



Kenningtons Primary Academy

Exclusion Policy

2025

This Policy was reviewed by the Headteacher, approved by the Pupils, Admissions & Curriculum Committee and ratified by the Governing Body on a 1-year cycle.
It must be displayed on the school's website.

Date of Approval	10 th July 2025
Review Duration	1 Year
Date of Review	July 2026



This policy has been reviewed with reference to DfE Guidance 'Suspension and Permanent Exclusion from maintained schools, academies and pupil referral units in England, including pupil movement' – August 2024. This policy is written in conjunction with our Child Protection Policy and our Behaviour and Discipline Policy.

Introduction

1. Exclusion is an extreme sanction and is only administered by the Headteacher (or, in the absence of the Headteacher, the Deputy Headteacher who is acting in that role)
2. There are two kinds of exclusion:

Suspension (fixed period exclusion) -

A suspension is when a pupil is removed from the school for a fixed period following a serious breach of the schools Behaviour and Discipline Policy. Most suspensions are of short duration (usually between one and three days). DfE Regulations allow the Headteacher to suspend a pupil for one or more fixed periods not exceeding 45 school days in any one school year.

Permanent exclusion -

A permanent exclusion is when a pupil is no longer allowed to attend the school. The decision to permanently exclude will only be taken:

- In response to a serious breach or persistent breaches of the school's Behaviour and Discipline Policy, and
- If allowing the pupil to remain in school would seriously harm the education or welfare of the pupil or others such as staff or pupils in the school.

The decision to permanently exclude a pupil is a serious one and is only taken as a last resort. There are two main types of situation in which permanent exclusion may be considered:

- 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. This would include racist, sexist or homophobic bullying.
- 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 or 'one-off' offence.

3. Each case of suspension or permanent exclusion will be treated on its merit and equally.
4. Suspension or permanent exclusion may be used for any of the following, all of which constitutes examples of unacceptable behaviour:
 - Verbal abuse to pupils, staff and others
 - Physical abuse to / attack on pupils, staff and others
 - Indecent behaviour
 - Damage to property

- Theft
- Serious actual or threatened violence against another pupil or a member of staff
- Sexual abuse or assault against another pupil or member of staff
- Arson
- Bullying
- Racist abuse
- Abuse against sexual orientation or gender reassignment
- Abuse relating to disability
- 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.
- Other incidents that threaten the safety and well-being of members of the school community, including pupils and staff.
- Other incidents that seriously impact the learning of all pupils within the school.

This is not an exhaustive list and there may be other situations where the Headteacher makes the judgement that exclusion is an appropriate sanction.

Note: A pupil's behaviour outside school can be considered grounds for a suspension or permanent exclusion

Procedures

1. The school follows statutory DfE guidance 'Suspension and Permanent Exclusion from maintained schools, academies and pupil referral units in England, including pupil movement' – August 2024
2. Before deciding whether to suspend or permanently exclude a pupil the Headteacher will:
 - Ensure appropriate investigations have been carried out.
 - Consider all the evidence available to support the allegations considering the Behaviour and Discipline Policy and the Equality and Diversity Information and Objectives Policy.
 - If at all possible and appropriate allow the pupil to give his or her version of events.
 - Check whether the incident may have been provoked, for example by bullying or by racial or sexual harassment.
3. If the Headteacher is satisfied that on the balance of probabilities the pupil did what he or she is alleged to have done, a suspension or permanent exclusion will be the outcome.
4. A suspension or permanent exclusion will not be imposed instantly unless there is an immediate threat to the safety of others in the school or of the pupil concerned.
5. Following the decision to suspend or permanently exclude a pupil, parents or carers will be contacted immediately where possible. A letter will be sent by Parent mail or post giving details of the suspension or permanent exclusion and the date the suspension ends. Parents and carers will have the right to make representations to the Governing Body as directed in the letter and have the right to seek further information or to appeal the decision.
6. In the case of any suspension or permanent exclusion, in addition to informing parents or carers, the Headteacher will, without delay, inform:
 - Local Authority

- The pupil's social worker if he or she has one
 - The Virtual School Head (VSH) if the pupil is a Looked After Child
7. The Headteacher will inform the Governing Body, without delay, of:
 - Any permanent exclusion
 - Any suspension which would result in the pupil being excluded for a total of more than 5 school days (or more than 10 lunchtimes) in a term
 - Any suspension which would result in a pupil missing a public examination or a national curriculum test
 8. The Headteacher will also, once a term, inform the Governing Body of any other suspensions of which they have not previously been notified.
 9. All appropriate procedures will be completed and the school will comply with all 'sixth day provision' procedures in liaison with the Local Authority.
 10. During the course of a suspension or permanent exclusion, where the pupil is to be at home, parents/carers are advised that the pupil is not allowed on the school premises and that supervision is the responsibility of the parents/carers.
 11. Following a suspension, a 'Reintegration Meeting' will be held involving the pupil, parents/carers, Headteacher and another member of the Senior Leadership Team. At this meeting, a Pastoral Support or Behaviour Plan will be drawn up and will be agreed upon by the school, pupil and parents/carers.

Cancelling an Exclusion

The Headteacher can cancel a suspension or permanent exclusion that has already begun (or one that has not yet begun) but this can only happen when the Governing Body has not yet met to consider whether the pupil should be reinstated. Where a suspension or permanent exclusion is cancelled, the Headteacher will notify the parents/carers, the Governing Body, the Local Authority, and, if relevant, the pupil's social worker and the VSH without delay. The notification will also provide the reason for the cancellation. Parents/carers may be offered a meeting with the Headteacher to discuss the circumstances that led to the cancellation of the suspension or permanent exclusion.

Continuation of Education for Excluded Pupils

- The school will take reasonable steps to set and mark work for an excluded pupil during the first 5 school days of his or her suspension or permanent exclusion.
- For a suspension of more than 5 school days the school will arrange suitable full-time education for the excluded pupil from the sixth school day of the suspension.
- For permanent exclusions the excluded pupil's Local Authority will arrange suitable full-time education from the sixth school day of the exclusion.

Lunchtime Exclusions

Pupils whose behaviour at lunchtime is disruptive or dangerous may be excluded from the school premises for the duration of the lunchtime period. This will be treated as a suspension and parents/carers will have the same right to gain information and to appeal.

Alternatives to Exclusions – Alternative Provision

Alternative strategies to exclusions are sought. The school works closely with Local Authority and other local schools to seek Alternative Provision for pupils for whom good behaviour measures, interventions and strategies are not working in school. Alternative Provision could be either an **off-site direction** or a **managed move**.

Off-site direction is when the school will arrange for a pupil to attend another education setting to improve their behaviour. This could be on a part-time or full-time basis but will be time limited. The pupil's placement will be kept under review. Review meetings will be held between the school, the parents/carers, the pupil and other relevant agencies.

Managed move is the process which leads to the permanent transfer of a pupil to another school and where such a course of action would be of benefit both to the pupil and the two schools concerned. A managed move is voluntary between all parties - the threat of a permanent exclusion will never be used as the means to coerce parents/carers to move their child to another school.