



THAMES LEARNING TRUST

Name of Policy	Exclusions Panel Terms of Reference
Scope of Policy	Suspensions and Permanent Exclusions from all schools within The Thames Learning Trust
Approved by	Board of Trustees
Date of Approval	February 2023
Review period	Annually
Review Date	February 2024

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THAMES LEARNING TRUST

Purpose: to review the Principal's exclusion decision.

The exclusions panel will consider:

- Parents' representations about a suspension or permanent exclusion
- Reinstatement of a suspended or permanently excluded pupil

The purpose of the exclusion panel will depend on a number of factors. See page 38 of the [guidance on school suspensions and permanent exclusions](#), Appendix 1 below.

Membership: Three Trustees will sit on the panel. A chair will be appointed for a panel and a clerk will be appointed.

Quorum: Trustees.

The quorum is usually 3 Trustees.

Meetings: the panel will meet within the statutory timeframe(s):

- Within 15 school days of receiving notice of the suspension or permanent exclusion
 - This is in the case of:
 - A permanent exclusion
 - A suspension that alone, or in conjunction with previous suspensions, will take the pupil's total number of days out of school to above 15 for a term
 - A suspension/permanent exclusion that will result in the pupil missing a public examination or national curriculum test. The boards of trustees must take reasonable steps to meet before the date of the examination
- Within 50 school days of receiving notice of the suspension or permanent exclusion
 - This is where the suspension(s) will take the pupil's total number of days out of school to above 5 but less than 16 for the term, and the pupils' parents have requested a board of trustees meeting

Minutes of the panel's meetings will be made available to all parties on request, and the record of discussion will state clearly how the decisions have been reached.

Monitoring: The panel will be responsible for:

- Considering the interests and circumstances of the suspended or permanently excluded pupil, and other pupils, staff, and school community
- Making sure the following are invited to a meeting of the board of trustees and allowed to make representations or share information:
 - Parents (and, where requested, a representative or friend)
 - The pupil (if they're over 18 years old)
 - The Principal
 - The pupil's social worker, if they have one
 - The virtual school head (VSH) if the pupil is looked after
- Making sure the pupil or their parents are aware of their right to attend and participate in the board of Trustees meeting, enabling the pupil to make a representation on their own behalf if they wish to do so
- Applying the civil standard of proof (i.e. 'on the balance of probabilities') rather than the criminal standard ('beyond reasonable doubt') when establishing the facts of the suspension or permanent exclusion
- Deciding whether to:
 - Decline to reinstate the pupil, or
 - Direct reinstatement of the pupil immediately or on a particular date
- Ensuring that the latest DfE guidance on school suspensions and permanent exclusions is followed.

Appendix 1:

A summary of the Trust board's duties to review the Principal's exclusion decision

