



Exclusion Policy

This policy was reviewed by: Vicky Brown

This policy was adopted by the Governing Body in Autumn 2025

It will be reviewed Autumn 2027

"For learning, smiling and remembering"

Exclusion policy

Aims

This policy deals with the practice which informs the school's use of exclusion. It is underpinned by the shared commitment of all members of the school community to achieve the following important aims:

Our school aims to ensure that:

- The exclusions process is applied fairly and consistently
- The exclusions process is understood by governors, staff, parents and pupils
- Pupils in school are safe and happy and an educational environment is maintained in which all can learn and succeed.

Rationale

A decision to suspend a pupil, for a fixed period, or permanently exclude is seen as a last resort by the school.

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

No suspension/exclusion will be initiated without first exhausting other strategies or, in the case of a serious single incident, a thorough investigation. The investigation may be carried out by the Head Teacher or by a person delegated by the Head Teacher.

Legislation and statutory guidance

This policy is based on the guidance from the Department for Education: Suspension and permanent exclusion from maintained schools, academies and pupil; referral units in England, including pupil movement It is based on the following legislation, which outline schools' powers to exclude pupils:

- Section 52 of the Education Act 2002, as amended by the Education Act 2011
- The School Discipline (Pupil Exclusions and Reviews) (England) Regulations 2012
- Sections 64-68 of the School Standards and Framework Act 1998

In addition, the policy is based on:

- Part 7, chapter 2 of the Education and Inspections Act 2006, which looks at parental responsibility for excluded pupils
- Section 579 of the Education Act 1996, which defines 'school day'
- DFE guidance on suspensions and exclusion 2024
- The Education (Provision of Full-Time Education for Excluded Pupils) (England) Regulations 2007, as amended by The Education (Provision of Full-Time Education for Excluded Pupils) (England) (Amendment) Regulations 2014

Reasons for suspension/exclusion

- Serious breach of the school's rules or policies.
- Risk of harm to the education or welfare of the pupil or others in the school.
- Breakdown of the relationship between the school and parents.

Any suspension/exclusion will be at the recommendation of the Head Teacher.

Fixed term Suspension

A fixed term Suspension should be for the shortest time necessary; Ofsted evidence suggests that one to three days is usually enough to secure benefits without adverse educational consequences.

Persistent or cumulative problems

Exclusion for a period of time from half a day to five days for persistent or cumulative problems would be imposed only when the school had already offered and implemented a range of support and management strategies. These could include

- discussion with the pupil;
- mentoring;
- report card;
- discussions with parents;
- target setting;
- checking on any possible provocation;
- detention;
- mediation;
- counselling;
- internal exclusion;
- involvement of external agencies;

Suspension will not be used for minor incidents (e.g. failure to do homework, lateness, poor academic performance or breaches of uniform rules), except where these are persistent and defiant.

Exclusion, whether fixed term or permanent may be used for any of the following, all of which constitute examples of unacceptable conduct, and are infringements of the school's Behaviour Policy:

The Department of Education (DfE) list provides descriptors of reasons for suspension and permanent exclusions. This should be used as a guide when completing exclusion paperwork.

PP- Physical assault against a pupil Includes: Fighting Violent behaviour Wounding Obstruction and jostling	PA- Physical assault against an adult Includes: Violent behaviour Wounding Obstruction and jostling
VP- Verbal abuse/Threatening behaviour Includes: Threatened violence Aggressive behaviour Swearing Homophobic abuse and harassment Verbal intimidation Carrying an offensive weapon	BU- Bullying Includes Verbal bullying Physical bullying Homophobic bullying Racist bullying Gender based bullying

RA- Racist abuse Includes: Racist taunting and harassment Derogatory racist statements Swearing that can be attributed to racist characteristics Racist bullying Racist graffiti	SM- Sexual misconduct Includes: Sexual abuse Sexual assault Sexual harassment Lewd behaviour Sexual bullying Sexual graffiti
DA- Drug and alcohol related Includes: Possession of illegal drugs Inappropriate use of prescribed drugs Drug dealing Smoking Alcohol abuse Substance abuse	DM- Damage Includes: Vandalism Arson Graffiti
TH- Theft Includes: Stealing school property Stealing personal property (pupil or adult) Stealing from local shops on school outing Selling and dealing in stolen property	DB- Persistent disruptive behaviour Includes: Challenging behaviour Disobedience Persistent violation of school rules
OT- Other Including incidents which are not covered by the categories above, this category should be used sparingly.	

Single incident

A fixed term suspension may be used in response to a serious breach of school rules and policies or a disciplinary offence. In such cases the Head Teacher will initiate the investigation of the incident thoroughly and consider all evidence to support the allegation, taking account of the school's policies. The pupil will be encouraged to give their version of events and a check will be made as to whether the incident may have been provoked, for example by bullying or racial harassment.

The Head Teacher will inform the Chair of Governors. In certain circumstances, a fixed term suspension may become permanent after full investigation. The local authority will also be notified.

