



Greenholm Primary School Exclusion Policy

1. Introduction

At Greenholm Primary School, our vision is to create an environment where all children are happy, confident, motivated, and ready for success. This policy outlines the school's procedures for managing exclusions in a fair and non-discriminatory manner, in line with our values of *Be Responsible, Be Kind, Be Respectful, Be Curious, Be Resilient*. Every decision to exclude a pupil is taken with careful consideration, ensuring it aligns with our commitment to nurturing a positive and inclusive learning environment.

2. Purpose

The purpose of this policy is to:

- Provide a clear and consistent framework for the exclusion process.
- Ensure the welfare and educational needs of the pupil are at the heart of every decision.
- Outline the support offered to pupils and families during and after an exclusion.
- Maintain the integrity of the school's vision to prepare our children for success by ensuring they have the best possible opportunities to learn and develop.

3. Legal Framework

This policy is based on guidance from:

- The Department for Education (DfE): "Exclusion from maintained schools, academies, and pupil referral units in England" (Statutory Guidance, 2017).
- The Equality Act 2010 and The Children and Families Act 2014.
- The Special Educational Needs and Disability (SEND) Code of Practice.

4. Types of Exclusion

- **Fixed-term exclusion:** A temporary exclusion for a specified period. Fixed-term exclusions can be issued by the Headteacher or Deputy Headteacher.
- **Permanent exclusion:** The pupil is removed from the school roll and cannot return to the school. Only the Headteacher can issue a permanent exclusion.

5. Grounds for Exclusion

Exclusion is a last resort and will only be considered when all other options have been exhausted or in response to a serious breach of the school's behaviour policy. It may be used if:

- The pupil has seriously breached the behaviour policy and school values (*Be Responsible, Be Kind, Be Respectful, Be Curious, Be Resilient*).
- Allowing the pupil to remain in school would seriously harm the education or welfare of the pupil or others in the school.



6. Procedures for Exclusion

- **Investigation:** The Headteacher or Deputy Headteacher will conduct a thorough investigation of the incident(s) that may lead to exclusion.
- **Decision to Exclude:**
 - The **Headteacher** is the only person who can make the decision to permanently exclude a pupil.
 - The **Deputy Headteacher** has the authority to issue fixed-term exclusions.
- **Notification:** The Deputy Headteacher or Headteacher will inform parents/carers immediately by phone and in writing. The letter will include details of the exclusion, reasons, and the right to make representations to the governing body.
- **Appeals:** Parents have the right to appeal to the governing body against a permanent exclusion or a fixed-term exclusion exceeding 5 days.

7. Alternatives to Exclusion

Greenholm Primary School is committed to exploring all possible strategies before considering exclusion. These may include:

- Developing individual behaviour support plans that reflect the school's values.
- Providing additional support to encourage positive behaviours and resilience.
- Internal exclusions or periods of isolation, providing a controlled environment for reflection.
- Involvement of external agencies, such as an Educational Psychologist or the Behaviour Support Team.

8. Reintegration After a Fixed-Term Exclusion

- A reintegration meeting will be held with the pupil, parents/carers, and a senior staff member to support a positive return to school.
- A support plan may be developed to ensure the pupil's successful reintegration, focusing on positive behaviour, resilience, and alignment with the school values.

9. Support for Pupils with SEND

- Pupils with special educational needs or disabilities (SEND) are particularly vulnerable to exclusions. Reasonable adjustments will be made to support the pupil and prevent exclusion.
- Before deciding to exclude a pupil with SEND, the school will ensure that the child's needs have been fully assessed and that all appropriate interventions and support strategies have been implemented.



10. Record Keeping and Monitoring

- All exclusions will be recorded and monitored to ensure compliance with this policy and relevant guidance.
- The governing body will receive a termly report on the number and nature of exclusions.

11. Role of the Governing Body

The governing body will review exclusion decisions in accordance with statutory guidance and will consider any appeals made by parents/carers.

12. Procedures Following a Permanent Exclusion

If the Headteacher decides to permanently exclude a pupil, the following procedures will be instigated:

- Notification to Parents/Carers:**
 - a. Parents/carers will be informed immediately, by phone and in writing, about the decision to permanently exclude the pupil.
 - b. The letter will include details of the incident(s) leading to the exclusion, the right to make representations to the governing body, and how to appeal the decision.
- Notification to the Local Authority:**
 - a. The Headteacher will notify the local authority of the permanent exclusion within one school day.
 - b. The local authority will work with the school to arrange alternative provision for the pupil, which should be in place from the sixth school day following the permanent exclusion.
- Meeting with the Governing Body's Discipline Committee:**
 - a. The governing body will convene a meeting within 15 school days to review the decision to permanently exclude the pupil.
 - b. Parents/carers and the pupil (if appropriate) will be invited to attend the meeting to present their views and make representations.
 - c. The governing body will decide whether to uphold the exclusion or reinstate the pupil, based on the evidence provided.
- Decision and Notification:**
 - a. The governing body's decision will be communicated in writing to the Headteacher, parents/carers, and the local authority within one school day of the meeting.



- b. If the governing body upholds the exclusion, the letter will include information on the right to appeal to an Independent Review Panel (IRP) and the deadline for lodging an appeal.
- e. **Independent Review Panel (IRP):**
 - a. Parents/carers have the right to request an Independent Review Panel to review the governing body's decision.
 - b. The IRP will consider all evidence and decide whether to uphold the permanent exclusion, recommend that the governing body reconsiders its decision, or quash the decision if it is deemed unlawful, unreasonable, or procedurally improper.
- f. **Provision of Education During Exclusion:**
 - a. From the sixth school day of the permanent exclusion, the local authority will arrange suitable full-time education for the excluded pupil. Before this point the school will provide home learning.
 - b. The school will work with the local authority and parents to support the transition to a new provision and ensure the pupil's educational needs are met.
- g. **Support and Reintegration Planning:**
 - a. Greenholm will ensure that appropriate support and planning is offered to help the pupil transition to their new educational setting.
 - b. Staff members may be involved in sharing information with the receiving school or alternative provision to support the pupil's continuity of education and emotional wellbeing.

13. Review of Policy

This policy will be reviewed every two years or in response to changes in legislation or statutory guidance, ensuring that it continues to align with Greenholm Primary School's vision and values of *Be Responsible, Be Kind, Be Respectful, Be Curious, Be Resilient*.