Exclusions Policy
Harvington C of E First and Nursery School

Written by R.Enstone
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Governors Responsibility: Safeguarding

At Harvington C of E First and Nursery school we believe staff and children are entitled to a safe and secure environment in which to learn and succeed; the safety and well-being of all the members of the school community is paramount. For the vast majority of pupils, exclusions may not be necessary, as other strategies can manage their behaviour. If these approaches towards behaviour management have been exhausted, then suspensions or permeant exclusion will sometimes be necessary as a last resort. This is to ensure that other pupils and teaching staff can work in safety and are respected.

The decision to exclude a pupil may be taken in the following circumstances:

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

Types of Exclusion

Internal Exclusion

Internal exclusion is when a pupil is excluded from the rest of the school and must work away from their class for a fixed amount of time. An internal exclusion is a discretionary measure where a pupil's behaviour is escalating and more serious measures need to be taken but there are not yet grounds for a suspension/ exclusion. During an internal exclusion, the pupil will work in a different room within school and will be provided with work from the class teacher to complete during the time. An allocated adult will supervise the child during the internal exclusion.

Suspension

A suspension is where a pupil is temporarily removed from school, for a specific period of time. The DFE regulations outline that this can be for up to 45 school days in one school year, even if a child has changed schools. In exceptional cases, usually where further evidence has come to light, a suspension may be extended or converted to a permanent exclusion. A suspension may be used to provide a clear signal of what is unacceptable behaviour and show a pupil that their current behaviour is putting them at risk of permanent exclusion. Where suspensions are becoming a regular occurrence for a pupil, the headteacher will consider whether this alone is an effective sanction for the pupil and whether additional strategies need to be put in place to address behaviour.

Permanent Exclusion

A permanent exclusion means that a pupil is being removed from the school roll. However, the head teacher must not remove a pupil's name from the school admissions register until the outcome of the Independent Review Panel (if this route is followed by parents).

Procedures for a Suspension

If a child is to be suspended, parents will be notified immediately by telephone and will be given a letter on collection of the pupil.

The parent/carer will be informed of the following:

- How long the exclusion is for
- The reason for the exclusion
- The parents' right to make representations about the exclusion to the governing body (in line with the requirements set out in Section 4.1 of the Exclusion Guidance and how the pupil may be involved in this)
- Where an excluded pupil is of compulsory school age the headteacher must also notify the pupil's parents of the days on which they must ensure that the pupil is not present in a public place at any time during school hours
- Work/resources provided to be completed during the time not in school
- When the reintegration meeting will be

Reintegration Meeting

After a suspension the pupil and parent/carer will be requested to attend a reintegration meeting with a senior leadership member of staff. At this meeting the behaviour leading to suspension will be discussed and targets will be set for improvement. Support around behaviour will also be discussed.

Support around Behaviour

The following strategies will be used to avoid permanent exclusion:

- Adapted Curriculum
- Behaviour Support Plan
- Pastoral Support Plan with targets reviewed every two weeks (see below)
- Reduced timetable as part of a Pastoral Support Plan
- External Agency involvement such as a pupil referral unit

A Pastoral Support Plan (PSP) is a 16 week structured method of monitoring behaviour and is separate from an Individual Education Plan which is used to monitor teaching strategies and progress of children who have been identified as having special educational needs. PSPs positively outline goals, strategies and targets to enable a child to improve their behaviour. They are reviewed regularly. Parents/carers should be invited to be involved with the PSP. All pupils on a part-time timetable should be on a PSP and any changes to that timetable should be included on the PSP.

Right to Appeal

For suspensions of five days or less, parents/carers can write to the school governors stating their case. Governors must consider your representations but they cannot overturn the decision.

For all other suspensions where a pupil would be suspended for more than five school days in the term but not over 15 days, parents/carers have the right to make representations, and the governing body must consider within 50 school days of receiving notice of the exclusion whether the excluded pupil should be reinstated. If a parent/carer does not make any representations, the governing body is not required to meet and cannot direct the reinstatement of the pupil.

Procedures for a Permanent Exclusion

If a child is to be permanently excluded, parents will be notified immediately by telephone and will be given a letter on collection of the pupil. Parents/carers will be given an information pack from the Exclusions team which outlines the options available to continue the pupil's education at this time.

Parents/carers will need to confirm with the Exclusions team which option they will be taking (Return to another mainstream school, Elective Home Education, Private Education or placement at the identified Pupil Referral Unit/Alternative Provider)

Within three school days parents/carers will be contacted by the placement offered as 6th day provision by the Local Authority, and an induction meeting will be arranged if the placement is accepted

Within six days of the exclusion the pupil will be able to start at the Pupil Referral Unit/Alternative Provider if agreed by the parent/carer

Right to Appeal

Parents/carers will be invited to attend a School Disciplinary Committee Meeting (SDC) which must be held within 15 school days of the permanent exclusion. Exclusion documents will be sent to the parent/carer from the school five days before the meeting. The meeting will be held and if the decision is to reinstate the pupil, they can return to school. If the decision is upheld the parent/carer disputes the governors' decision or the process followed an Independent Review may be requested by writing to the named person in the decision letter, giving clear reasons for the request for a review of the decision. This request must be made within the timescales set out within the letter from the Governors.

The Independent Review Panel (IRP)

The IRP may uphold the governors' decision, recommend that the Governors reconsider their decision, or they may quash the permanent exclusions and direct the governors to reconsider their decision