Permanent exclusion

A permanent exclusion is a very serious decision and the Head Teacher will consult the Chair of Governors as soon as possible. As with a fixed term exclusion, it will follow a range of behaviour management strategies and be seen

as a last resort, or it will be in response to a very serious breach of school rules and policies or a disciplinary offence such as

- a final, formal step in a concerted process for dealing with disciplinary offences following the use of a wide range of other strategies, which have been used without success. It is an acknowledgement that all available strategies have been exhausted and is used as a last resort. This would include persistent and defiant misbehaviour including bullying (which would include racist or homophobic bullying)
- serious actual or threatened violence against another pupil or a member of staff;
- possession or use of an illegal drug on school premises;
- carrying or use of an offensive weapon;
- persistent bullying;
- persistent racial harassment.
- Serious actual or threatened violence against another pupil or a member of staff
- Sexual abuse or assault
- Arson

The School will consider police involvement, as necessary, for any of the above offences. These instances are not exhaustive but indicate the severity of such offences and the fact that such behaviour seriously affects the discipline and well-being of the School.

General factors the School considers before making a decision to suspend/ exclude

Exclusion will not be imposed instantly unless there is an immediate threat to the safety of others in the school or the pupil concerned. Before deciding whether to exclude a pupil, either permanently or for a fixed period, the Headteacher will:

- Ensure appropriate investigations have been carried out.
- Consider all the evidence available to support the allegations taking into account the behaviour
- Equal Opportunity and Race Equality Policies
- Allow the pupil to give her/his version of events
- Check whether the incident may have been provoked for example by bullying or by racial or sexual harassment.

If the Headteacher is satisfied that on the balance of probabilities the pupil did what he or she is alleged to have done, exclusion will be the outcome.

If the Head decides to suspend/exclude a pupil (suspended or permanent exclusion) they will

- communicate with the Chair of Governors;
- ensure that there is sufficient recorded evidence to support the decision;
- explain the decision to the pupil;
- contact the parents, explain the decision and ask that the child be collected;
- send a letter to the parents confirming the reasons for the exclusion, whether it is a permanent or fixed term exclusion, the length of the exclusion and any terms or conditions agreed for the pupil's return;
- in cases of more than a day's exclusion, ensure that appropriate work is set and that arrangements are in place for it to be marked;
- plan how to address the pupil's needs on their return;
- plan a meeting with parents and pupil on their return.

An exclusion should not be enforced if doing so may put the safety of the pupil at risk, the child's welfare is the priority.

Behaviour outside school

Pupils' behaviour outside school on school business e.g. on school visits or at sports fixture is subject to the school's Behaviour Policy. Poor behaviour in such circumstances will be dealt with as if it had taken place in school.

For behaviour outside the school, not on school business, the Head Teacher may exclude a pupil if there is a clear link between that behaviour and maintaining good behaviour and discipline among the pupil body as a whole, or if it is deemed to be damaging to the reputation of the school.

Pupils with Special Educational Needs and Disability (SEND)

The school must take account of any special educational needs when considering whether or not to suspend /exclude a pupil. We have a legal duty not to discriminate against SEND pupils by excluding them from school for behaviour related to their needs. The Head Teacher should ensure that reasonable steps have been taken by the school to respond to a pupil's needs so the pupil is not treated less favourably for reasons related to the needs. 'Reasonable steps' could include

- differentiation in the school's behaviour policy;
- developing strategies to modify the pupil's behaviour;
- requesting external help with the pupil;
- staff training.

Where reasonable adjustments to policies and practices have been made to accommodate a pupil'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 school may be such a reason or if there are serious health and safety issues that put the school community at risk.

Exercise of discretion

In reaching a decision to permanently exclude, the Headteacher 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 Headteacher will consider:

1. The gravity of the incident, or series of incidents, and whether it constitutes a serious breach of the school's Behaviour Policy and;
2. The effect that the pupil remaining in the School would have on the education and welfare of other pupils and staff. Nonetheless, in the case of a pupil found in possession of an offensive weapon, whether there is an intention to use it or not, it is the school's usual policy in this particularly serious matter to issue a permanent exclusion.

In line with its statutory duty, these same two tests of appropriateness will form the basis of the deliberations of the Governors' Exclusion Panel, when it meets to consider the Headteacher's decision to exclude. This Panel will require the Headteacher to: explain the reasons for the decision and will look at appropriate evidence, such as the pupil's school record, witness statements and the strategies used by the school to support the pupil prior to exclusion.

Marking attendance registers following suspension

When a pupil is excluded for a fixed term, they should be marked as absent using Code E.

Alternatives to Exclusion

All other avenues will be explored before exclusion is considered. This will include the advice of outside agencies. The threat of a permanent exclusion will never be used as the means to coerce parents to move their child to another school. The school will work with the LA and other outside agencies including organisations that offer alternative provision to prevent exclusion including positive referrals and managed moves.

In cases where the Head Teacher and parents agree that the behaviour of the pupil has been unsatisfactory and the pupil is unwilling or unable to profit from the educational opportunities offered, or if a parent has treated the school or members of its staff unreasonably the Head Teacher may require the parents to remove the pupil. This is not exclusion and in such cases the Head Teacher will assist the parents in placing the pupil in another school.

