



Beech Green Primary School

'Respect Achieve Belong'

Exclusion Policy

Status and review cycle: Statutory and annual
Responsible group: Full Governing Body
Review date: November 2026

Introduction

Beech Green Primary School is an inclusive school which aims to promote equality in all aspects of school life. This policy is to be read alongside the school's Relational Policy, Single Equality Policy and the DofE guidance 'Exclusion from maintained schools, Academies and pupil referral units in England' (DofE 2012). Where relevant, this policy references other school policies but is not intended to provide detailed information, however the policies referenced can be found on the school website.

The school takes a positive approach to encouraging good behaviour, however recognises that discipline in the school is essential to ensure that all pupils can benefit from the opportunities provided by education. The Government supports Headteachers in using exclusion as a sanction where it is warranted. Nevertheless, it is important to say that the exclusion of a pupil, either for a fixed period or permanently, from Beech Green Primary School will only be used as a last resort. The school recognises that it is responsible for communicating to pupils, staff and parents, its' expectations for standards of behaviour. The school has a range of policies and procedures in place to promote good behaviour and appropriate conduct and strives to foster good parental engagement.

Within Gloucestershire, there is a range of support available to support pupils who are at risk of exclusion. Support available in Gloucestershire includes:

- Providing school-based strategies for preventing exclusions;
- Alternatives to exclusions;
- Managed moves;
- Education Inclusion Service;
- Advisory teaching Service;
- Speech and Language Therapy Service;
- Families First Plus;
- Youth Support Service;
- Children and Ad Child and Adolescent Mental Health Service – CAMHS
- Educational Psychologists;
- Alternative Provision Schools;
- Voluntary Sector Support Services

Our Local Authority (LA) has an expectation that schools will have employed a range of measures to prevent the need for exclusion. It is the responsibility of all individuals working with pupils within the school to ensure that no exclusion will be initiated without first exhausting other strategies or in the case of a serious incident, a thorough investigation. Whilst exclusion may still be an appropriate sanction, the Headteacher should investigate whether any contributing factors may have led to the incident of poor behaviour e.g. pupil has suffered bereavement, has mental health issues or has been subject to bullying. With this in mind, Beech Green School has encouraged a range of strategies to be employed within the school and the full range of in-class strategies can be found detailed in the school's Relational Policy.

Within the school environment, there are a range of resources available that can assist in the assessment and management of behavioural issues some of which are listed below:

- My Plans (reviewed regularly);
- Team Around the Family (TAF)
- Navigation Hub referrals;
- Team Around the Child;

- Early intervention to address underlying causes of potentially disruptive behaviour;
- Assessments of appropriate provision of support within the school.

Reasons for Exclusion or Suspension

Reasons might include, but are not limited to:

- A serious breach of the school's values, rules or policies;
- A risk of harm to the education or welfare of the pupil or others in the school;
- Physical or verbal assault against a pupil, member of staff or others in the school;
- Serious damage to school property;
- Theft;
- Weapons in school;
- Persistent disruptive behaviour;
- Persistent bullying;
- Indecent behaviour;
- Unacceptable behaviour which has previously been reported and for which school sanctions and other interventions have not been successful in modifying the student's behaviour.

Occasionally unacceptable behaviour may prove to be persistent, and this is where a Fixed Term Exclusion may be actioned, in which case, support for the child will be agreed with the parents to support them in school.

Suspensions

Suspensions will be for the shortest time necessary. A suspension for a period from half a day to 5 days for persistent or cumulative problems will be imposed only when the school has offered and implemented a range of support and management strategies.

Examples of some of the strategies used are:

- Discussion with the pupil;
- Discussions with parents;
- Sanctions (consequences) in school (see the Relational Policy for details);
- Checking on any possible provocation;
- Internal exclusions;
- Referral to outside support agencies.

It is important to note that suspensions will not be used for minor incidents such as academic performance or lateness.

A suspension may be used in response to a serious breach of school rules or policies. In such a case, the Headteacher will investigate the incident thoroughly and consider all the evidence to support the allegation, taking account of all the school policies. The child will be encouraged to give their version of events and the Headteacher will check whether the incident may have been provoked e.g. by bullying or racial harassment.

For the first 5 days of a suspension, the school must send homework for the pupil and arrange to have this homework marked. For suspension of more than 5 days, the school is responsible for arranging suitable alternative full-time education from the 6th day until the end of the suspension.

The school is also aware of its duty to provide a strategy for reintegrating pupils that return to school following a suspension, and for managing their future behaviour. If a pupil has received numerous suspensions or is approaching the legal limit of 45 school days of fixed-period suspension in an academic year, the school has a duty to consider whether exclusion is an effective sanction.

