



Woolhampton CE Primary School Exclusion Policy

Category: Statutory	Approved by: Full Governing Body
Last Approved: March 2026	Next Approval due: March 2027
Initial Review by: Head Teacher	Formal Review by: Teaching Learning & Care Committee
Linked Policies: Behaviour Policy, Restrictive Intervention Policy, Equality Policy	

Our Christian vision

Built on the rock of Christian faith, we work as a community to create an environment which enables all to flourish. Jesus welcomed all and we embrace diversity, celebrating our different gifts and successes. Like St Peter, we are motivated by our values, learn from our mistakes and strive for the best outcome for everyone.

“Coming together, learning to be the best we can be.”

Introduction

The school’s behaviour policy clearly sets our expectations and procedures for managing behaviour. Exclusions* form part of the school’s response to managing more extreme behaviour that poses a threat to the safety or education of others. This policy outlines how exclusions are implemented.

This policy follows the latest government guidance on [Suspension and permanent exclusion from maintained schools, academies and pupil referral units in England, including pupil movement](#). Detailed procedures for managing suspensions and permanent exclusions can be found within this guidance and should be referred to alongside this policy.

*In the policy, the term ‘exclusion’ refers to both suspensions (fixed term exclusions) and permanent exclusions.

Aims

We are committed to following all statutory exclusions procedures to ensure that every child receives an education in a safe and caring environment.

This policy aims to ensure that:

- The school can run safely, effectively and in line with our Christian vision and values

- All exclusions are carried out lawfully and that the process is applied fairly and consistently
- All stakeholders understand the exclusions process

The Decision to Exclude

Only the headteacher, or acting headteacher, can suspend or permanently exclude a pupil from school. The decision to exclude a pupil will only be taken for serious or persistent breaches of behaviour expectations. The headteacher will ensure that all exclusions follow the correct statutory procedures and that no pupil is subjected to off-rolling (removing, or encouraging a child to be removed from the school, without a formal permanent exclusion).

Exclusions can be in the form of:

- Internal suspension – working in another area of the school,
- External suspension – a fixed term exclusion offsite for less than 15 days
- Permanent exclusion – permanent removal from the school's roll

Examples of behaviour that may result in an immediate fixed term suspension or permanent exclusion include (but are not limited to):

- Physical assault against a pupil
- Physical assault against an adult
- Verbal abuse / threatening behaviour against a pupil
- Verbal abuse / threatening behaviour against an adult
- Damage to school property
- Bullying
- Racist abuse
- Persistent disruptive behaviour to prevents others from learning

Separate provision

If a child is behaving in a way that poses to risk to themselves or others, the school may consider implementing a bespoke provision for that child. This might include a short term reduced timetable (in agreement with parents), access to nurture support, or an individualised curriculum outside the classroom. This will provide an opportunity to protect others without resorting to suspension or permanent exclusion procedures. Parents will be informed if a child is educated in a separate provision.

Suspensions (internal or external fixed term exclusion)

Suspensions are a fixed term exclusion that can be issued for specified periods up to a total of 45 days in a year. They are used to give a clear signal of unacceptable behaviour and show that the child is a risk of permanent exclusion.

Internal suspension

This is a fixed term exclusion where the child is excluded from the main classroom. Work will be set and the child will be expected to complete it in a different part of the school. They will be kept isolated from other children at break and lunchtimes. Parents/carers will be informed and a note added to the child's record. Internal suspensions are issued for serious, or persistent breaches of the school's behaviour expectations where the learning of others is severely disrupted. It is used to send a clear message that the child's behaviour needs to significantly improve.

External suspensions

This is a fixed term exclusion where the child is sent home for a specified time, normally up to five days. The child is expected to be at home for the duration of the suspension and work will be set. It is the responsibility of parents to ensure that their child is not present in a public place during this time and that work is completed. External suspensions are issued for extreme behaviour that risks the safety of the child, other children or staff e.g. physical assault. Whilst a child is suspended, the school will seek to put strategies in place to support the child's successful return and minimise the likelihood of such behaviour reoccurring. The length of the suspension will be dependent on the severity of the incident, the age and understanding of the child and the time required for the school to put in place measures to reduce the risks that maybe associated with the child returning. This may include consulting with external professionals for support.

