



Ark Boulton Academy

Ark Boulton Academy Permanent Exclusion Process

Days One and Two

- 1- A child breaches academy behaviour policy.
- 2- The incident is reported to Patrick Horner.
- 3- Student or students are kept in isolation whilst a full investigation is carried out by Patrick Horner, investigation to include the gathering of:
 - Statements from student facing exclusion (if not possible, document why)
 - Witness statements from students and teachers (ensure all are signed and dated)
 - Any photographic evidence (next to a ruler if a weapon)
 - Any CCTV evidence
- 4- **Principal alone may authorise a permanent exclusion. Prior to issuing a permanent exclusion, Principal must confer with their Regional Director and receive their sign-off. Principals may also seek advice from the network Exclusions Advisor, Samira Sadeghi, to ensure permanent exclusion is the appropriate sanction and legally sound.**
- 5- The parent is then contacted regarding the outcome by Patrick Horner, the parent must be informed that their child has been excluded for 5 days whilst an investigation is underway which could result in permanent exclusion.
- 6- **ALL EXCLUSIONS MUST BE RECORDED ON BROMCOM/MIS/ScholarPack ON THE DAY THEY ARE ISSUED – This is a statutory requirement. Please refer to this [link for guidance on recording exclusions](#).**
- 7- The fixed term exclusion paperwork is completed by Patrick Horner including:
 - Inclusive of all statements/emails and images that are relevant
- 8- Using latest template, fixed term letter is collated and input on the system as per the usual process, the original letter is sent to the parent by Mary Higgins.
- 9- Copies of the letter are sent to the following by Mary Higgins:
 - LEA (borough dependent on where the student lives)
 - Student file
 - Lucy Taylor – Regional Governance Officer
 - Ark exclusion inbox – exclusions@arkonline.org
 - Birmingham Exclusions Team
Birmingham City Council
PO Box 16542
Birmingham
B2 2DJ.
Telephone: 0121 303 2685
 - *Internal staff, SLT, Learning family leader, Principal, SENDCo*

Days Three - Five

- 1- Patrick Horner then collates a summative report for the Principal.
- 2- **Principal should set up a meeting to hear from parents/pupil before deciding to PEX.**
- 3- Principal decides the outcome. If PEX, then:
- 4- Contact is made on the same day by Mary Higgins with:
 - a. Parent
 - b. Lucy Taylor – Regional Governance Officer- Ark Schools (*will organise a Governor Review Meeting to take place within 15 school days of PEX*).
 - c. Birmingham Exclusions Team (above) (*will attend from a LEA point of view, but will also try to support in placing the child in another provision*)



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- 5- Lucy Taylor – Regional Governance Officer to prepare a letter of invitation that is sent home by Mary Higgins via recorded delivery.
- 6- Copies of the letter are sent to the following by Mary Higgins:
 - a. Birmingham Exclusions Team (above) - **Exclusion referral form (EXNO1)** completed carefully and accurately (have Principal approve, if possible) and emailed along with PEX letter
 - b. Student file
 - c. Lucy Taylor – Regional Governance Officer
 - d. *Internal staff, SLT, Learning family leader, Principal, SENDCo*
- 7- Mary Higgins and Lucy Taylor to secure some dates in the Principals diary for the PEX panel meeting, then Lucy Taylor will co-ordinate the governors to attend. Mary Higgins to also inform Birmingham Exclusions Team of the panel meeting date.
- 8- Patrick Horner to collate the PEX paperwork and ensure all is saved in behaviour file, this must be sent to the family, review panel and Birmingham Exclusions Team within 5 working days of the meeting.

Ark Boulton Academy Permanent Exclusion Paperwork

The PEX Paperwork is inclusive of the following:

- a. Principal's Statement (using latest template)
 - i. *Written by Patrick Horner and approved by Principal.*
- b. Appendix 1 – Incident Reports, Witness Statements, Emails
 - i. *This should have the student who is facing PEX first, if this is a PEX for persistent or reoccurring behaviour, ensure this is in date order with newest on top. **These must be redacted using of other student's names except the child facing permanent exclusion.***
- c. Appendix 2 – Notification to Parents and Exclusion Letters
 - i. *Date order with newest on top*
- d. Appendix 3 – Documents relating to interventions
 - i. *This can be removed if there are none or this is a 1 off breach of policy.*
- e. Appendix 4 – Pupil Attendance, behaviour and academic reports
 - i. *Reports pulled from CCR in colour*
- f. Appendix 5 – Academy Behaviour Policy

Formatting:

- Use the template from Ark to ensure that the appendix title pages are input before each appendix
- Paginated
- Redacted where relevant

The PEX bundle should have:

- Letter of invite from Ark Schools informing them of PEX date and time
- Guidance for parents and carers
- Front cover of Governor review meeting pack
- Contents page
- Principal's Statement
- Appendix 1 – Incident Reports, Witness Statements, Emails



- Appendix 2 – Notification to Parents and Exclusion Letters
- Appendix 3 – Documents relating to interventions
- Appendix 4 – Pupil Attendance, behaviour and academic reports
- Appendix 5 – Academy Behaviour Policy



Ark Boulton Academy Permanent Exclusion Covering Sheet

Covering letter of invitation from Ark	<input type="checkbox"/> Inserted at the top of the PEX bundle
Principal's Statement	<input type="checkbox"/> Using latest template referencing 2017 guidance <input type="checkbox"/> Approved by Principal <input type="checkbox"/> All dates and details accurate <input type="checkbox"/> Appendices referred to correctly
Appendix 1 Incident Reports, Witness Statements, Emails	<input type="checkbox"/> Perpetrator reports first <input type="checkbox"/> All statements signed and dated if more than 1 these need to be labelled in order <input type="checkbox"/> All statements signed by staff member <input type="checkbox"/> Any other names other than the student who is facing permanent exclusion is redacted (using Adobe Pro) <input type="checkbox"/> All statements from teachers do not include personal opinion or unprofessional comments <input type="checkbox"/> Can the statements be read – if they cannot they will need to be typed exactly how they appear <input type="checkbox"/> Images of weapons must be next to a ruler so they can be identified to scale
Appendix 2 Notification to Parents and Exclusion Letters	<input type="checkbox"/> These should be in date order with the most recent first <input type="checkbox"/> Only exclusions relevant to the PEX should be included here
Appendix 3 Documents relating to interventions	Can be inclusive of: <ul style="list-style-type: none"> • Reports • External agencies • CAF • Home school agreement • Mentoring • Workshops <input type="checkbox"/> If reports included is this signed <input type="checkbox"/> Intervention should have start and end dates inclusive of support and outcomes
Appendix 4 Pupil attendance, behaviour and academic reports	<input type="checkbox"/> All attendance marks are correct and none missing <input type="checkbox"/> CCR behaviour report checked and other names are redacted <input type="checkbox"/> CCR report in colour
Appendix 5 Academy Behaviour Policy	<input type="checkbox"/> Academy behaviour policy enclosed

- Saved in behaviour file
- Copy emailed to Lucy Taylor



- Copy sent to the family (via email and post; delivery requiring signature should be avoided, as it may delay delivery)
- Copy sent to social worker (if required)
- Copy sent to all governors on the PEX review panel (Gov Team will do this, as it requires a password)
- Copy sent to and prepared Birmingham Exclusions Team
- Copy prepared for Patrick Horner
- Copy prepared for Principal