Procedure for Suspension

- Headteacher takes the decision to exclude a pupil for a fixed period;
- Contact the parent/carer ideally by telephone to arrange the collection and supervision of the pupil. The child's welfare must ALWAYS be the prime consideration;
- The Headteacher must give written notice to the parents informing them of:
 - The precise period and the reasons for the suspension;
 - The parents' duties during the first 5 days;
 - The parents right to make a representation to the Governing Body;
 - The person the parent should contact if they wish to make such representations;
 - The arrangement to set and mark work for the pupil during the initial 5 day period;
 - If relevant the school day on which they will be provided with full time education;
 - Details of the reintegration interview.

Sample letters from Gloucestershire County Council can be found in Appendix 1.

The Headteacher must inform the Governing Body if a pupil is excluded for more than 15 days in any one term.

Children can be excluded for 1 or more fixed periods, up to a maximum of 45 school days in any one school year. A fixed period exclusion does not have to be for a continuous period. A fixed period may be extended to or converted to a permanent exclusion in exceptional cases, usually where further evidence has been uncovered.

The school has a duty to arrange full time education from and including day 6 of the exclusion (see model LA letter in Appendix 1) and has a duty to provide full time education for a Looked After Child from day 1.

When returning back to school an interview will be arranged with the Headteacher or a senior member of staff and the parent and child on the school premises. If the parent fails to attend, the school must keep a record of the failure as this could be taken into account at court in deciding whether to impose a parenting order.

Parents have the right to make a representation to the Governing Body for any fixed term exclusion.

The school is also aware that sending children home from school during lunchtime will also be considered a temporary exclusion. Informal exclusions such as sending a child home to "cool off" are unlawful, regardless of whether they occur with the agreement of parents. Any exclusion of a pupil must be formally recorded (DoE 2023).

Permanent Exclusions

The school considers permanent exclusion to be a very serious step and the Headteacher will need to investigate the incident thoroughly before this decision is made. As with fixed term exclusion, permanent exclusion will follow a range of strategies set out by the school and detailed in the Relational Policy and will be seen as a last resort, or it will be in response to a very serious breach to school rules and policies such as:

- Serious actual or threatened violence against another pupil or a member of staff;
- Carrying an offensive weapon;
- Persistent bullying;
- Racial harassment.

Procedure for Making a Permanent Exclusion

- Headteacher takes the decision to exclude a pupil permanently;
- Contact the parent/carer immediately ideally by telephone;

- The Headteacher must give written notice to the parents informing them of specific information found in the LA guidance (see LA template letter in appendix 2);
- The Headteacher must inform the Governing Body and LA within 1 day on the appropriate form (found on GCC Schools website);
- The school has a duty to arrange full time education from and including day 6 of the exclusion;
- The school has a duty to provide full time education for a Looked After Child from day 1;
- On receiving notice of the exclusion, the Governing Body must convene a meeting within 15 school days to review the exclusion and to consider reinstatement. They must invite the parent, the Headteacher and a LA Social Inclusion officer. Papers including written statements must be circulated at least 5 days before the meeting;
- The Governing Body may ask for advice from the LA officer, but must make the decision alone, asking other parties to withdraw. The clerk may remain;
- The Governing Body must inform the parent, Headteacher and LA officer of their decision in writing within 1 day of the hearing stating reasons;
- LA to contact parent within 3 working days indicating the latest date by which a review can be lodged;
- The child to be removed from the register only when the review process is complete;
- Where parents dispute the decision of a Governing Body not to reinstate an excluded pupil, they can ask for this decision to be reviewed by an independent review panel.

N.B It is the Chair of Governors responsibility to direct the Governing Body of the school to details of their responsibilities when considering exclusions. Details of Governor responsibilities regarding exclusions can be found in DoE Exclusions from maintained schools, Academies and pupil referral units in England (2012).

Behaviour Outside School

Pupils' behaviour outside school on school trips or at sports fixtures etc , is subject to the school's Relational Policy. Poor behaviour in such circumstances will be dealt with as if it has taken place in school.

For behaviour outside school, not on school business, it is at the discretion of the Headteacher whether or not to exclude a pupil if there is a clear link between that behaviour and maintaining good behaviour and discipline among the pupils as a whole, or if it is deemed to be damaging to the reputation of the school.

Pupils with Special Educational Needs and Disabled Pupils

The school must take account of any Special Educational Needs when considering whether or not to exclude a pupil. We have a duty under the Equality Act 2010 not to discriminate against disabled pupils by excluding them from school for behaviour related to their disability. Headteachers and the Governing Body must take into account their statutory duties in relation to SEN when administering the exclusion process. This includes having regard to the SEN Code of Practice and a Duty of Care.

