



Headlands Primary School Exclusion

Headlands Primary School follows the Department for Education (DFE) and Local Authority (LA) guidance on exclusion.

DFE guidance for schools:

https://assets.publishing.service.gov.uk/media/66be0d92c32366481ca4918a/Suspensions_and_permanent_exclusions_guidance.pdf

DFE guide for parents:

<https://www.gov.uk/government/publications/school-exclusions-guide-for-parents/a-guide-for-parents-on-school-behaviour-and-exclusion>

This policy should be read in conjunction with the school's behaviour and anti-bullying policy.

Introduction

Good behaviour in schools is essential to ensure that all pupils benefit from the opportunities provided by education. School exclusions, managed moves and off-site direction are essential behaviour management tools which can be used to establish high standards of behaviour and maintain the safety of school communities.

For the vast majority of pupils exclusions may not be necessary as other behaviour management strategies may manage their behaviour. However, if these approaches have been exhausted, then suspensions and permanent exclusions will sometimes be necessary as a last resort. These sanctions are warranted as part of creating a calm, safe and supportive environment where both pupils and staff can work safely and are respected.

Definitions

The term 'exclusion' incorporates both exclusion from school for a fixed period of time (suspension) or permanent (exclusion).

Exclusion

Only the Headteacher or acting Headteacher can suspend or permanently exclude a pupil on disciplinary grounds. A pupil may be suspended for one or more fixed periods (up to a maximum of 45 school days in a single academic year), or permanently excluded.

A pupil's behaviour in or outside school can be considered grounds for suspension or permanent exclusion.

Suspension (Fixed term exclusion)

A suspension is where the pupil is temporarily removed from the school. This may be one or more fixed periods (up to a maximum of 45 school days in a single academic year). A suspension does not have to be for a continuous period.

A suspension may be used to provide a clear signal of what is unacceptable behaviour as part of the schools behaviour policy and show a pupil that their current behaviour is putting them at risk of permanent exclusion.

A suspension can also be for parts of the school day. For example, if a pupil's behaviour at lunchtime is disruptive, they may be suspended from the school premises for the duration of the lunchtime period.

Permanent exclusion

A permanent exclusion is when a pupil is no longer allowed to attend a school (unless the pupil is reinstated). The decision to exclude a pupil permanently should only be taken:

- in response to a serious breach or persistent breaches of the school's behaviour policy; and
- where allowing the pupil to remain in school would seriously harm the education or welfare of the pupils or others such as staff or pupils in the school.

Reasons for exclusions

Headteachers will use their professional judgement based on the individual circumstances of the case when considering whether to exclude a pupil.

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:

- Physical assault against a pupil
- Physical assault against an adult
- Verbal abuse or threatening behaviour against a pupil
- Verbal abuse or threatening behaviour against an adult
- Use or threat of use, of an offensive weapon or prohibited item
- Bullying
- Racist abuse
- Abuse against sexual orientation or gender reassignment
- Abuse relating to disability
- Indecent behaviour
- Damage to property
- Theft
- Arson
- Unacceptable behaviour which has previously been reported and for which School sanctions and other interventions have not been successful in modifying the pupil's behaviour.

This is not an exhaustive list and there may be other situations where the Headteacher makes the judgment that an exclusion is an appropriate sanction.

What happens when a pupil is suspended or permanently excluded?

1. School will notify the parents of the period of suspension or permanent exclusion and the reason(s) for it either in person or by telephone.
2. School will write to the parents providing the following information:
 - the reason (s) for the suspension or permanent exclusion;
 - the period of a suspension or, for the permanent exclusion, the fact that it is permanent;
 - parents' rights to make representation about the suspension or permanent exclusion to the governing body and how the pupil may be involved in this;
 - parents' right to make a request to hold the meeting via the use of remote access and how and to whom to make this request;
 - how any representatives should be made; and
 - where there is a legal requirement for the governing body to consider the suspension or permanent exclusion, that parents have a right to attend a meeting, to be represented at the meeting (at their own expense) and to bring a friend.
3. School will notify parents the days on which the pupil must not be present in a public place at any time during school hours to avoid prosecution.

4. If alternative provision is being arranged, parents will be informed of the start date, timings, address and any other relevant information in a subsequent notice. This may be provided no later than 48 hours before the provision is due to start.
5. School will notify the LA of all exclusions.
6. The Headteacher will notify the Governing Body of any permanent exclusion, any suspension or permanent exclusion which would result in the pupil being suspended or permanently excluded for a total or more than five school days (or more than ten lunchtimes) in a term, and a suspension or permanent exclusion which would result in the pupil missing a national curriculum test.
7. If the pupil is allowed to return to school following a suspension, a meeting in school will be held following the expiry of the fixed term exclusion. This will involve a member of the Senior Leadership Team and other staff where appropriate.

Parental representations

For suspensions of 5 days and fewer, parents however have the right to make a written statement to the governing body. Whilst the governing body committee has no power to direct reinstatement, they must consider any representations you make and will place a copy of their findings on your child's school record.

Where the suspension is more than 5 days and up to including 15 school days in total in one term, parents have the right to request a meeting of the school's discipline committee to whom representations in writing may be made, and the decision to suspend can be reviewed.

For a single suspension of more than 15 days in one term, or a suspension that takes the total of suspended days to over 15 days for one term, the discipline committee must meet to consider the suspension. At the review meeting parents may make representations to the committee if they wish.

For a permanent exclusion, the discipline committee must meet to consider it. At the review meeting you may make representations to the discipline committee if you wish and ask that your child is reinstated. The discipline committee has the power to reinstate your child immediately or from a specified date, or, alternatively, it has the power to decline to reinstate your child in which case you may appeal against its decision to an independent review panel.

The role of the Local Authority

School will inform and liaise with the LA on procedures and their duties for an exclusion. All documents will be placed in the pupil's educational file.

Policy review

This policy will be kept under review and updated as necessary.

Headteacher: Mrs Ruth Ellis

Chair of Governors: Rev Ron Smith

Date: 29.09.2025