



ROYAL
PATRONAGE



Learning without limits

Exclusion Policy 2024-2025

Policy Date: September 2024

Policy Agreed By: Ian Peters Principal

Policy Review Date: September 2025

Introduction

Students at LVS Oxford

The difficulties that students with ASD can experience mean that they may not always respond in an appropriate way to staff requests or interactions with their peers. The school will attempt to deal with any problems in respect of a learner before considering the use of formal suspension or exclusion procedures.

Strategies explored will include individualised behaviour support plans, personalised calming techniques, additional visual support, more frequent movement breaks, and any other strategies deemed appropriate to support the student.

In the event of any situation or developing problem which is likely to lead to a suspension, the Principal will emphasise to the parents and the local education authority the steps which the school is taking to try to prevent the suspension.

Investigation

The Principal will:

- Establish and record the facts of the behaviour in question on the day of the incident, or as soon as possible thereafter.
- Only decide whether to exclude a pupil when he/she has all the facts and firm evidence, allowing as much time for staff to prepare paperwork/evidence as is practical.
- Consider the need for a review of the student's Education Health and Care Plan and needs and consider the merits of a request to the parents or Local Education Authority to withdraw the pupil from the school pending the outcome of such a review.

Suspension and Exclusion by the Principal

If the Principal decides to suspend or exclude a student, he/she will:

- Immediately notify the Local Authority and the parents by telephone, and, within twenty-four hours of the suspension/exclusion, confirm to both the Local Authority and the parents by letter the fact of such suspension/exclusion, the reasons for it, and inform the parents (and if appropriate the Local Authority) of their rights to make representations. in accordance with paragraph 4 below.
- Inform the Director of Education by letter as soon as reasonably practicable, and in the event of a permanent exclusion, or a fixed period suspension exceeding five School days, within one School Day following the suspension.
- On the day of the suspension make arrangements with the parents or the Local Authority to return the pupil to the care of the parents or Local Authority as appropriate.
- Work with the Local Authority explore what support can be made available for the student until the governors have considered representations made to them (if any), or if the EHCP can be changed to name another school.

Rights to make representation

The parents of a student who has been suspended on a temporary basis for less than five School days, may, within five School days from the date of the Principal's letter to them informing them of the suspension, make written representations to the Director of Education upon the suspension.

If a student has been excluded permanently, or suspended for a fixed period exceeding five School days, or where the aggregate number of School days during which the student has been suspended in any one School year will as a result of the suspension in question exceed forty five, the parents and the relevant Local Authority have the right to make written representations to the Director of Education, and to repeat such representations in person at the meeting convened to consider the suspension.

Suspension

Following receipt of representations made by parents LVS Oxford will convene a meeting with the Director of Education to consider the action taken by the Principal, notifying the parents, the Principal and the Local Authority of the meeting.

The Director of Education will consider the action taken by the Principal, hear any representations received from the parents and Local Education Authority in accordance with the procedures and time limits set out above, and decide whether the pupil should be reinstated, or the suspension be upheld.

Review of decisions by the Director of Education

In deciding whether to direct the re-instatement the Director of Education should consider the parents' and the LA's representations, have regard to the appropriate use of suspension and exclusion and consider whether the Principal has tried sufficient alternative approaches to improve a student's behaviour before resorting to suspension or exclusion, and whether any further strategies might be an alternative to suspension or exclusion. In relation to exclusion, the Director of Education should also satisfy him/herself that all possible strategies to improve a student's behaviour were tried and have failed or whether a revision of the student's EHCP is more appropriate than exclusion.

If a permanent exclusion is upheld, the Director of Education will notify parents and the Local Authority of the decision by letter within one School Day of the decision.

Review

This policy is to be read in conjunction with other relevant policies and provisions, both local and national:

- LVS Oxford Culture and Conduct Policy
- LVS Oxford Health & Safety Policy
- LVS Oxford education and welfare provision
- [SEN and disability \(SEND\) Code of Practice](#)
- [Equality Act 2010](#)

The Policy will be reviewed annually and in conjunction with any changes in legislation relating to the above.