

Our Lady of the Rosary

R.C. V.A Primary School



Exclusion Policy

Approved:	September 2025
Committee Responsible:	Mission and Pastoral
Next review due by:	September 2027
Policy Writer:	Sally Lux

This policy deals with the practice of exclusion.

Rationale

In order to maintain a happy, stable and caring community we need to share a common vision of what we want the school to be and where we want to go.

Our vision is:

“Growing together in faith and understanding”.

John 13:34-35

³⁴ “A new command I give you: Love one another. As I have loved you, so you must love one another. ³⁵ By this everyone will know that you are my disciples, if you love one another.”

Rights Respecting School – United Nations:

Article 3: All organisations concerned with children should work towards what is best for each child.

Article 28: All children and young people have a right to a primary education.

Discipline in schools should respect children’s human dignity.

Introduction

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

When the pupil has not followed the school behaviour policy and received two internal exclusions **OR**

If allowing the pupil to remain in school would seriously harm the education or welfare of the pupil or staff in the school.

Exclusion is an extreme sanction and is only administered by the Headteacher (or, in the absence of the Head, the Deputy Head who is acting in that role).

Exclusion, whether fixed term or permanent, may be used in response to any of the following, all of which constitute examples of unacceptable behaviour:

- Verbal abuse to staff
- Verbal abuse to other pupils
- Physical abuse to/attack on staff
- Physical abuse to/attack on pupils
- Indecent behaviour
- Damage to property
- Misuse of illegal drugs or other substances
- Theft
- Serious actual or threatened violence against another pupil or member of staff
- Carrying an offensive weapon
- Sexual abuse or assault
- 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.

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

Exclusion Procedure

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

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

Following exclusion, parents are contacted immediately where possible, by telephone. A letter will also be sent giving details of the exclusion and the date the exclusion ends. Parents have a right to make representations to the Governing Body and the LA as directed in the letter.

The Chair of Governors will also be informed within 24 hours and the Local Authority receive termly notifications. The FGB will be informed in the Headteacher's Report.

During the period of exclusion it is the parents' responsibility to make sure the pupil is not out in public during the school day, even in the company of the parent.

Where the fixed term exclusion is for more than one day, work will be provided for the pupil to complete at home.

A return to school meeting will be held following the expiry of the fixed term exclusion. This will involve the Headteacher and the class teacher if appropriate. If the Headteacher is absent, it will be a member of the Senior Leadership Team.

Permanent Exclusion

The decision to permanently exclude a pupil is a rare and serious one. There are two main types of situation in which a permanent exclusion might 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 bad behaviour including bullying;

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 student for a first or 'one off' offence. These might include:

- Serious actual or threatened violence against another pupil or member of staff;
- Sexual abuse or assault;
- Carrying an offensive weapon;
- Arson.

The school will consider police involvement for any of the above offences.

These instances are not an exhaustive list but indicate the severity of such offences and the fact that such behaviour seriously affects the wellbeing of those in school.

General factors the school considers before making the 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:

Make sure appropriate investigations have been carried out;

Consider all the evidence available to support the allegations, taking into account the behaviour policy, and our equalities policies;

Allow the pupil concerned to give his/her version of events;

Check whether the incident may have been provoked, for example by bullying, or by racial or sexual harassment.

Follow the guidance in <https://www.gov.uk/government/publications/school-exclusion>

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

Exercise of discretion

In reaching a decision, the Headteacher will always look at each case on its own merits.

In considering whether exclusion is the most appropriate sanction, the Headteacher will consider both the gravity of the incident and the effect that the student remaining in school would have on the education and welfare of other pupils and staff.

Conclusion

Exclusion will always be considered a last resort, and we strive to solve issues around pupil behaviour in other ways.

In conjunction with our Behaviour Policy and our Equal Opportunities Policies we expect that this policy will assist us in providing a happy and safe environment for our children.

This policy will be reviewed every two years.