Exclusions Policy

At Gorseybrigg Primary School, our aim is that every member of our school community will feel valued, included and to be treated fairly and with kindness. We believe that a positive behaviour climate is the foundation for a successful learning environment and a crucial element in promoting well-being. However, in exceptional circumstances, severe behaviour issues may lead to either fixed period or permanent exclusion. This policy provides a framework for such situations and is based on statutory guidance from the Department for Education: Suspension and permanent exclusion from maintained schools, academies and pupil referral units in England, including pupil movement (last updated 2024).

Fixed Period Exclusion

This is limited up to 45 days in any one academic year. The length of the exclusion will be determined by the headteacher depending upon the severity of the circumstances. This period may be lengthened by up to 5 days to give the headteacher more time to talk to parents and set out appropriate plans.

Procedure for fixed period exclusion:

1. On the day (or day after) the offence, the child's parents/carers will be informed of the exclusion, its length and the specific reason for it. This will be communicated by letter and, if possible, verbally. Parents/carers will be informed in writing that they have rights to make representations to the governing body and Derbyshire County Council.

2. The headteacher will inform the school's governing body and the LA of all exclusions 5 days or longer in length.

3. The headteacher will make arrangements for the excluded child to receive schoolwork to complete at home until he/she returns to school.

Permanent Exclusion

Procedures for permanent exclusion:

1. The headteacher will inform the child's parents/carers of the exclusion both verbally and in writing. This will include explaining their rights to make representations to the school's governing body and LA.
2. The headteacher will notify in writing the LA and the school's governing body.
3. The school's governing body appeals committee will convene a meeting within 15 school days of notification to consider the case.

4. The child remains on the school's register until the appeals procedure is completed or until the parents/carers confirm that they accept the exclusion and intend to make other arrangements.
5. The headteacher will arrange for work to be set and monitored during the first 5 days of the exclusion and then this responsibility is taken over by the authority.
6. If the child has an EHC, an emergency review will be convened.

A child will only be excluded from school as a last resort. Exclusions can occur as a result of a serious incident, persistent misbehaviour or a breach of criminal law.

Guidance for All Staff / Parents

The following steps of support will be offered to any child who is unable to meet the requirements set out in the school's behaviour policy:

- Parent/Class teacher communication of recurring issues in school – this may require a formal meeting.
- Monitoring diaries or emails sent home weekly/ daily
- Referral to SLT (including the Headteacher)
- If inappropriate behaviour continues, a meeting will be scheduled between parents, class teacher and SLT member/Headteacher.
- A behaviour plan may be issued with an action plan to support the child/staff.
- The Headteacher will monitor all potential exclusions and has sole responsibility for exercising the power to exclude a child.

Obviously, if serious misbehaviour occurs the Headteacher reserves the right to exclude a child immediately. Serious misbehaviour that may result in immediate exclusion:

- Refusal to carry out reasonable instructions issued by the school staff
- Physical assault of children or staff
- Verbal abuse directed at children or school staff
- Theft
- Possession or misuse of drugs or other illegal/dangerous substances/weapons
- Sexual abuse
- Racial abuse
- Vandalism on the school site.

Other circumstances may arise when the headteacher decides it would be appropriate to exclude a child. In all cases the parents/carers of any excluded child will be fully informed of the reason for exclusion.

The Headteacher's Role and Responsibilities

The headteacher will monitor all potential exclusions. Whenever exclusion is considered, the headteacher will evaluate the following:

- The age, understanding and health of the child

- The child's previous record
- The child's home circumstances
- The likelihood of the recurrence of the offences
- Where the offence took place
- The likelihood of the offence putting others in danger
- Who else was involved

The headteacher will consider whether the offences were the result of emotional/behavioural difficulty, as defined by SEND Code of Practice and, if necessary, will act in accordance with the school's SEND Policy.

Reviewed September 2026

Reviewed by Rachel MacLeod