Lunchtime Exclusion

Pupils whose behaviour at lunchtime is disruptive may be excluded from the School premises for the duration of the lunchtime period. This will be treated as ½ day fixed term exclusion and parents will have the same right to gain information and to appeal.

Removal from the school for other reasons

The Head Teacher may send a pupil home, after consultation with that pupil's parents and a health professional, as appropriate, if the pupil poses an immediate and serious risk to the health and safety of other pupils and staff, for example because of a diagnosed illness such as a notifiable disease. This is not an exclusion and should be for the shortest possible time.

Procedure for an appeal

If parents wish to appeal against the decision to suspend/exclude, the matter will be referred to the Governing Body. The Head Teacher will offer to refer the matter to the Chair of Governors. Alternatively, parents may wish to write directly to the Chair. The matter will then be referred to the Pupil Discipline Committee for consideration. The Committee will consist of at least three people who were not directly involved in the matters detailed in the complaint. Where there is a hearing of an appeal, this will include two people who will be independent of the management and the running of the school. Each of the Committee members shall be appointed by the Chair of Governors, who on behalf of the Committee, will then acknowledge the appeal and schedule a hearing to take place as soon as practicable and normally within 14 working days. If the Committee deems it necessary, it may require that further particulars of the incident or any related matter be supplied in advance of the hearing. Copies of such particulars shall be supplied to all parties not later than 7 working days prior to the hearing.

The parents may be accompanied to the hearing by one other person. This may be a relative, teacher or friend. Legal representation will not normally be appropriate. If possible, the Committee will resolve the parents' appeal immediately without the need for further investigation.

Where further investigation is required, the Committee will decide how it should be carried out.

After due consideration of all facts they consider relevant, the Committee will reach a decision and may make recommendations, which it shall complete within 14 working days of the Hearing. The Committee will write to the parents (where possible, a copy will also be sent by e-mail) informing them of its decision and the reasons for it. The decision of the Committee will be final. The Committee's findings and any recommendations will be sent in writing to the parents, the Head and the Governors.

Those findings are available for inspection on the school premises by the Chair of Governors and the Head Teacher.

Parents can be assured that all concerns will be treated seriously and confidentially. The School keeps a written record of all appeals and of whether they are resolved. A record is kept for at least 3 years.

All correspondence, statements and records will be kept confidential except where the Secretary of State or a body conducting an inspection under Section 162A of the 2002 Act, as amended, requests access to them, or where any other legal obligation prevails.

Should any aspect of the appeals procedure remain unresolved, it is possible for parents to bring such matters to the attention of Ofsted or the Independent Schools' Inspectorate. These organisations may be contacted at:

www.ofsted.gov.uk

www.isi.net

All exclusions will be reported to the Governors and details will be recorded.

Note: If the Chair of Governors is not available the Vice Chair or a Committee Chair will deputise.

The Local Authority

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

Considering the reinstatement of a pupil

The Governing Board's Exclusion Panel will consider the reinstatement of an excluded pupil within 15 school days of receiving the notice of the exclusion if:

- The exclusion is permanent
- It is a suspension which would bring the pupil's total number of school days of suspension to more than 15 in a term
- It would result in a pupil missing a public examination If requested to do so by parents, the Exclusion Panel will consider the reinstatement of an excluded pupil within 50 school days of receiving notice of the exclusion if the pupil would be excluded from school for more than 5 school days, but less than 15, in a single term. Where a suspension would result in a pupil missing a public examination, the Exclusion Panel will consider the reinstatement of the pupil before the date of the examination. If this is not practicable, the chair of the Governing Board (or the vice-chair where the chair is unable to make this consideration) will consider the exclusion independently and decide whether or not to reinstate the pupil.

The Exclusion Panel can either:

- Decline to reinstate the pupil, or
- Direct the reinstatement of the pupil immediately, or on a particular date

In reaching a decision, the Exclusion Panel will consider whether the exclusion was lawful, reasonable and procedurally fair and whether the Headteacher followed their legal duties. They will decide whether or not a fact is true 'on the balance of probabilities', which differs from the criminal standard of 'beyond reasonable doubt', as well as any evidence that was presented in relation to the decision to exclude.

Minutes will be taken of the meeting by an impartial clerk, and a record of evidence considered kept. The outcome will also be recorded on the pupil's educational record.

Returning from a Suspension

Following a suspension, a reintegration meeting will be held involving the pupil, parents, a member of senior staff and other staff, where appropriate. The following measures may be implemented when a pupil returns from a fixed-term exclusion:

- Agreeing a behaviour contract
- Putting a pupil 'on report'

Monitoring arrangements

The Headteacher monitors the number of exclusions every term and reports back to the governors. They also liaise with the local authority to ensure suitable full-time education for excluded pupils. This policy will be reviewed by the Governing Board on a two year cycle.

Policy Review

Date reviewed	Next review
Autumn 2025	Autumn 2027