



Beacon Academy Trust

A COMPELLING VISION FOR SUCCESS

INTERNAL EXCLUSION POLICY AND PROCEDURE

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| Approving Body | Trust |
| Date of First Approval | 3 March 2017 |
| Date of Last Amendment | n/a |
| To be Reviewed | Every three years. |
| Responsible Officer | Chair of Trust |
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I. OVERVIEW OF INTERNAL EXCLUSION

1. Internal exclusions are at the discretion of the school and do not qualify as legal or formal exclusions: the Department for Education's statutory guidance on exclusions legislation does not apply to internal exclusions, because they do not impact on a student's education by removing them from school premises.
2. Internal Exclusion serves as a serious sanction directly below a Fixed Term External Exclusion but above minor sanctions such as detention. Internal Exclusion is used to prevent students from engaging with the school community but without this impacting on their academic learning.
3. Internal exclusions are imposed for serious and/or persistent breaches of the student code of conduct. Patterns of behaviour will also be taken into account. Although decisions to internally exclude a student will depend on the individual circumstances, examples of breaches of conduct that may result in internal exclusion are:
 - a. Physical violence/inciting physical violence;
 - b. Bullying;
 - c. Verbal abuse that is prejudiced (e.g. racist, homophobic or sexist) and/or foul mouthed in nature;
 - d. Verbal and/or physical abuse of staff;
 - e. Truancy.
4. There is no statutory maximum period for internal exclusion.
 - a. Internal exclusion is a less serious sanction than external exclusion. In most cases a period of internal exclusion will not last more than five school days, and will often be imposed for one or two days.
 - b. However, there is no maximum period as, in some cases, parents/carers would be unable to provide proper supervision if their child was externally excluded.
 - c. When a period of internal exclusion exceeding five days is required, the excluded student may be moved to another school within BMAT or a local school with appropriate provision.
5. BMAT never puts internally excluded students into isolation; internally excluded students are supervised at all times. The purpose is to continue learning, prevent a reoccurrence of the offending behaviour and to ensure reintegration when the period of internal exclusion is over.

6. Parents/carers will be informed of the duration of and reasons for an internal exclusion. They will be contacted by the relevant Head of Year on the day that a decision to internally exclude is made; and will receive a letter or email along with a copy of this policy. Parents/carers may be invited into school for a meeting to discuss the internal exclusion.

II. ROUTINE FOR STUDENTS ON INTERNAL EXCLUSION

7. Students on internal exclusion should report to reception at the start of the school day. A designated member of staff will collect them and explain the protocol.
8. Students on internal exclusion will be asked to hand over their mobile phone, which will be securely stored until the end of the day.
9. Students on internal exclusion will not be entitled to go to the canteen at morning break and will need to bring food in if they wish to eat during break.
10. Students on internal exclusion will be taken to the canteen to collect their lunch and returned to their internal exclusion venue to eat it.
11. Students on internal exclusion will be provided with work for each timetabled lesson on that day. This will be returned to their teachers and marked; or marked by their internal exclusion supervisor.
12. Students on internal exclusion will normally be dismissed at the end of the school day but may be kept behind for up to one hour after the end of the school day. This is because many BMAT students socialise on or around BMAT premises for up to 30 minutes after the end of the school day. As a result, it may be in the interests of discipline to require internally excluded students to finish school up to one hour later than their peers. If this decision is taken, it will be communicated to the students' parents or carers.

III. COMPLAINTS/CONCERNS REGARDING INTERNAL EXCLUSION

13. In accordance with DfE guidance, there is no right of formal appeal for internal exclusions. This is because they do not result in missed education or the removal of a student from school premises.
14. If you have a complaint or concern regarding a decision to internally exclude your son/daughter, please follow the procedure detailed in the BMAT Complaints Policy (available on the school website).