



Bellevue Place  
EDUCATION TRUST



**Rivermead**  
Primary School

## Exclusion Policy

This policy applies to all pupils in the school, including in the EYFS

Signed:	
Chair of Trust Board:	Claire Delaney
Approved:	1 September 2024
Renewal period	2 Years
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## **1.0 Bellevue Place Education Trust – Our commitment**

### ***Learn. Enjoy. Succeed.***

Every BPET child and staff member enjoys a broad (LEARN) and enriched (ENJOY) learning experience, enabling them to achieve far greater individual success (SUCCEED) than they might previously have thought possible.

#### **Our Mission**

To grow hubs of like-minded, autonomous schools with a strong support network, all of which combine academic rigour with highly enriched opportunities that deliver a personalised approach to education and exceptional outcomes for all.

#### **Our Difference**

We are leading the way in delivering high quality education through skills-based and knowledge rich curricula, applying the best of the independent and state sectors to deliver breadth of opportunity and pupil enrichment. We empower all our schools as individual entities that best meet the needs of the communities they serve and have a strong relationship with families, who are our key partners in delivering the vision.

#### **Our Promise**

Every child is an individual. Our role is to nurture pupils' potential through a personalised approach to learning. BPET children are happy, independent, confident all-rounders. Our focus is ensuring an exceptional provision for all our children with supportive, accessible learning that enables every child to make progress, including high quality inclusion for children with Special Educational Needs. We encourage a 'be interested and be interesting' attitude in children and staff alike. We don't just teach; we want our pupils to have a passion to learn.

## **2.0 Statement of intent**

At BPET, we understand that good behaviour and discipline is essential for promoting a high quality education.

Amongst other disciplinary sanctions, BPET recognises that suspension or exclusion of pupils may be necessary where there has been a serious breach, or consistent breaches, of one of the school's behaviour policy. Excluding a pupil may also be required in instances where allowing the pupil to remain in school would be damaging to the education and welfare of themselves or others; in all cases, suspension and excluding pupils should only be used as a means of last resort.

BPET has created this policy to clearly define the legal responsibilities of the Headteacher, Trust Central Team (CEO/Director of Education) and LA when responding to pupil exclusions, to ensure that they are dealt with both fairly and lawfully, and in line with DfE statutory guidance.

This policy also aims to secure a pupil's right to an education despite having been suspended or excluded, by ensuring that appropriate arrangements are in place.

### **3.0 Introduction**

- 3.1 BPET's exclusion policy aims to set out the process that will be followed and the additional considerations around suspensions and exclusions that the school or BPET will apply. Good behaviour and self-discipline lead to effective learning and help prepare children and young people for life beyond the school gate.
- 3.2 Where the school's approaches towards behaviour management have been exhausted, then suspensions and permanent exclusions will sometimes be necessary as a last resort. This is to ensure that other pupils and teaching staff are protected from disruption and can learn in safe, calm, and supportive environments.
- 3.3 BPET will always have regard to the Statutory Guidance on Suspensions and Exclusions (September 2023) when making decisions on suspensions and exclusions and will follow the law, as set out in the relevant School Discipline (Pupil Exclusions and Reviews) (England) Regulation 2012 (as amended).
- 3.4 This policy should be read in conjunction with the behaviour policy and the SEND policy for BPET.

### **4.0 Application of policy**

- 4.1 This policy applies to all members of the BPET community. Each school within BPET will apply suspensions and exclusions in accordance with this policy and ensure that its contents are relayed to all staff, parents and pupils.

### **5.0 Types of exclusion**

Suspensions and permanent exclusions are different:

- 5.1 Suspensions (previously called fixed-term exclusions) are where a pupil is prevented from attending the school for a fixed period. At the end of the period, they are expected to return to school following a reintegration meeting. A pupil may receive a maximum of 45 days of suspension in an academic year before being permanently excluded. Any suspension is entered on to our MIS system Arbor which will alert the CEO/Director of Education.
- 5.2 Permanent exclusions are where, subject to a decision of the governing board to reinstate the pupil to the school, the pupil is prevented from attending the school again. A decision to permanently exclude will only be taken in response to a serious breach or persistent breaches of the school's behaviour policy, and where allowing the pupil to remain in school would seriously harm the education or welfare of the pupil or others, such as staff or pupils, in the school. Any permanent exclusion is entered on to our MIS system Arbor.

### **6.0 Roles and responsibilities**

All members of the BPET community are expected to follow this policy. Roles, responsibilities and expectations of each section of the BPET community are set out in detail below.

