

ELEVATED

A Holistic Approach To The Education of Young People

Fixed-Term and Permanent Exclusion Policy

Dated: 1st September 2025

Review Date: 1st September 2026

Policy Lead & Approved by: Mark Aitken, Head of Provision

1. Statement of Intent

ElevatEd AP Ltd is committed to ensuring that exclusions are only used as a last resort when all other interventions have been tried, and where allowing the student to remain would seriously harm the education, welfare, or safety of others.

We aim to:

- Keep young people engaged in learning wherever possible.
- Apply exclusion fairly, consistently, and lawfully.
- Support reintegration and minimise long-term impact.
- Work closely with parents, carers, and partner schools.

2. Guiding Principles

- Proportionality: Exclusion decisions must be fair, reasonable, and proportionate.
- Early Intervention: Supportive strategies will always be explored before exclusion.

- Last Resort: Exclusion is not a punishment but a protective measure.
- Transparency: Parents and carers will be informed promptly and fully.
- Restoration: Focus on repairing harm and supporting re-engagement.
- Equity: Consideration of SEND, safeguarding, and vulnerable groups is central to all decisions.

3. Scope

This policy applies to all students at ElevatEd and covers both:

- Fixed-Term Exclusion (temporary removal from ElevatEd for a set number of days).
- Permanent Exclusion (permanent removal from ElevatEd, usually with referral to local authority or commissioning school).

4. Roles and Responsibilities

Head of Provision/Policy Lead:

- Holds authority to issue exclusions.
- Ensures exclusions follow statutory guidance.
- Reports exclusions to commissioning school and local authority (where required).

Staff:

- Record and report serious incidents.
- Provide evidence for consideration of exclusion.
- Support reintegration following return from exclusion.

Parents/Carers:

- Engage with the exclusion process and reintegration meetings.
- Support the young person in reflecting on and addressing behaviour.

Students:

- Take responsibility for their actions.
- Participate in restorative and reintegration processes.

Independent Body:

- Monitor exclusions for fairness, frequency, and proportionality.
- Hear appeals where necessary.

5. Reasons for Exclusion

Exclusions may be considered for:

- Serious physical assault.
- Threatening or abusive behaviour towards staff or peers.
- Possession of weapons, drugs, or illegal substances.
- Persistent refusal to engage after multiple interventions.
- Serious and sustained disruption to learning.
- Any act that significantly compromises safety or welfare.

6. Exclusion Process

Flowchart: Exclusion Decision Pathway

Step 1: Serious Incident Occurs

- Staff intervene to ensure immediate safety.

Incident logged and reported to leadership.

- Step 2: Investigation
- Head of Provision/Policy Lead gathers evidence (staff statements, student account, CCTV if available).

Consideration given to safeguarding, SEND, and personal circumstances.

- Step 3: Decision
- If exclusion is deemed necessary → Head of Provision authorises.

Type and length determined (Fixed-Term or Permanent).

- Step 4: Parent/Carer Informed
- Immediate phone call followed by written notification.

Details include reason, length, and appeal rights.

- Step 5: Notification

Commissioning school and local authority informed (where required).

- Step 6: Reintegration Planning
- For fixed-term exclusions → reintegration meeting held on return.
- Individual Behaviour Plan updated.

Support package agreed (therapeutic work, mentoring, restorative sessions).

- Step 7: Appeal/Review
- Parents/carers may request a review or appeal to the Independent Body.
- The independent Body may uphold or overturn decision.

7. Reintegration after Fixed-Term Exclusion

- A Reintegration Meeting will be held with the student, parent/carers, and staff.
- Targets will be set through an updated Behaviour Plan.
- A restorative conversation will address the harm caused and how to repair relationships.
- Ongoing support (mentoring, therapy, family workshops) will be offered.

8. Permanent Exclusion

Permanent exclusion will only be considered when:

- A serious breach of behaviour expectations occurs, AND
- Remaining in provision would seriously harm others' safety, learning, or wellbeing.

The Head of Provision will:

- Provide written reasons to parents/carers.
- Notify the commissioning school and local authority immediately.
- Ensure safeguarding arrangements remain in place until transition.

Parents/carers will be given clear information about appeal rights.

9. Monitoring and Evaluation

- All exclusions will be recorded and reviewed termly.
- Data will be analysed for patterns (e.g., SEND, gender, ethnicity).
- Findings will be reported to the Board of Trustees.
- This policy will be reviewed annually.

10. Related Policies

- Behaviour Policy
- Child Protection and Safeguarding Policy
- Anti-Bullying Policy
- Attendance and Absence Management Policy
- Code of Conduct needs of the pupil cohort.