Sunningwell CE Primary School

Exclusion Policy

This policy should be read in conjunction with our Behaviour Policy

When considering excluding a child we will always consider their spiritual, social and emotional welfare and mental health before doing so. Only the headteacher can exclude a pupil, and the final decision will be at her discretion. Exclusion will be the outcome only after other support or disciplinary measures have been considered or put in place for the child.

The following principles will be applied.

We will only exclude a child on disciplinary grounds (please see the Behaviour Policy).

We will keep parents or carers informed of any incidents that may lead to exclusion and of the processes following serious incidents.

We will always do our utmost to establish the facts and consider how likely are they to be true.

We will meet our responsibilities under the Equality Act 2010, including the Public Sector Equality Duty. We will not discriminate against pupils because of their sex, race, disability, religion or belief, sexual orientation, pregnancy/maternity or gender reassignment.

We will consider if there are external factors that may have contributed to the behaviour and take these into account when deciding to exclude or not.

We will ascertain if child is part of a group with disproportionately high exclusion rates. If so, we will consider early interventions and extra support for the pupil before excluding them. This may involve family support or involvement with external agencies.

We will take the pupil's views into account. Where appropriate, we will allow the child to give their views and present their case, and provide any support they need to do this, such as using a parent or social worker as an advocate. We will also inform them about how their views have been factored into our decision.

If a decision to exclude a pupil is made the following people will be informed

- The child's parents
- The governing body
- The Local Authority
- The child's social worker (if applicable)

The Local Authority will be consulted about the formalities of informing parents of an exclusion.

Until the governing board removes an excluded pupil from our admissions register, we will use appropriate attendance code to record their absence, and any alternative provision (AP) they are receiving.

These are:

- **Code B**: off-site educational activity, for pupils in an approved educational activity that doesn't involve them being registered at another school, such as AP
- **Code D**: dual registered, for pupils at another establishment
- **Code E**: absent, for pupils not attending AP

We will provide exclusions data on pupils subject to permanent exclusion in the previous two terms via the termly school census.

Arranging provision for excluded pupils

We will try to arrange provision for the excluded pupil's education for the first five days following an exclusion. This may involve arranging alternative provision (AP), setting and marking work, and using online platforms to help the pupil access their work. The governing board has a duty to make sure that there are clear processes to allow the provision of full-time education from the 6th day following an exclusion.

For LAC or children with a social worker, we will work with your LA to arrange AP for the first day following an exclusion.

When an excluded pupil transfers to a new school, we will transfer:

- The common transfer file within 15 days of the pupil ceasing to be registered at our school
- The child protection file within 5 days for an in-year transfer, or within the first 5 days of a new term

The headteacher can cancel an exclusion which has:

- Not started yet
    - This was introduced in 2023. Previously you could only cancel suspensions/exclusions that had already begun
- Already begun
    - This is also known as withdrawing or rescinding a permanent exclusion

This can only happen when the governing board **hasn't yet met** to consider whether the pupil should be reinstated.
When an exclusion is cancelled:

- The headteacher, **will** notify without delay:
    - Parents/carers
    - The governing board
    - The LA
    - The pupil's social worker (where applicable)
    - The Virtual School Head (where relevant)
- Offer parents/carers the opportunity to meet with the headteacher without delay, to discuss the circumstances that led to the cancellation
- Allow the pupil back into school

The headteacher will report to the governing board on the number of exclusions that have been cancelled every term to give boards appropriate oversight. The report will include the circumstances and the reasons for the exclusion and its cancellation.

When a pupil returns to school following a cancelled exclusion, we will have a reintegration strategy to help them return to school life successfully including a meeting involving the pupil and their parents/carers. This meeting will be part of a longer-term plan for support.

Governors must consider all exclusions and whether excluded pupils should be reinstated.
With the headteacher, governors must decide on the reinstatement of an excluded pupil particularly if an excluded pupils is likely to miss a statutory assessment.
If the parents of an excluded pupil apply for an independent review panel following the governing board's decision, the headteacher may also attend the panel hearing and provide evidence.

November 2025