#### **6.1 The Headteacher**

All decisions to suspend or permanently exclude a pupil will be taken by the Headteacher after considering all the circumstances. Every decision made will be proportionate to the seriousness of the behaviour with reference to BPET's behaviour policy. The Headteacher will immediately inform the CEO/Director of Education, without delay, if taking the decision to permanently exclude a pupil.

## **6.2 The Governance**

The CEO/Director of Education is responsible for forming committees to review exclusions and suspensions when it is required to do so, it is requested by parents, or it is, in its view, prudent to review an individual decision. In each case, the decision of the relevant committee formed by the CEO/Director of Education will be to decide whether to uphold the exclusion or suspension, or instead to reinstate the pupil to the school.

## **6.3 Parents**

Parents will be informed without delay of any suspension or exclusion and there is an ability to make representations in regard to any suspension or exclusion decision. Details will be provided on the rights parents have with every letter that is sent from the Headteacher.

## **6.4 Pupils**

All pupils of the schools in BPET are expected to follow the expectations regarding their behaviour to ensure that all pupils can learn and participate in school life effectively. Where those expectations are breached, the behaviour policy will apply.

## **7.0 CCTV, witness evidence and pupil views**

7.1 If a BPET school uses Close Circuit Television (CCTV) within its premises, this is to provide a safe and secure environment for pupils, staff and visitors. If behavioural incidents are recorded on CCTV, the footage may be viewed as part of the investigation and the content considered before imposing a sanction. If CCTV is relied upon for a decision on a suspension or exclusion, then it will be shown in some format (redacted as necessary) at any governance review meeting. Please see the BPET CCTV policy and privacy notices for more information.

7.2 Where witness evidence is relied upon, whether that be from a pupil or a staff member, the statement(s) will be provided at any governance review meeting. All statements will be signed and dated unless the Headteacher has good reason to protect the anonymity of the relevant witness. Reasons may include threats of reprisals.

7.3 Before taking a decision to suspend or exclude and where appropriate, the Headteacher will take the pupil's views into account, considering these in light of their age and understanding, and inform the pupil about how their views have been factored into any decision made. Where relevant, the pupil will be given support to express their view, including through advocates such as parents or, if the pupil has one, a social worker. The Headteacher will also take account of any contributing factors identified after an incident of misbehaviour has occurred.

## **8.0 Reintegration strategy meetings following suspension or off-site direction**

8.1 Where a pupil is suspended or is directed to be educated off-site, upon return to the school both the pupil and parents will be invited to a reintegration strategy meeting. The purpose of the meeting is to:

- offer the pupil a fresh start;
- help them understand the impact of their behaviour on themselves and others;
- teach them how to meet the high expectations of behaviour in line with the school culture;
- foster a renewed sense of belonging within the school community; and
- build engagement with learning,

so that further suspensions are not needed. School staff will work with the pupil to understand what led to the behaviour and to establish if any changes can be made or further support implemented from a pastoral or practical perspective that might reduce the chance of repeat behaviours. Previous behaviour is not seen as an obstacle to future success.

8.2 The school may use various measures to support a pupil's successful reintegration including:

- daily contact with a designated pastoral professional in-school;
- use of a report card with personalised targets leading to personalised rewards;
- ensuring the pupil receives academic support upon return to catch up on any lost progress;
- planned pastoral interventions;
- mentoring by a trusted adult or a local mentoring charity;
- regular reviews with the pupil and parents to praise progress being made and raise and address any concerns at an early stage; and
- informing the pupil, parents and staff of potential external support.

8.3 Whilst reintegration meetings are highly encouraged by BPET, pupils will not be prevented from being admitted to the School or being put in mainstream classes because a meeting has not taken place.

## **9.0 Cancelling a suspension or exclusion**

A suspension or exclusion can be cancelled by the Headteacher as long as the suspension or exclusion has not been considered by the trustees. In relation to an exclusion, it cannot be cancelled if the total time the pupil was excluded or suspended that academic year would be over 45 days at the point of the decision to cancel the exclusion.

Where a suspension or exclusion is cancelled, the relevant parties will be informed by the Headteacher in accordance with the Statutory Guidance on Suspensions and Exclusions.

## **10.0 Suspensions before a permanent exclusion**

10.1 In exceptional circumstances, pupils may receive a suspension prior to a permanent exclusion. For each decision, the Headteacher will send the relevant letter setting out the rights of parents (please see Appendix A – C). A suspension cannot be converted into a permanent exclusion and so any subsequent permanent exclusion would be a fresh decision due to commence immediately after the suspension had ended. Exceptional

circumstances may include where further evidence has come to light, or where the incident was serious and time is required to fully investigate the circumstances and consider alternatives.

