



EXCLUSIONS POLICY

SANDON PRIMARY ACADEMY

Mrs R Beckett (Principal)

Review date: September 2025

Background

This policy deals with the policy and practice which informs the Academy's use of exclusions / suspensions. It is underpinned by the shared commitment of all members of the school community to achieve two important aims;

- 1. The first is to ensure the safety and wellbeing of all members of the school community, and to maintain an appropriate education environment in which all can learn and succeed*
- 2. To realise the aim of reducing the need to use exclusion as a sanction through the Academy's commitment to meeting the needs of each child and working closely with parents*

Introduction

The decision to exclude / suspend a pupil will be taken in the following circumstances;

- a. In response to a serious breach of the Academy's Behaviour Policy*
- b. If allowing the pupil to remain in school would seriously harm the education or welfare of other persons or the pupil him/herself in school*

Exclusion / suspension is an extreme sanction and is only administered by the Principal. Exclusion / suspension, whether for a 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 Academy Behaviour Policy.

- *Verbal abuse to staff and others*
- *Verbal abuse to pupils*
- *Physical abuse to/attack on staff*
- *Physical abuse to/attack on pupils*
- *Indecent behaviour*
- *Damage to property*
- *Misuse of illegal drugs*
- *Misuse of other substances*
- *Theft*
- *Serious actual or threatened violence against another pupil or a member of staff*
- *Sexual abuse or assault*
- *Supplying an illegal drug*
- *Carrying an offensive weapon*
- *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 Principal makes the judgement that exclusion / suspension is an appropriate action.

Exclusion Procedure

Most exclusions are of a fixed term nature and are of short duration (suspension - usually between one and three days).

The Department for Education regulations allow the Principal to exclude / suspend a pupil for one or more fixed periods not exceeding 45 school days in any one school year.

Following a decision to exclude / suspend parents are contacted immediately where possible. A letter is sent providing details of the exclusion / suspension and the date it ends. Parents have a right to make representations to the to the Academy Trustees and contact the Local Authority for advice.

A return to school meeting will be held following the expiry of the fixed term suspension and this will involve a member of the Senior Leadership Team and other staff where appropriate.

During the course of a fixed term suspension where the pupil is to be at home, parents are advised that the pupil is not allowed on the school premises.

Records relating to suspensions are stored confidentially.

Permanent Exclusion

The decision to exclude a pupil permanently is a serious one. There are two main types of situation in which permanent exclusion may be considered;

1. *The first is 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) or repeated possession and/or use of an illegal drug on school premises.*
2. *The second is where there are exceptional circumstances and it is not appropriate to implement other strategies and where it could be appropriate to permanently exclude a pupil for a first 'one off' offence. These might include;*
 - *Serious actual or threatened violence against another pupil or member of staff*
 - *Sexual abuse or assault*
 - *Supplying an illegal drug*
 - *Carrying an offensive weapon (offensive weapons are defined in the Prevention of Crime Act 1993 A 'any article made or adapted for causing injury to the person; or intended by the person having it with him for such use by him').*
 - *Arson*
 - *Behaviour which poses a significant risk to the child's own safety*

General factors the school considers before making a decision to exclude

Exclusions 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 Principal will;

- *Ensure appropriate investigations have been carried out*
- *Consider all the evidence available to support the allegations taking into account the Behaviour Policy, Equal Opportunities and Equality Policies*
- *Allow the pupil to give his/her version of events*
- *Explore the wider context, taking into consideration how much the incident may have been provoked (for example by bullying or by racial or sexual harassment).*

If the Principal is satisfied on the balance of probabilities the pupil did what he/she is alleged to have done, then exclusion will be the outcome.