unhealthy for the student.
- Allowing the student to remain in the school would seriously harm the education and/or welfare of the student or others in the school.

The decision to exclude a student, whether suspension or permanent, is a serious one.

The decision to exclude on a permanent basis is extremely serious and should normally be the final step in the process when the use of a range of strategies has proved unsuccessful. This means that the student has been supported through every means that the school has available.

If a decision is made to permanently exclude a student, the school should support the transition process to the student's next educational placement.

If a decision is made to temporarily suspend a student the school must inform by writing to parents, carers, stakeholders and the Local Authority

All decisions to exclude a student permanently will need to be agreed with the Regional Operations Lead and the Operations Director.

If possible and appropriate, all excluded students, whether for a fixed- or permanent length of time, should be provided with work for the duration of the time they are on role at the school in line with the Remote Learning Policy.

Our schools are aware that off-rolling is unlawful. We are committed to ensuring that every child receives an education in a safe and caring environment.

If a student is suspended from an Alternative Provision Placement, the AP should notify the school immediately. The school will then either ratify the suspension and follow the normal process, or, if they felt that this was not a suspendable incident, offer, as per policy, alternative education for that day; for example on site, or home learning. If the AP is arranged by parents

and not school, then the same process should apply. It is the responsibility of the school to engage in any appeal with the AP and inform the Local Authority.

Considering the reinstatement of a student

The Head Teacher will consider the reinstatement of a student suspended before the end of the intended suspension period if:

- The circumstances necessitating the suspension have altered and the conditions leading to the suspension no longer apply.
- There are child protection concerns which mean that the student needs to be in school

The Head Teacher in collaboration with the Regional Operations Lead will consider the reinstatement of a permanently excluded student if:

- It is deemed that the exclusion was not in line with this policy.
- The circumstances necessitating the exclusion have altered and the conditions leading to the exclusion no longer apply.

As part of the quality assurance process the operations team will monitor and challenge suspension and exclusion trends and will quality assure the effectiveness of student focused reintegration meetings.

Regional Operations Lead with the Head Teacher all the information surrounding the suspension or exclusion prior to any written correspondence.

Parent/carers representation

Parents/carers can make representation to the Governance Team to review the decision to exclude. Any representation must be done within 15 days of notice of exclusion and to the Governance Team (governance@spbridge.co.uk).

The Governance Team will arrange for an independent sub-committee to review the decision of permanent exclusion and consider reinstatement. The committee review will take place within 5 days of any representation received, and will inform parents/carers immediately after the review of the decision to either;

- Uphold the Governance Team decision.
- Recommend that the Governance Team considers reinstatement.

Minutes will be taken of any meeting around the exclusion and a record of evidence considered kept. The outcome will also be recorded on the student's educational record.

The Governance Team will notify, in writing, the headteacher, parents and the LA of its decision, along with reasons for its decision, without delay

School registers

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

- 15 school days have passed since the parents/carers were notified of the exclusion panel's decision to not reinstate the student and no application has been made for an independent review panel, or
- The parents/carers have stated in writing that they are not applying for representation following the decision to exclude.
- Where representation has been made, the Governance Team will wait until that review has concluded before removing a student's name from the register.
- Where alternative provision has been made for an excluded student and they attend it, this will be referenced by use of the correct attendance code.
- Where excluded students are not attending alternative provision, code E (absent) will be used.

Returning from suspension

Following a suspension, a student focused meeting will be held involving the student, parents/carer, a member of senior staff and other staff and stakeholders, where appropriate. Prior to and as part of this meeting, strategies will be designed and implemented in order to mitigate the likelihood of the circumstances that led to the suspension.

4. Roles & Responsibilities

The Headteacher

Informing parents/carers

The headteacher will call the parents to inform them of the suspension/exclusion. Immediately following this, the headteacher will provide the following information, in writing, to the parents/carer of a suspended or excluded student:

- The reason(s) for the suspension or exclusion
- The length of a suspension or, for a permanent exclusion, the fact that it is permanent
- Information for parents'/carers' about how to make representations about the suspension/exclusion to the Governance Team and that the student may be involved in this
- Details of any alternative provision that may have been arranged will also be included.
- Arrangements for Head Teacher lead student focused reintegration meeting

Informing the proprietor/Governance Team and local authority

The Headteacher will immediately notify the Regional Operations Lead and the Operations Director and the local authority (LA) of:

- The intention to undertake a permanent exclusion of a student, including when a suspension is made permanent.
- Suspensions which would result in the student being suspended for more than 5 school days in a term.

- Exclusions or suspensions which would result in the student missing a public examination.
- For a permanent exclusion, if the student lives outside the LA in which the school is located, the headteacher will also immediately inform the student's 'home authority' of the exclusion and the reason(s) for it without delay.

5. Support, Advice and Communication

For support and advice on the content and context of this policy please initially refer to the Senior leadership Team of our school.



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