The Headteacher will take reasonable steps to ensure that the school responds to a pupil's disability so that the pupil is not treated less favourably, this includes a duty to make reasonable adjustments to policies and practices.

Reasonable steps could include:

- Differentiation in the school's behaviour policy;
- Developing strategies to prevent the pupil's behaviour;
- Requesting external support for the child;
- Staff training.

Beech Green School recognises that it should engage proactively with parents in supporting the behaviour of its pupils with additional needs and is aware that whether or not a school recognises that a pupil has SEN, all parents have a right to request the presence of a SEN expert if their case is to be reviewed by an independent panel.

If the school has concerns about the behaviour, or risk of exclusion, of a child with additional needs such as a pupil with an EHC plan or a Looked After Child, it is aware that it should consider what additional support may be required. Where a pupil has an EHC plan, schools should consider requesting an early annual review or interim/emergency review.

Temporary Reduced Timetable

In some cases, the school may consider it appropriate to the needs of a particular child, to offer a reduced timetable for a limited period. In this situation, paramount consideration would be given to safeguarding the child and a thorough risk assessment would be carried out. Any reduced timetable would be planned within a pastoral support plan (PSP).

The timetable would be time-limited with a clear plan to increase attendance back to full time, involve professionals working with the child/family, and ensure that parents have given their full consent. This must be completed, signed and then sent to the LA.

The documents below should be read when considering a reduced timetable.

<https://www.gloucestershire.gov.uk/media/1519496/la-exlcusion-guide-for-headteachers-january-2018.pdf>

And the Ofsted 'Pupils Missing Out on Education' can be found at this link:

<http://schools.oxfordshire.gov.uk/cms/content/pupils-missing-out>

Marking Attendance Registers Following Exclusion

When a pupil is excluded, he/she should be marked absent using Code E. Where alternative provision is made, and pupils attend it, they will be marked using either code B (education off site) or code D (dual registration).

Beech Green Primary School

Respect Achieve Belong

St. James', Quedgeley, Gloucester. GL2 4WD



Tel: 01452 722363

Careline Answerphone: 01452 722697

E-mail: admin@beechgreen.gloucs.sch.uk

Website: www.beechgreenprimary.co.uk

Headteacher: Mrs Caroline Musty

Sample letter for fixed period exclusion of 5 days or less (but not more than 15 days exclusion in total for the present term*)

Dear (Name of Parent or Guardian)
(Child's name) (Date of birth)

I have today made the decision to exclude your son/daughter, (child's name), for a fixed period of (specify period) days.

This decision has not been taken lightly. As you know, we have tried a number of preventative strategies in an attempt to avoid exclusion that have included (describe the support provided).

However, today the following incident occurred:

The account should be clear and factual, avoiding subjective or judgemental language e.g. 'Stephen hit Mark with his fist. Mark was sitting down when Stephen hit him in the middle of his back. Mark has bruising' rather than 'premeditated aggressive and violent behaviour'.

During this exclusion, work will be set and marked by the school. Please make arrangements to collect this from reception and return the completed work to school for marking.

Your child should return to school on (date) at (time) (insert details of your school's re-admittance strategy here).

You have a duty to ensure that your child is not present in a public place in school hours during this exclusion (specify dates) unless there is reasonable justification for this. I must advise you that you may receive a penalty notice from the Local Authority if your child is present in a public place during school hours on the specified dates. If this is the case, it will be for you to show reasonable justification as to why your child was in a public place.

You have the right to present your views in writing to the schools' governing board and to do this you should contact Mrs Joanne Layhe, Clerk to the Governing Body at c/o Beech Green Primary School, St James, Quedgeley, Gloucester, GL2 4WD.

You also have the right to see a copy of your child's school record. To obtain a copy contact the school office.

Contacts

If you want advice about exclusions you can contact:

Education Inclusion Service, Gloucestershire County Council

Telephone: 01452 427360/427800

You may also find it useful to contact:

- Coram Children’s Legal Centre on 0345 345 4345 or through http://www.childrenslegalcentre.com/index.php?page=education_legal_practice
- ACE education on 0300 0115 142 on Monday to Wednesday from 10 am to 1 pm during term time and on the website: <http://www.ace-ed.org.uk/>
- The National Autistic Society (Schools Exclusion Service (England)) on 0808 800 4002 or through schoolexclusions@nas.org.uk
- Independent Parental Special Education Advice <http://www.ipsea.org.uk/>

Further sources of advice can be accessed from:

The government’s guidance to schools on exclusion <https://www.gov.uk/government/publications/school-exclusion>

‘School discipline and exclusions’ and ‘Complaint about a school or childminder’:

<https://www.gov.uk/school-discipline-exclusions/exclusions> and <https://www.gov.uk/complain-about-school>

Yours sincerely,

Caroline Musty
Headteacher

Beech Green Primary School

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Website: www.beechgreenprimary.co.uk

Headteacher: Mrs Julie Poulson

Sample letter for fixed period exclusion between 5 ½ days and fifteen days (but not more than 15 days exclusion in total for the present term*)

Dear (Name of Parent or Guardian)

(Child's name) (Date of birth)

I have today made the decision to exclude your son/daughter, (child's name), for a fixed period of (specify period) days.

