



Exclusion Policy

Review date	By whom	Summary of changes made	Date ratified by governors/trustees	Date implemented
March 2026	LS	Updated in line with 2023 Statutory Guidance		

EXCLUSION POLICY

1. Introduction and Statutory Framework

This policy is based on the Department for Education statutory guidance (September 2023): *Suspension and Permanent Exclusion from maintained schools, academies and pupil referral units in England, including pupil movement*.

This policy should be read alongside the Federation's Behaviour Policy, SEND Policy, Safeguarding and Child Protection Policy, Equality Policy and Anti-Bullying Policy.

The Federation is committed to inclusion and to promoting a caring, supportive and secure environment in which all members of the school community feel respected and safe. Exclusion is used only as a last resort and in response to serious breaches of the Positive Behaviour and Relationships Policy.

2. Principles

The Federation will ensure that:

- Exclusion is lawful, reasonable and fair.
- Decisions are made in line with statutory guidance.
- The Headteacher considers all relevant evidence before making a decision.
- The school fulfils its duties under the Equality Act 2010.
- The needs of pupils with SEND or other vulnerabilities are carefully considered.
- Parents are informed promptly and clearly of decisions and their rights.

3. Types of Exclusion

There are two types of exclusion:

3.1 Suspension

A suspension (previously known as a fixed-term exclusion) is where a pupil is temporarily removed from school for a specified number of school days.

A pupil may not be suspended for more than 45 school days in a single academic year.

3.2 Permanent Exclusion

A permanent exclusion is where a pupil is removed from the school roll. This is used only:

- In response to a serious breach or persistent breaches of the Behaviour Policy; and
- Where allowing the pupil to remain in school would seriously harm the education or welfare of the pupil or others.

Only the Headteacher can permanently exclude a pupil.

4. Reasons for Exclusion

Exclusion may be considered for serious breaches of the Positive Behaviour and Relationships Policy, including but not limited to:

- Physical assault against a pupil or adult
- Verbal abuse or threatening behaviour
- Bullying (including racist, homophobic or discriminatory bullying)
- Racist abuse
- Sexual misconduct
- Drug and alcohol-related incidents
- Damage to property
- Theft
- Persistent disruptive behaviour

This list is not exhaustive.

5. Consideration Before Exclusion

Before deciding to exclude, the Headteacher will consider:

- The facts and evidence available
- The pupil's age and understanding
- The pupil's previous behaviour record
- Whether the incident was provoked
- Any contributing factors (e.g. bereavement, mental health needs)
- Whether the behaviour may be linked to SEND or disability
- The school's duties under the Equality Act 2010
- Whether reasonable adjustments have been made
- Whether alternative strategies or interventions have been attempted

In most cases, other sanctions and support strategies will have been considered before exclusion, except in cases of serious one-off incidents.

6. Pupils with SEND or Disabilities

The Federation recognises its duties under the Equality Act 2010 and will not discriminate against pupils on the basis of protected characteristics.

Where a pupil has SEND or a disability, the Headteacher will consider whether:

- The behaviour was a manifestation of unmet needs
- Appropriate provision and support have been implemented
- Reasonable adjustments have been made

Where a pupil has an Education, Health and Care Plan (EHCP), the school will work with the Local Authority during the exclusion process to consider appropriate next steps.

7. Notification of Suspension

When a suspension is issued:

1. The pupil will be informed of the reason for the suspension.
2. Parents will be informed without delay, ideally by telephone on the same day.
3. Written confirmation will be provided on the same day, including:
 - The reason for the suspension
 - The length of the suspension
 - The date of return
 - Arrangements for education
 - The parent's right to make representations
 - Information about the governing board's duties
4. The governing board and Local Authority will be informed as required by statutory guidance.

8. Education During Suspension

For the first five school days of a suspension, the school will take reasonable steps to set and mark work for the pupil.

Where a suspension is for more than five school days, or where a pupil would miss a public examination, the school will arrange suitable full-time education from the sixth school day.

Parents are responsible for ensuring that their child is not present in a public place during school hours on the first five school days of a suspension without reasonable justification.

9. Reintegration

Following a suspension, the school will arrange a reintegration meeting with parents and the pupil to support a successful return.

If parents are unable to attend, reasonable alternative arrangements will be made. A pupil's return to school will not be delayed due to parental non-attendance.

10. Governing Board Duties

The governing board must consider the Headteacher's decision in the following circumstances:

- All permanent exclusions
- Suspensions totalling more than 15 school days in a term
- Suspensions between 5 and 15 school days in a term, if requested by parents

For suspensions totalling five days or fewer in a term, the governing board must consider representations made by parents but is not required to meet.

The governing board may uphold or direct reinstatement in line with statutory guidance.

11. Permanent Exclusion Process

If the Headteacher decides to permanently exclude:

- Parents will be informed without delay and in writing on the same day.
- The Local Authority and governing board will be notified immediately.
- Full-time education will be arranged by the Local Authority from the sixth school day.

The governing board will meet within 15 school days to review the decision.

12. Independent Review Panel

If the governing board upholds a permanent exclusion, parents have the right to request an Independent Review Panel (IRP).

Parents may request that a Special Educational Needs (SEN) expert attends the review.

The Independent Review Panel may:

- Uphold the decision
- Recommend reconsideration
- Quash the decision and direct reconsideration

13. Managed Moves

A managed move (also known as Fresh Start) may be considered as an alternative to permanent exclusion. Managed moves require the informed consent of parents and are voluntary. Managed moves are co-ordinated by the In Year Fair Access Team at Derby City Council.

Managed moves will be used as part of a preventative strategy and in the best interests of the pupil.

14. Record Keeping and Monitoring

The school will keep clear records of:

- The reason for exclusion
- The length of exclusion
- Any SEND or safeguarding considerations
- Communications with parents

Exclusion data will be monitored by the governing board to identify patterns or disproportionality.

15. Safeguarding Considerations

The school will consider safeguarding implications in all exclusion decisions, particularly for vulnerable pupils.

Where appropriate, the school will work with external agencies to support the pupil and family.

16. Policy Review

This policy will be reviewed annually or sooner if statutory guidance changes.