## **11.0 Directing off-site and managed moves**

11.1 Before taking any decision to permanently exclude a pupil, the Headteacher will consider whether a direction to attend alternative provision and/or a managed move as part of a planned intervention would be a reasonable alternative that should be considered.

11.2 In the case of directing a pupil off-site to alternative provision, the aim of any direction is for it to be used as a short-term measure as part of the school's behaviour management strategy to improve a pupil's behaviour where in-school interventions and/or outreach have been unsuccessful or are deemed inappropriate. While parental consent is not needed, discussions would take place with parents to feed in their views about the options.

11.3 For a managed move to take place there needs to be agreement between the School, the parents and the new school that a managed move should occur. Before a managed move is agreed to, the pupil will attend the new school for a fixed period as a direction off-site to ensure that the new school would be suitable for them. We will share relevant information with the new school and check that they have an integration strategy. At the end of this direction period, the relevant parties (including the parents) will review the placement before a decision is taken about whether the move becomes permanent.

## **12.0 Independent review panels (IRPs)**

12.1 BPET arranges its own IRPs, and requests for an IRP where a permanent exclusion has been upheld, should be made to [info@bpet.co.uk](mailto:info@bpet.co.uk) within 15 school days.

12.2 Further details on the role and powers of IRPs can be found in Part Ten of the Statutory Guidance on Exclusions and suspensions.

## **13.0 Reconsideration by the governance**

Where an IRP either recommends reconsideration or quashes the initial decision of BPET governance, the decision will be considered within 10 school days. This may involve a rehearing with oral evidence given by the School and parents or may be a reconsideration with only the governance members and the clerk present.

## **14.0 Remote Meetings**

Any trustee and/or an IRP meeting may be conducted remotely where the parents request for it to be conducted remotely and the meeting can be fairly held remotely, with all participants having access and are able to make representations. A meeting may also take place remotely where there is an extraordinary event or unforeseen circumstance that means it's not reasonably practicable to hold the meeting in person. Such events can include, but are not limited to, floods, fire, and an outbreak of an infectious disease.

In addition, where a child's social worker or the virtual school head are due to attend a meeting, they may join an in-person meeting remotely as long as it can be fairly accessed, the technology is available, and everyone would be able to make representations.

## **15.0 Complaints**

If parents have any concerns or complaints over the application or implementation of this policy or feels that they are being pressured into a managed move, they should raise their concerns with a staff member or the Headteacher in accordance with BPET's complaints policy. If the concern relates to an exclusion, the statutory procedure set out in the Statutory Guidance on Exclusions and Suspensions will be followed.

## **16.0 Equality impact**

BPET does all it can to ensure that its policies do not discriminate against pupils or others, either directly or indirectly, in line with any Equality Act 2010 protected characteristics. This includes race, religion, disability, sexual orientation, and sex.

## **17.0 Monitoring arrangements**

The Trustees review data on suspensions and exclusions to ensure that the use of suspensions and exclusions is appropriate. The following are monitored by the Headteacher and Central Team to ensure the processes and support for pupils are appropriate:

- the interventions put in place for pupils at risk of suspension and permanent exclusion;
- the processes in place for determining and reviewing directions to alternative provision and that such placements are reviewed at sufficient intervals to assure that the education is achieving its objectives and that pupils are benefitting from it;
- the full-time educational provision for pupils of compulsory school age from the sixth consecutive school day of a suspension, in particular checking the provision is suitable and quality-assured to ensure that:
  - any previous placements have been evaluated, including support for any applicable SEND;
  - there is a process in place to monitor the pupil's attendance and behaviour at the provision;
  - the correct attendance code is being used;
  - the pupil's child protection file and any other information relevant to the pupil's safeguarding and welfare has been securely transferred to their new setting as early as possible;
- whether there is any variation within the year on suspensions and permanent exclusions and the characteristics of pupils;
- the cost implications of directing children to be educated off-site in alternative provision and whether there are any patterns to the reasons or timing of moves;
- whether the school register and absence codes have been recorded correctly
- how the behaviour policy is applied and specifically its consistency;
- the circumstances in which pupils receive repeat suspensions;
- whether Personal Education Plans for looked after children have been reviewed on a termly basis.

