
Exclusion Protocol for Plymouth CAST Schools

June 2019

This protocol should be read alongside the following documents:

- Exclusion from maintained schools, academies and pupil referral units in England, DfE September 2017
- The School's Behaviour Policy
- Plymouth CAST Scheme of Delegation, October 2018

The decision to exclude, either fixed term or permanent resides with the Headteacher of the school. When making a decision on exclusion Headteachers must have read and be familiar with the DfE exclusion guidance and ensure that their behaviour policy is up to date and covers the necessary information. (See Annex A)

When to inform the Education Standards Team:

1. If a pupil is at risk of Permanent Exclusion
2. If a Looked after child or a pupils with an EHC Plan has been issued with a Fixed Term Exclusion
3. If a pupil has had 5 fixed term exclusions in one academic year

For all exclusions, please ensure that the CAST Exclusion reporting form is completed.

Pupils with an EHC Plan

If a child is at risk of permanent exclusion or has been issued with a number of fixed term exclusions an interim review should be requested to assess the suitability of provision for a pupil's SEN.

Looked after children

If a pupil is issued with a fixed term exclusion or is at risk of permanent exclusion the child's social worker should be contacted as soon as possible.

Informing parents

Parents should be informed as soon as is practicably possible and followed up by letter, using the model letters in Annex B

Convening a panel

If a pupil is permanently excluded or if a parent requests one after a fixed term exclusion a disciplinary panel will be convened.

This will be chaired by a member of the education standards team and two governors from the school. The school is responsible for arranging for the governors to attend and a clerk to minute the meeting. Depending on the individual pupil circumstances, other people may be invited, such as social worker, SEN representative from the LA.

The headteacher must provide written evidence outlining the reasons for the exclusion using the template in annex C and arrange for it to be sent to parents, panel members and other attendees within 5 days of the meeting.

The meeting should be held in a suitable meeting room, ideally, not the Headteacher's office. Governors should not have any prior knowledge of the student to ensure that it doesn't prejudice their decision making.

If the decision is upheld, parents have the right to request an independent panel to hear their case. They do this by contacting Plymouth CAST direct and the Trust will arrange this hearing.