Suspensions can be longer than five days although the school will, in these instances, make arrangements for the suspended child to have educational provision from the sixth day. Parents of suspended children have the right to make representations to the governing board. A suspension is a serious consequence and, following suspension, parents must attend the school for a reintegration meeting with the child to discuss further strategies. It is expected that this meeting will take place before the child returns.

Avoiding external suspensions

When issuing suspensions for non-violent behaviour, the school will issue internal suspensions whenever it is possible and safe to do so. Safeguarding is always taken into consideration when making the decision to suspend a pupil.

Permanent Exclusion

In exceptional cases, a child may be permanently excluded and removed from the school's roll. Permanent exclusions are only issued as a last resort and in exceptional cases where:

- There has been a serious breach, or persistent breaches, of the school's behaviour policy
- Allowing the child to remain in school would seriously harm the education or welfare of others.

Before issuing a permanent exclusion the school will ensure that all possible avenues have been considered. The governing board will hold a formal hearing within 15 school days, whether or not the parents make representations. The committee may confirm the exclusion or direct reinstatement of the child. If reinstatement is not practicable because the parents do not want it, the governors will consider whether or not the decision to exclude was justified. This decision should be included in the child's record.

Appeals against Exclusion

The school will refer any appeal against an exclusion to the Local Authority which is, in turn, responsible for managing the Independent Appeals Panel. The appeal must be heard within 15 days of the parent's appeal and suitable alternative provision must be made until the case is settled.

Managing an Exclusion

Informing Parents/Carers

Parents will be informed by telephone of the decision to exclude. This will be followed by written confirmation which will contain the following details:

- The reason(s) for, and length of, the exclusion

- Information about the parents/carers' right to make representations to the governing board and how they can do this (in person or remotely)
- Notification that parents/carers are legally required to ensure that their child is not present in a public place during school hours without a good reason and that failure to comply with this may result in a fixed penalty notice or prosecution.
- Details of any alternative provision (if a suspension is for longer than five days)

Informing the Local Authority

The school will inform the local authority of any permanent exclusion or suspension. In addition, the local authority exclusions team will be notified of any suspension exceeding five days and in the case of a child with an EHCP, the local authority SEN team will also be informed. The local authority will be informed if an exclusion is cancelled.

Informing the pupil's social worker and/or virtual school head (VSH)

If a pupil with a social worker is at risk of exclusion, the headteacher will inform the social worker as early as possible.

If a pupil who is a looked-after child (LAC) is at risk of exclusion, the headteacher will inform the VSH as early as possible

The social worker/VSH will be invited to any meeting of the governing board about the suspension or permanent exclusion

Informing the governing board

The headteacher will notify the governing board of:

- any permanent exclusion
- any suspension what would result in a child being excluded more than 5 school days (or more than 10 lunchtimes) in a term
- any suspension or permanent exclusion that would result in the pupil missing a National Curriculum test or public exam
- any suspension or permanent exclusion that has been cancelled

Cancelling the exclusion

The Headteacher may cancel an exclusion that has already begun as long as it has not been reviewed by the governing board. Where an exclusion is cancelled, parents/carers or social worker/VSH will be informed of the decision and the reasons. A meeting with the Headteacher will be offered and the pupil will be allowed back in school without delay. The duty of the governing board to review the exclusion ceases.

The Governing Board's responsibilities

The governing board has a duty to consider parents/carers' representations about a suspension or permanent exclusion. It has a duty to consider the reinstatement of a suspended or permanently excluded pupil in certain circumstances.

For any suspension of more than 5 school days, the governing board will arrange suitable full-time education for the pupil. This provision will begin no later than the sixth day of the suspension.

The governing board will review, challenge and evaluate the data on the school's use of suspension, exclusion, off-site direction to alternative provision, and managed moves.

Within 14 days of receiving a request, the governing board will provide the secretary of state and the LA with information about any suspensions or exclusions within the last 12 months.

The Local Authority

For permanent exclusions, the LA will arrange suitable full-time education to begin no later than the sixth school day after the first day of the exclusion. For pupils who are looked after or have social workers, the LA and the school will work together to arrange suitable full-time education to begin from the first day of the exclusion.