

Exclusion Policy



We have carefully considered and analysed the impact of this policy on equality and the possible implications for pupils with protected characteristics, as part of our commitment to meet the Public Sector Equality Duty requirement to have due regard to the need to eliminate discrimination, advance equality of opportunity and foster good relations.

Approved by:	The Headteacher and Board of Governors		Date: 23 October 2024
Last reviewed in:	October 2024	Review Frequency:	2 years
Next review due by:	22 nd October 2026		

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1. INTRODUCTION

Ellington Infant School is an inclusive school, committed to valuing each member of the school community and working with children and their families.

The decision to exclude a pupil, either for a fixed period or permanently is seen as a last resort by the school.

At Ellington Infant School we are responsible for communicating clearly and effectively to children and their families our expectations for standards of behaviour and conduct.

A range of policies and procedures are in place to promote good behaviour.

- Use of positive behaviour management strategies
- Use of the Home School Agreement
- Positive Relationships Policy
- Consistent approach by all staff – following school policies

The school actively seeks to avoid exclusions. Exclusion would only be considered as an option when other strategies to support and improve behaviour have been tried and have failed over time.

The Headteacher will always consult Kent Exclusion Guidance documentation to ensure school policy is in line with the latest County advice and policy. This document includes guidance on the following:

Exclusion procedures

- Exclusion and SEN
- Exclusion and disability
- Governor Review procedures

Kent Exclusion Guidance can be found here: [Exclusion Procedures \(kelsi.org.uk\)](https://www.kelsi.org.uk)

2. INTERNAL EXCLUSION

The Headteacher may make a decision that an internal exclusion may be an appropriate response to an incident in school. In the Headteacher's absence, the Assistant Headteacher may make this decision, or the most senior member of staff in school.

An internal exclusion means that a child is removed from their peers for a specified time. This could be removal from breaktimes or removal from the classroom. In these circumstances, a child will spend the time in an alternative location in the school, usually with a member of the Senior

Leadership Team. Children will be expected to continue with their learning during this time, and if appropriate, undertake any restorative work that may be required as a result of the initial incident.

Parents will be informed at the earliest opportunity should an internal exclusion be administered.

3. FIXED TERM (TEMPORARY) EXCLUSION

The Headteacher makes all decisions about fixed term exclusions (FTE). In the Headteacher's absence, the Assistant Headteacher or most senior member of staff are able to administer a fixed term exclusion, although every effort must be made to discuss this with the Headteacher before doing so.

Exclusion for a period of time from half a day up to 5 days for persistent or cumulative incidents would only be imposed when the school had offered and implemented a range of support and management strategies.

These could include:

- Discussions with parents
- Individual behaviour plan detailing targets, rewards and sanctions if appropriate
- Individualised timetable
- Adult 1:1 support

Temporary exclusions may also be used in response to a very serious single incident resulting in a child endangering themselves or others, violence towards others or deliberate damage to property.

In such cases the Headteacher will thoroughly investigate the incident and consider all evidence, including that of the pupil(s).

In all cases the Headteacher will write to the parents describing the reasons for the exclusion, and the start and end date of the excluded period. On their return, parents and child will be invited to a reintegration meeting to discuss how the school plans to address the pupil's needs on their return to school and next steps.

Any exclusion will be reported to the Local Authority Inclusion and Attendance Officer. It may be appropriate, if a child has more than one FTE to have a meeting between school, parents and the Inclusion Officer in order to plan a way forward.

4. PERMANENT EXCLUSION

Permanent exclusion would only ever be considered in exceptional circumstances e.g., where a serious incident has occurred (or incidents continue to occur) despite the school putting into place all possible and reasonable measures to manage the problem / behaviour over time.

The Headteacher alone makes all decisions about permanent exclusions. The Governing Board will be informed.

The Headteacher will meet with parents to explain the reasons for the permanent exclusion and what happens next, and this would be followed up in writing. The Inclusions Officer at the Local Authority will be informed so that they can arrange suitable alternative education for the excluded child.

Parents would be invited to attend a Governor's Discipline Meeting within 15 days - a representative from the Local Authority would also attend this meeting.

Parents have the right to appeal via the Local Authority Independent Appeals Panel.

5. MANAGED MOVE

In some circumstances it may be more appropriate to instigate with Local Authority support a "managed move" to another school to give the child a "fresh start".

If this is agreed by parents, the Headteacher would liaise with the local Authority Exclusions Team and the Admissions Team to try to find a suitable place for the child at another local school and a transition plan would be put into place to give the required support.