



## EXCLUSION POLICY

**SSPo27**  
v3

### PROCEDURE

### REFERENCE

### FORM

[SSR96 – Exclusion from maintained schools, Academies and pupil referral units](#)

[SSF36 - Fixed-Period Exclusion Letter EXAMPLE](#)

[SSR97 – Behaviour and discipline in schools](#)

[SSR98 – Schools’ use of exclusion](#)

[SSR99 – Fixed Period Exclusion \(Information for Parents\)](#)

[SSR100 – Permanent Exclusion \(Information for Parents\)](#)

[SSR101 – How to request a review of an Exclusion by a Buckinghamshire School or Academy](#)

[SSR102 - Exclusions - Bucks County Council Information and Contacts](#)

This policy should be read alongside the Whole School Policy for Positive Behaviour [SSPo14](#).

It is the policy of Langley Hall Primary Academy to try to deal with all behavioural issues in an active and positive way, employing a wide range of strategies including those specifically designed to avoid such issues reaching the point of exclusion as indicated in our Whole School Policy for Positive Behaviour [SSPo14](#). This Exclusion Policy is designed to briefly outline the school’s approach to exclusions within the statutory framework as defined by the Department for Education.

### Principles

- Exclusion is a sanction used by the school only in cases deemed to be serious breaches of the Whole School Policy for Positive Behaviour [SSPo14](#). A pupil may be at risk of exclusion from school for:
  - Verbal or physical assault of a pupil or adult;
  - Persistent and repetitive disruption of lessons and other pupils' learning;
  - Extreme misbehaviour which is deemed to be outside the remit of the normal range of sanctions;
  - Putting the education or welfare of themselves or others in the school at serious risk of harm.
  - Failing to obey a reasonable request from a teacher or other member of staff.
- A fixed-term exclusion from the school can only be authorised by the Executive Head, Heads of School, or the SENCO or Head of Children's Services acting on their behalf. If none are available to authorise the exclusion a decision should be deferred until the opportunity for authorisation is available.
- In the case of a permanent exclusion, this can only be authorised by the Executive Head and must only be done after consulting the Chair of Governors of the intention to impose this sanction, although the final decision rests with the Executive Head of the school.
- Langley Hall Primary Academy seeks to reduce the number of incidents leading to exclusions by promoting a positive atmosphere of mutual respect and discipline within the school.
- The decision to exclude a pupil must be lawful, reasonable and fair. Care is taken not to discriminate against pupils on the basis of protected characteristics, such as disability or race.
- Langley Hall Primary Academy will take into account our statutory duties in relation to special educational needs (SEN) when administering the exclusion process.
- Langley Hall Primary Academy regularly monitors the number of fixed term exclusions to ensure that no group of pupils is unfairly disadvantaged through their use, and that any underlying needs of individuals are being fully met.
- All exclusions will be recorded and these records will be available for the school Governing Body, Local Authority and Ofsted.

## Types of exclusions

There are three types of exclusions used at Langley Hall Primary Academy

### 1 - Internal Exclusion

Internal exclusion is an internal process within the school and is used when the objective is to remove the pupil from class, not from the school site, for disciplinary reasons. 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 an external / fixed-term exclusion. This can serve as a time for a pupil to de-escalate their behaviour and calm, before being reintegrated into class. Where a child has more than one internal exclusion in a short period of time, it may be deemed necessary to impose a fixed-term exclusion.

### 2 – Fixed-term Exclusion (may not be for more than 45 days in one year)

A temporary / fixed-term exclusion is when a child is excluded from school and must remain home for a fixed amount of time. This should be for the shortest time necessary to ensure minimal disruption to the child's education, while being mindful of the seriousness of the breach of policy.

### 3 – Permanent Exclusion

A permanent exclusion is when a child is permanently excluded from school and not allowed to return. This is a very serious decision and the Executive Head will consult with senior school leaders and the Chair of Governors as soon as possible in such a case.

## The decision to exclude

If the Executive Head or a Head of School (or the SENCO or Head of Children's Services acting on their behalf) decides to exclude a pupil he/she will:

- Ensure that there is sufficient recorded evidence to support the decision;
- Explain the decision to the pupil, if the pupil is in the state of mind to listen to the decision;
- Contact the parents to explain the decision and ask that the child be collected;
- Send a letter to the parents confirming the reasons for the exclusion and whether it is a temporary or permanent exclusion;
- Record 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 put in place for it to be marked;
- Plan how to address the pupil's needs and integration back into their class on his/her return;
- Plan a meeting with the parents and pupil on his/her return that will be conducted by a suitable senior member of staff.

## Notification to parents

Internal exclusion – A phone call will be made to the parents and a letter sent home with the child to inform the parents of the child's behaviours and consequences.

Fixed-term or permanent exclusion – when a pupil is excluded for a fixed-term or permanently, the Executive Head or Head of School (or the SENCO or Head of Children's Services acting on their behalf) will notify the parents of the period of the exclusion and the reason for it. The following information will be provided to the parents in writing:

- The reason for the exclusion;
- The period for the fixed-term exclusion or, for a permanent exclusion, that fact that it is permanent;
- The arrangements that have been made to enable their child to continue his/her education prior to the start of any alternative provision or the pupil's return to school;
- Information about where parents can get free and impartial information about exclusions including a link to the statutory guidance on exclusions (Exclusion from maintained schools, Academies and pupil referral units [SSR96](#)), and a link to the Coram Children's Legal Centre (<http://www.childrenslegalcentre.com/>). Other relevant sources of advice may also be included e.g. links to local services such as Traveller Education Services or the local parent partnership.
- A right to appeal the exclusion to the Governing Body and how parents can do this.

If the fixed-term exclusion is for more than 5 days, the Chair of Governors has to be informed before the exclusion commences.

Buckinghamshire County Council has produced information for parents about exclusions:

- Fixed Period Exclusion (Information for Parents) [SSR99](#)
- Permanent Exclusion (Information for Parents) [SSR100](#)
- How to request a review of an Exclusion by a Buckinghamshire School or Academy [SSR101](#)

These are helpful documents that can be used for reference.

If the notice of exclusion is sent home with the child, a duplicate copy of the notice will be sent to the parents via an alternative method, or contact will be made with the parents to check that the notice has been received by them.

Care will be taken to ensure that all information provided to parents is clear and steps taken to ensure that it is understood.

### **Procedure for appealing an exclusion**

If the parents wish to appeal the decision to exclude their child, the matter will be referred to the Governing Body and handled using the Local Authority appeal procedure. This is as follows:

- The parent must apply in writing to the Chair of Governors.
- The appeal panel will be convened which will consist of 3 independent Governors who have received appeal hearing training and have been in post for at least 1 year, with a clerk. N.B – an independent Governor excludes teacher or parent Governor.
- The appeal will be heard and a decision made.
- Parents will be informed of the decision in writing.

Guidance documents from the DfE and local authorities can be used for reference when dealing with exclusion. These documents are listed on page 1 of this policy.