## **APPENDIX A**

### **TEMPLATE LETTER SUSPENDING A PUPIL FOR UP TO (AND INCLUDING) 5 DAYS IN A TERM**



[NB Notices can be given electronically if the parents have given written agreement for this kind of notice to be sent in this way, otherwise deliver directly in-hand or send by post]

[Name of Parent(s)]

[Address]

[DATE]

Dear [PARENT]

**Re: [NAME OF PUPIL]**

I regret to inform you of my decision to suspend [NAME] for [Number] days with effect from [date] [pending further investigation]. This means that [NAME] will be expected to return to school on [date]. [Please note that the outcome of my investigation may lead to a further decision of permanent exclusion.]

I realise that this suspension may well be upsetting for you and your family, but the decision to suspend [NAME] for a period of [Number] days has not been taken lightly. [NAME] has been suspended because [reasons for the exclusion].

You have a duty to ensure that your child is not present in a public place in school hours during this suspension, 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 [NAME]'s education to continue will be made. During the suspension we will set work for [NAME] and would ask you to ensure this work is completed and returned promptly to school for marking. [Set out how work will be set and whether it should be collected or will be sent to the parent OR If AP is being arranged during the suspension set out the following details if known at this stage: the start date for any provision of full-time education that has been arranged for the child during the suspension, 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, and any information required by the pupil to identify the person they should report to on the first day.]

You have the right to make representations to the BPET Governance if you wish. The BPET Governance must consider any such representations but cannot direct reinstatement and are not required to arrange a meeting. If you wish to make representations to BPET Governance please contact [info@bpet.co.uk](mailto:info@bpet.co.uk) as soon as possible.

There are sources of free and impartial advice available on suspensions:

- Statutory guidance on exclusions: <https://www.gov.uk/government/publications/school-exclusion>
- The Children's Legal Centre – [www.childrenslegalcentre.com](http://www.childrenslegalcentre.com)
- ACE Education: <http://www.aceed.org.uk>. Their advice line service on 03000 115 142 on is available between Monday to Wednesday from 10 am to 1 pm during term time
- [where considered relevant by the head teacher, links to local services, such as: Traveller Education Services, the Information Advice & Support Services Network (formerly known as

the local parent partnership) (<https://councilfordisabledchildren.org.uk/information-advice-and-support-servicesnetwork/about>), the National Autistic Society (NAS) School Exclusion Service (England) (0808 800 4002 or [schoolexclusions@nas.org.uk](mailto:schoolexclusions@nas.org.uk)), or Independent Parental Special Education Advice (<http://www.ipsea.org.uk/>).

Yours sincerely

[name of Headteacher]

## APPENDIX B

### TEMPLATE LETTER SUSPENDING A PUPIL FOR 6 - 15 DAYS

[NB Notices can be given electronically if the parents have given written agreement for this kind of notice to be sent in this way, otherwise deliver directly in-hand or send by post]

[Name of Parent(s)]

[Address]

[Date]

Dear [Name of Parent(s)]

#### Re: Suspension of [name of pupil]

I regret to inform you of my decision to suspend **[name of pupil]** for **[number]** days with effect from **[date]** [pending further investigation]. This means that **[name of pupil]** will be expected to return to school on **[date]**. [Please note that the outcome of my investigation may lead to a further decision of permanent exclusion.]

I realise that this suspension may well be upsetting for you and your family, but the decision to suspend **[name of pupil]** has not been taken lightly. **[name of pupil]** has been suspended because **[reasons for the suspension]**.

You have a duty to ensure that your child is not present in a public place in school hours during this suspension, 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 your child's education to continue will be made. During the first five days of the suspension we will set work for **[name of pupil]** and would ask you to ensure this work is completed and returned promptly to school for marking. [Set out how work will be set and whether it should be collected or will be sent to the parent]. [If AP details are known from the sixth day provide: the start date for any provision of full-time education that has been arranged for the child during the suspension, 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, and any information required by the pupil to identify the person they should report to on the first day.]

You have the right to make representations to BPET Governance and ask them to reinstate your child in school. BPET Governance must meet within 50 school days of receipt of any representations and have the power to reinstate your child immediately or from a specified date, or, alternatively, they have the power to uphold the suspension.

If you wish to make representations to BPET Governance and wish to be accompanied by a friend or representative please contact [info@bpet.co.uk](mailto:info@bpet.co.uk) soon as possible. If you choose to make representations you will be notified by the Clerk 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 [info@bpet.co.uk](mailto:info@bpet.co.uk) if it would be helpful for you to have an interpreter present at the meeting. If you think this suspension relates to a disability your child has, and you think discrimination has occurred, you may raise the issue with BPET Governance.

