



Knowleswood
Primary School

Exclusion Policy

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We aim to provide a positive, inclusive learning environment in which all children are able to be successful.

At times, children may exhibit extremes of behaviour in a variety of situations. We make every endeavour to meet the needs of individuals, but we also recognise our responsibility for the welfare of all our children and staff.

A decision to exclude a pupil, either internally, for a fixed period or permanently is seen as a last resort by the school. The physical and emotional health of our children and staff is our primary concern, and we therefore accept, that in some serious situations, exclusion may be necessary, if all other strategies have been exhausted.

It is our policy to refer to the Department for Education Guidance: **Exclusion from maintained schools, academies and pupil referral units in England** Statutory guidance for those with legal responsibilities in relation to exclusion (September 2023). This guidance can be viewed at: <https://www.gov.uk/government/publications/school-exclusion>

We refer to the Exclusions Guidance from Bradford council for all letters, forms and official documentation.

Internal exclusion

An 'internal exclusion' is when a pupil is withdrawn from class for a finite period and supervised – whilst continuing school work - in another part of the school, due to either a step on the child's behaviour plan, or in response to serious inappropriate behaviours (see behaviour policy). The length of the internal exclusion will be appropriate in proportion to the behaviour and age of child. Parents/carers will be informed if their child is to be placed in an internal exclusion.

Suspension (Fixed-term Exclusion)

A suspension is when a child is excluded from school and must remain home for a fixed amount of time. Exclusion is used as a last resort and/or for serious inappropriate behaviours where the child's behaviour was seriously detrimental to the safety, welfare and/or education of others (including staff) and themselves. The exclusion will have a set amount of days as an appropriate level of consequence in proportion to the behaviour.

Work will be provided in all cases for a suspension.

Penalty notice relating to exclusions

Section 103 of the Education and Inspections Act 2006 places a duty on parents to ensure that their child is not in a public place without justifiable cause during school hours when they are excluded from school. This duty applies to the first five days of each exclusion. Failure to do so will render the parent liable to a Penalty Notice. The amount payable is £60 if paid within 21 days of receipt of the Penalty Notice, rising to £120 if paid after 21 days but within 28 days. If the Penalty Notice is not paid, the recipient will be prosecuted for the offence under Section 103. Alternative education provision will be made from the sixth day of any exclusion and failure to attend such provision without good reason will be treated as unauthorised absence.

Re-integration meeting

Re-integration meetings will take place if a child has a suspension for two or more days. At this meeting the behaviour leading to exclusion will be discussed and targets will be set for improvement. Additional support around behaviour will also be discussed.

Permanent exclusion

A permanent exclusion is when a child is permanently excluded from school and not allowed to return. This is a very serious decision and the Headteacher will consult with senior leaders and inform the Chair of the Governing Body as soon as possible in such a case.

It is important to minimise the disruption that exclusion can cause to an excluded pupil's education. The statutory duty for local authorities is to provide full-time education from the sixth day of an exclusion, there is an obvious benefit in starting this provision as soon as possible. Where it is not possible, or not appropriate, to arrange alternative provision during the first five school days of an exclusion, the school will take reasonable steps to set and mark work for the pupil. Work that is provided will be accessible and achievable by the pupil outside school

Procedure for appeal

Parents have the right to appeal an exclusion or make representations to the governing body;

- if the exclusion is permanent
- it is a suspension which would bring the pupil's total number of school days of exclusion to more than 15 in a term
- it would result in a pupil missing a public examination or national curriculum test.

If parents wish to appeal the decision to exclude, the matter will be referred to the Governing Body and handled through the school appeal process - as there is a statutory procedure to follow. This procedure can be found in the document ['Exclusion from maintained schools, academies and pupil referral units in England'](#).