

LITTLEBOURNE CE PRIMARY SCHOOL



Exclusions Policy

Key Contact Personnel in School

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Chair of Governors: Simon Rudland

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1. Aims

1.1 Our school aims for a high standard of discipline. Good discipline helps all children in a school learn more effectively, and our school aims to encourage good behaviour and respect for others.

1.2 If a child is disruptive on a regular basis at school, causes a health & safety risk to themselves and/or others or does not stick to the school's standards for good behaviour, the school has the right to discipline them. See also the School Behaviour and Anti Bullying Policy. In extreme circumstances and when all other options have been considered, exclusion may be considered.

1.3 This policy incorporates DfE guidance 'Suspension and Permanent Exclusion from Maintained Schools, Academies and Pupil Referral Units in England, including Pupil Movement (2024), which came into effect on 1st September 2024.

2 Definition

2.1 An exclusion is when the head teacher, or if not available, the deputy head teacher, decides to send a pupil home from school because of a severe breach of discipline. There are two types of exclusion: fixed period and permanent.

2.2 A fixed period exclusion is when the school decides to exclude a child for a fixed number of days (not more than 15 days in an old term or 45 days in one school year). This is also sometimes called a suspension.

2.3 A permanent exclusion is when the school decides that a child should not go back at all and must be educated somewhere else.

2.4 Our school recognises that exclusion is a very serious step for a school to take. If a child is excluded from school, parent/carers, the school and Kent County Council have certain rights and responsibilities.

3. Steps to Be Taken Prior to Exclusion

3.1 Exclusion, whether fixed term or permanent, should generally be considered as a last resort. Prior to making this decision, the head teacher shall:

- Ensure that a thorough investigation of the incident leading to this course of action has been carried out;
- Consider all the evidence available to support the allegations, taking into account the school's policies
- Allow and encourage the pupil to give their version of the events;
- Check whether the event might have been provoked, for example by bullying or sexual or racial harassment;
- Keep a written record of the action taken (and copies of records made by other members of staff) including any interviews with the pupil/s concerned. The statements must be dated and signed whenever possible.

4 Fixed Term Exclusion

4.1 If the head teacher determines that a child's behaviour warrants fixed term exclusion, the following procedure will apply:

4.2 The head teacher will inform the parent/carer, ideally by telephone of the exclusion, and, if appropriate, arrange collection and supervision of the pupil.

4.3 The head teacher must immediately put the following confirmation in writing:

- The precise period and the reasons of the exclusion;
- The parent/carers duties during the first five days;
- The parent/carers right to make representation to the governing body and how the pupil may be involved in this;
- The person the parent /carer should contact if they wish to make such representation;
- The school day on which the pupil will be provided with full-time education;

4.4 The parent/carer must keep their child at home during the exclusion period and it is their responsibility to arrange for someone to look after them while they are excluded.

5 Permanent Exclusion

5.1 In exceptional circumstances, where there have been extreme repeated performances of poor behaviour or an incident of a very severe nature, the head teacher may decide to permanently exclude a child from school. This course of action would be considered as a last resort or when the child had done something very serious. If the head teacher determines that a child's behaviour warrants permanent exclusion, the following procedure will apply:

5.2 The head teacher will inform the parent/carer, ideally by telephone, and arrange collection and supervision of the pupil. The head teacher will also advise the parent/carer about any previous problems they have had with the child and any previous exclusions or warnings the child has been given.

5.3 The head teacher must immediately put the following confirmation in writing:

- The precise reasons of the exclusion;
- The parent/carers duties during the first five days;
- The process for appeal

5.4 If the head teacher does not put confirmation of exclusion in writing, the exclusion is not official. In this instance the parent/carer has the right to contact the school to arrange for their child to return immediately.

5.5 For permanent exclusions the appeal will be heard off the school grounds. For permanent exclusions Kent County Council will be involved in the appeals process.

5.6 The parent/carer can choose either to attend the meeting or write a letter to send to the meeting. The meeting will take place between 6 and 15 school days after a child has been permanently excluded.

6 The Role of the Governing Body

6.1 The governing body must consider all permanent exclusions. This is usually delegated to a Discipline Committee, which will be formed from members of the governing body at the time. The quorum is three governors, with a clerk appointed by the governing body. The head teacher cannot be a member.

6.2 The governors' discipline committee can direct that any pupils excluded for a fixed period of more than five days or pupils who would miss a public exam are reinstated; or that a permanently excluded pupil be reinstated.

6.3 If an exclusion means that a pupil will miss a public exam, the governors' discipline committee should try to meet before the date of the exam.

6.4 For fixed term exclusions of less than 5 days, the governing body can agree to set up a meeting with the parents if they make representations but does not have to do so, though it must consider any representations made by the parent.

6.5 For fixed term exclusions of 6 to 15 school days, the committee must meet to consider any representations from the parent if received. For fixed period exclusions of more than 15 days, and for permanent exclusions, the governors' committee must hold a formal hearing within 15 school days, whether or not the parents make representations.

6.6 The committee may confirm the exclusion or direct reinstatement of the pupil. If reinstatement is not practicable, because the pupil is already back in school or because the parent does not want it, the governors' committee must consider the representations made by the school and parents, and decide whether or not the exclusion was justified. Their decision should be included in the pupil's record.

6.7 After the hearing, the clerk informs the parties in writing about the result, with reasons for the decision, within one school day. If a permanent exclusion is upheld, parents must be told of the right of appeal to the independent panel and the deadline for doing so.

7 The Role of the LEA

8.1 The LEA should also write to the parents within three days giving details of the right of appeal against permanent exclusion and to whom the appeal should be addressed.

8.2 If the pupil is to be reinstated, a re-integration programme should be planned with the school.

8.3 The parents have 15 school days (from the date when notified of the governors' committee's decision) to appeal to the independent panel.

8 Monitoring and Review

9.1 This policy will be reviewed every 3 years or earlier in the light of revised guidance from Kent Country Council or DfE.