



# ***Leigh St Peter's CE Primary School***

## ***Exclusion of Pupils Policy***

<b>Member of Staff Responsible:</b>	Sarah Dring
<b>Signed (Chair of Governors'):</b>	Julie Williams
<b>Signed (Headteacher):</b>	Kevin Robinson
<b>Date Policy Adopted:</b>	September 2025
<b>Policy Review Date:</b>	September 2026

# *Leigh St Peter's CE Primary School*

## *Exclusion of Pupils Policy*



### **Our Christian Vision is:**

*"Let Your **LIGHT** Shine" Matthew 5:16*

### **Vision & Values:**

*Our Christian Vision is to provide a happy, safe, and caring high quality learning environment where all members of the school community have the opportunity to flourish; 'living life in all its fullness'. Our Christian Values have been developed in line with everyone who is invested in our school community: its pupils, parents', staff, and governors and we aim to ensure that these Christian Values are at the heart of everything we do at Leigh St Peter's CE Primary School.*

### **1. Rationale:**

*This policy deals with the policy and practice which informs the school's use of exclusion. It is underpinned by the shared commitment of all members of the school community to achieve two important aims:*

- 1. The first is to ensure the safety and well-being of all members of the school community, and to maintain an appropriate education environment in which all can learn and succeed;*
- 2. The second is to realise the aim of reducing the need to use exclusion as a sanction.*

### **2. Introduction**

*The decision to exclude a pupil will be taken in the following circumstances:-*

- a. In response to a serious breach of the school's 'Positive Relationship & Behaviour Policy.'*
- b. If allowing the pupil to remain in school would seriously harm the education or welfare of the pupil or others in the school.*

*Exclusion is an extreme sanction and is only administered by the Headteacher. Exclusion, whether fixed term or permanent may be used for any of the following, all of which constitute examples of unacceptable conduct, and are infringements of the school's 'Positive Discipline Policy.'*

- ⇒ Verbal abuse to staff and others*
- ⇒ Verbal abuse to other pupils*
- ⇒ Physical abuse to/attack on staff*
- ⇒ Physical abuse to/attack on pupils*
- ⇒ Indecent behaviour*
- ⇒ Damage to school property*
- ⇒ Misuse of illegal drugs, including legal high*
- ⇒ Misuse of other substances*
- ⇒ Theft*

- ⇒ *Serious actual or threatened violence against another pupil or a member of staff*
- ⇒ *Sexual abuse or assault*
- ⇒ *Supplying an illegal drug*
- ⇒ *Carrying an offensive weapon*
- ⇒ *Arson*
- ⇒ *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.*
- ⇒ *Serious or continued breach of the safety measures put in place to protect all children and staff from Covid-19.*

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

### **3. Suspension Procedure**

*Most exclusions are of a fixed term nature and are of short duration (usually between one and five days).*

*The DfE regulations allow the Headteacher to exclude a pupil for one or more fixed periods not exceeding 45 school days in any one school year.*

*The Governing Board have established arrangements to review promptly all permanent exclusions from the school and all fixed term exclusions that would lead to a pupil being excluded for over 15 days in a school term or missing a public examination.*

*The Governing Board have established arrangements to review fixed term suspension which would lead to a pupil being suspended for over five days but not over 15 days in a school term, where a parent has expressed a wish to make representations.*

*Following exclusion, parents/carers are contacted immediately where possible. A letter will be given to parents/carers upon collection of their child giving details of the suspension and the date the suspension ends. Parents/carers have a right to make representations to the Governing Board and the Local Authority as directed in the letter.*

*A return to school meeting, will be held following the expiry of the fixed term suspension and this will involve a member of the Senior Leadership Team and other staff, where appropriate. The suspension will automatically trigger pupils being placed on an Individual Behaviour Plan for a period of 12 weeks.*

*During the course of a fixed term suspension where the pupil is to be at home, parents/carers are advised that the pupil is not allowed on the school premises, and that daytime supervision is their responsibility as parents/carers.*

#### **4. Permanent Exclusion**

*The decision to exclude a pupil permanently is a serious one. There are two main types of situations in which permanent exclusion may be considered:*

- 1. 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 and is used as a last resort. This would include persistent and defiant misbehaviour including bullying (which would include racist or homophobic bullying) or repeated possession and/or use of an illegal drug on school premises.*
- 2. 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. These might include:*

- ⇒ Serious actual or threatened violence against another pupil or a member of staff*
- ⇒ Sexual abuse or assault*
- ⇒ Supplying an illegal drug*
- ⇒ Carrying an Offensive Weapon (Offensive weapons are defined in the Prevention of Crime Act 193 as "any article made or adapted for causing injury to the person; or intended by the person having it with him for such use by him".*
- ⇒ Arson*

*The school will consider police involvement for any of the above offences. These instances are not exhaustive but indicate the severity of such offences and the fact that such behaviour seriously affects the discipline and well-being of the school.*

#### **5. General factors the school considers before making a decision to exclude**

*Exclusion will not be imposed instantly unless there is an immediate threat to the safety of others in the school or the pupil concerned. Before deciding whether to exclude a pupil either permanently or for a fixed period the Headteacher will:*

- Ensure appropriate investigations have been carried out*
- Consider all the evidence available to support the allegations taking into account the Positive Discipline Policy*
- Allow the pupil to give her/his version of events*
- Check whether the incident may have been provoked, for example, by bullying or by racial or sexual harassment.*

*If the Headteacher is satisfied that on the balance of probabilities the pupil did what he/she is alleged to have done, exclusion will be the outcome.*

**Reviewed:** September 2023, September 2024, September 2025

**Reviewed by:** Mr Robinson, Headteacher and SLT.

**Next review date:** September 2026