This decision has not been taken lightly. As you know, we have tried a number of preventative strategies in an attempt to avoid exclusion that have included (describe the support provided).

However, today the following incident occurred:

The account should be clear and factual, avoiding subjective or judgemental language e.g. 'Stephen hit Mark with his fist. Mark was sitting down when Stephen hit him in the middle of his back. Mark has bruising' rather than 'premeditated aggressive and violent behaviour'.

For the first five school days of the exclusion we will set work for (child's name) and would ask you to ensure this work is completed and returned promptly to school for marking. Please make arrangements to collect this from reception. From the sixth school day of the exclusion onwards - i.e. from (specify the date) Schools are responsible for making their own arrangements for day 6 provision [Inset details here including the address, contact name, start and finish times of full-time education, including the times for morning and afternoon sessions where relevant (where it can reasonably be found out within the timescale)]

Your child should return to school on (date) at (time) (insert details of your school's re-admittance strategy here).

You have a duty to ensure that your child is not present in a public place in school hours during this exclusion (specify dates) unless there is reasonable justification for this. I must advise you that you may receive a penalty notice from the Local Authority if your child is present in a public place during school hours on the specified dates. If this is the case, it will be for you to show reasonable justification as to why your child was in a public place.

You have the right to present your views in writing to the schools' governing board and to do this you should contact Mrs Joanne Layhe, Clerk to the Governing Body at c/o Beech Green Primary School, St James, Quedgeley, Gloucester, GL2 4WD.

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Yours sincerely,



Julie Poulson

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Headteacher: Mrs Julie Poulson

Sample letter for permanent exclusion

Dear (Name of Parent or Guardian)

(Child's name) (Date of birth)

I regret to inform you of my decision to permanently exclude (child's name) with effect from (date). This means that (child's name) will not be allowed in this school unless he/she is reinstated by the governing board.

I realise that this exclusion may be upsetting to you and your family, but the decision to permanently exclude (child's name) has not been taken lightly. (Child's name) has been excluded because::

The reason for the exclusion should be given in plain English and should be explicit. The headteacher should make it clear that s/he has investigated the incident fully, has checked whether the incident was provoked by racial or sexual harassment and allowed the pupil to give their version of events.

You have a duty to ensure that your child is not present in a public place in school hours during this exclusion (specify dates) unless there is reasonable justification for this. I must advise you that you may receive a penalty notice from the Local Authority if your child is present in a public place during school hours on the specified dates. If this is the case, it will be for you to show reasonable justification as to why your child was in a public place.

For the first five school days of the exclusion we will set work for (child's name) and would ask you to ensure this work is completed and returned promptly to school for marking. Please make arrangements to collect this from reception.

If pupil lives in Gloucestershire

From the sixth school day of the exclusion onwards — i.e. from (specify the date) Gloucestershire Local Authority will provide suitable full-time education. The Alternative Provision School will contact you by letter detailing the arrangements.

If pupil lives in a different Local Authority:

I have also today informed (name of officer) at (name of Local Authority) of your child's exclusion and they will be in touch with you about arrangements for his/her education from the sixth school day of exclusion. You can contact them at (give contact details).

As this is a permanent exclusion the governing board must meet to consider it. The governing board have the power to reinstate your child immediately or from a specified date, or, alternatively, they have the power to uphold the exclusion in which case you may ask for the decision to be reviewed an Independent Review Panel. The latest date by which the governing board can meet is (specify date – the 15th school day after the date on which the governing board was notified of the exclusion).

If you wish to make representations to the governing board you can do so in writing or you can attend to speak to the governors in person. You can, if you wish, be accompanied by a friend or representative. Please advise (name of contact) on/at (contact details – address, phone number, email) as soon as possible, if you have a disability or special needs which would affect your ability to attend a meeting at the school. Also, please inform (name of contact) if it would be helpful for you to have an interpreter present at the meeting.

You will, whether you choose to make representations or not, be notified by the clerk to the governing board of the time, date and location of the meeting.

You have a right to see your child's school record, which may help you to write or talk to the governing board about this decision.

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