



EXCLUSION POLICY

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Brighton Forward is committed to reviewing its policies and good practice annually.

This policy was revised on 6th April 2025
Laura Vallone
Managing Director

1. Principles

This policy deals with the policy and practice, which informs the use of exclusion. It is underpinned by the shared commitment of all members of the College community to achieve two important aims:

1. The first is to ensure the safety and wellbeing of all members of the College community, and to maintain an appropriate educational environment in which all can learn and succeed.
2. The second is to realise the aim of reducing the need to use exclusion as a sanction.

Brighton Forward is a values led community and our vision is summed up the College Rules of **Respect yourself, Respect others** and **Respect your environment**. Thus, a decision to exclude a student either for a fixed period or permanently is a last resort.

The college is responsible for communicating to students, parents and staff its expectations of standards of conduct. A range of policies and procedures are in place to promote good behaviour, positive relationships, and appropriate conduct.

The college will take account any special educational needs when considering whether or not to exclude a student.

The Managing Director will ensure that reasonable steps have been taken by the college to respond to a student's disability, so the student is not treated less favourably for reasons related to the disability.

2. Aims

Our college aims to ensure that:

- Students in college are safe and happy
- The exclusions process is applied fairly and consistently
- The exclusions process is understood by staff, parents and students
- Students do not become NEET (not in education, employment or training)

3. The decision to exclude

Only the Managing Director or acting head can exclude a student from college. A permanent exclusion will be taken as a last resort.

We are committed to following all statutory exclusions procedures to ensure that every young person receives an education in a safe and caring environment.

A decision to exclude a student will be taken only:

- In response to serious or persistent breaches of the college's positive relationships policy, and
- If allowing the student to remain in college would seriously harm the education or welfare of others.

Before deciding whether to exclude a student, either permanently or for a fixed period, the Managing Director will:

- Consider all the relevant facts and evidence, including whether the incidents leading to the exclusion were provoked.
- Allow the student to give their version of events if they are able to do so or allow someone to advocate for them if they are not able to do so.

- Consider the student's special educational needs (SEN).

The Managing Director will ensure that reasonable steps have been taken by the college to respond to a student's special educational needs and disability, so the student is not treated less favourably for reasons related to these.

Reasonable steps will include:

- Differentiation in the college's Behaviour Policy (Positive Relationships Policy)
- Developing strategies to support, improve or prevent the student's behaviour
- Requesting external help with the student
- Personalised behaviour management plans (Including Positive Handling Plans)
- Staff training

Where reasonable adjustments to policies and practices have been made to accommodate a student's needs and to avoid the necessity for exclusion as far as possible, exclusion may be justified if there is a material and substantial reason for it.

A specific incident affecting order and discipline in the college may be such a reason.

No exclusion will be initiated without having first exhausted other strategies or, in the case of a serious single incident, a thorough investigation.

4. Definition

For the purposes of exclusions, college day is defined as any day on which there is a college session. Therefore, INSET or staff training days do not count as a college day.

5. Roles and responsibilities

5.1 Informing parents

The Managing Director will immediately provide the following information, in writing, to the parents of an excluded student:

- The reason(s) for the exclusion
- The length of a fixed-term exclusion or, for a permanent exclusion, the fact that it is permanent
- Information about parents' right to make representations about the exclusion to the local authority and how the student may be involved in this
- How any representations should be made
- Where there is a legal requirement for the local authority to meet to consider the reinstatement of a student, and that parents have a right to attend a meeting, be represented at a meeting (at their own expense) and to bring a friend

The Managing Director will also notify parents by the end of the afternoon session on the day their child is excluded that for the first 5 school days of an exclusion, or until the start date of any alternative provision where this is earlier, parents are legally required to ensure that their child is not present in a public place during college hours without a good reason. Parents may be given a fixed penalty notice or prosecuted if they fail to do this.

If alternative provision is being arranged, the following information will be included when notifying parents of an exclusion:

- The start date for any provision of full-time education that has been arranged

- 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
- Any information required by the student to identify the person they should report to on the first day

Where this information on alternative provision is not reasonably ascertainable by the end of the afternoon session, it may be provided in a subsequent notice, but it will be provided no later than 48 hours before the provision is due to start. The only exception to this is where alternative provision is to be provided before the sixth day of an exclusion, in which case the information can be provided with less than 48 hours' notice with parents' consent.

5.2 Exercise of discretion

In reaching a decision, the Managing Director will always look at each case on its own merits. Therefore, a tariff system, fixing a standard penalty for a particular action, is both unfair and inappropriate.

In considering whether permanent exclusion is the most appropriate sanction, the Managing Director will consider:

1. the gravity of the incident, or series of incidents, and whether it constitutes a serious breach of college discipline and
2. the effect that the student remaining in the college would have on the education and welfare of other students and staff.

In line with its statutory duty, these same two tests of appropriateness will form the basis of the deliberations of the local authority when it meets to consider the Managing Director's decision to exclude. The local authority will require the Managing Director to explain the reasons for the decision and will look at appropriate evidence, such as the student's college record, witness statements and the strategies used by the college to support the student prior to exclusion. In addition, the local authority must ensure that the decision was fair, reasonable and procedurally correct.

5.3 Informing the local authority

The Director will immediately notify the local authority (LA) of:

- A permanent exclusion, including when a fixed-period exclusion is followed by a decision to permanently exclude a student
- Exclusions which would result in the student being excluded for more than 5 college days in a term

For a permanent exclusion, if the student lives outside the local authority in which the college is located, the Managing Director will also immediately inform the student's 'home authority' of the exclusion and the reason(s) for it without delay.

For all other exclusions, the Managing Director will notify the local authority once a term.

6. The Local Authority

For permanent exclusions, the local authority is responsible for arranging suitable full-time education to begin no later than the sixth day of the exclusion.

7. Considering the reinstatement of a student

7.1 An independent review

If parents, at their own cost, apply for an independent review, the local authority will arrange for an independent panel to review the decision of the Managing Director not to reinstate a permanently excluded student.

Applications for an independent review must be made within 15 college days of notice being given to the parents by the Director of their decision to not reinstate a student.

8. College registers

A student's name will be removed from the college admissions register if

- 15 school days have passed since the parents were notified of the exclusion panel's decision to not reinstate the student and no application has been made for an independent review panel, or
- The parents have stated in writing that they will not be applying for an independent review panel

Where an application for an independent review has been made, the Managing Director will wait until that review has concluded before removing a student's name from the register.

Where alternative provision has been made for an excluded student and they attend it, the relevant code (education off-site or dual registration) will be used on the attendance register.

Where excluded students are not attending alternative provision, the absence code will be used.

9. Returning from a fixed-term exclusion

Following a fixed-term exclusion, a re-integration meeting will be held involving the student, parents, a member of senior staff and other staff, where appropriate.

The following measures may be implemented, for example, when a student returns from a fixed-term exclusion:

- Amending behaviour management/support plan
- Reasonable adjustments to the timings of their college day /specific activities within

10. Monitoring arrangements

The Managing Director is responsible for behaviour and reports back to the local authority to ensure suitable provision is provided for excluded students.

Appendix 1

Reintegration Meeting	
Student:	Date:
Attendees:	
What I can change – How will I be kind, be safe and be respectful?	
What can Brighton Forward do to prevent any further exclusions?	
What home can change – to support at home and college	
How will we know that this is working?	
Review Date:	
Signed:	