There are sources of free and impartial advice available on suspensions:

- Statutory guidance on exclusions: <https://www.gov.uk/government/publications/school-exclusion>
- The Children’s Legal Centre – [www.childrenslegalcentre.com](http://www.childrenslegalcentre.com)
- ACE Education: <http://www.aceed.org.uk>. Their advice line service on 03000 115 142 on is available between Monday to Wednesday from 10 am to 1 pm during term time
- [where considered relevant by the head teacher, links to local services, such as: Traveller Education Services, the Information Advice & Support Services Network (formerly known as the local parent partnership) (<https://councilfordisabledchildren.org.uk/information-advice-and-support-servicesnetwork/about>), the National Autistic Society (NAS) School Exclusion Service (England) (0808 800 4002 or [schoolexclusions@nas.org.uk](mailto:schoolexclusions@nas.org.uk)), or Independent Parental Special Education Advice (<http://www.ipsea.org.uk/>)].

Yoursincerely

[name of Headteacher]

## APPENDIX C

### PRIMARY - TEMPLATE SUSPENDING A PUPIL (15 DAYS+)

[NB Notices can be given electronically if the parents have given written agreement for this kind of notice to be sent in this way, otherwise deliver directly in-hand or send by post]

[Name of Parent(s)]

[Address]

[DATE]

Dear [PARENT]

**Re: [NAME OF PUPIL]**

I regret to inform you of my decision to suspend [NAME] for [Number] days with effect from [date] [pending further investigation]. This means that [NAME] will not be allowed in this school unless he/she is reinstated by BPET Governance.

I realise that this suspension may well be upsetting for you and your family, but the decision to suspend [NAME] for a period of [Number] days has not been taken lightly. [NAME] has been suspended because [GIVE REASONS].

You have a duty to ensure that your child is not present in a public place in school hours during this suspension, 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 days. It will be for you to show reasonable justification.

Alternative arrangements for [NAME]'s education to continue will be made. During the first five days of the suspension we will set work for [NAME] and would ask you to ensure this work is completed and returned promptly to school for marking. [Set out how work will be set and whether it should be collected or will be sent to the parent]. [Set out the following details for AP from the sixth day if known at this stage: the start date for any provision of full-time education that has been arranged for the child during the suspension, 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, and any information required by the pupil to identify the person they should report to on the first day.]

As [NAME] has been suspended for [more than] 15 days in a single term, BPET Governance must meet to consider it. At the review meeting you may make representations to BPET Governance if you wish and ask them to reinstate your child in school. BPET Governance have the power to reinstate your child immediately or from a specified date, or, alternatively, they have the power to uphold the suspension. The latest date by which BPET Governance must meet is [DATE].

If you wish to make representations to BPET Governance and wish to be accompanied by a friend or representative please contact to [info@bpet.co.uk](mailto:info@bpet.co.uk) as soon as possible. You will, whether you choose to make representations or not, be notified by the Clerk to BPET Governance 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 [info@bpet.co.uk](mailto:info@bpet.co.uk) if it would be helpful for you to have an interpreter present at the meeting. If you think this suspension relates to a disability your child has, and you think discrimination has occurred, you may raise the issue with BPET Governance.

You have the right to see a copy of [NAME]'s school record. Due to confidentiality restrictions, you must notify me in writing if you wish to be supplied with a copy of [NAME]'s school record. I will be happy to supply you with a copy if you request it. There may be a charge for photocopying.

There are sources of free and impartial advice available on suspensions:

- Statutory guidance on exclusions: <https://www.gov.uk/government/publications/school-exclusion>
- The Children's Legal Centre – [www.childrenslegalcentre.com](http://www.childrenslegalcentre.com)
- ACE Education: <http://www.aceed.org.uk>. Their advice line service on 03000 115 142 on is available between Monday to Wednesday from 10 am to 1 pm during term time
- [where considered relevant by the head teacher, links to local services, such as: Traveller Education Services, the Information Advice & Support Services Network (formerly known as

the local parent partnership) (<https://councilfordisabledchildren.org.uk/information-advice-and-support-servicesnetwork/about>), the National Autistic Society (NAS) School Exclusion Service (England) (0808 800 4002 or [scholexclusions@nas.org.uk](mailto:scholexclusions@nas.org.uk)), or Independent Parental Special Education Advice (<http://www.ipsea.org.uk/>).

Yours sincerely

[NAME]  
Headteacher