



The Harleston Sancroft Academy

Exclusions Policy

Policy Type	Academy Policy
Approved By	Local Governing Body
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Review Date	May 2024
Person Responsible	Headteacher



Summary of Changes

Page Ref	Section	Amendment	Date of Change	Author of Change
2	Exclusions	Information added to include details of returning to school after a fixed period exclusion	May 2021	Lucy Smith – Deputy Headteacher

Exclusion from school means that the student is not allowed into school for disciplinary reasons.

There are 2 types of exclusion:

- Fixed period exclusion, which can range from half a day to a maximum of 45 school days in a school year (a child can also be excluded for lunchtimes).
- Permanent exclusion.

Fixed period exclusion

This means that a student is not allowed in school for a specified number of days because they have breached the school's behaviour policy.

Students who misbehave at lunchtime may be excluded for lunchtime only. Each lunchtime exclusion counts as half a day.

The student is not allowed on the school site for a definite period, however this does not have to be a continuous period. This might apply if a student attends college or other off-site provision for part of the week.

An individual student may not be given more than 45 days fixed term exclusions in any one academic school year.

When a student has a fixed term exclusion, the school must set and mark work for the first 5 days of the exclusion and from the 6th day must provide a full-time education provision.

Exclusion for more than 5 days

If any exclusion is for more than 5 school days, parents/carers can request a meeting of the school to review the exclusion. The Governors must agree to this request and must meet within 50 school days.

Exclusion for more than 15 school days

When exclusions total over 15 school days in any one term, the Governors must arrange a meeting to consider the exclusion within 15 school days, to which the parents/carers and a LA representative must be invited.



Returning to school after a fixed period of exclusion

When returning to school from a period of fixed term exclusion, the student and their parents/carers will attend a reintegration meeting as arranged by a member of the SLT. Following this, the student will spend a day in inclusion. This is onsite and students will use a computer to access and complete their timetabled work for the day.

Permanent exclusion

A student is permanently excluded for a serious breach or persistent breaches of the school's behaviour policy and if their being in school would harm the education or welfare of themselves or others. Permanent exclusion should only be used as a last resort and it means that the student would no longer be allowed to attend the school. When a student is permanently excluded, the school must provide work for the first 5 days of the exclusion and the LA is responsible for the education from the 6th school day. A panel of Governors will review every permanent exclusion.

Who can exclude?

Only the Headteacher has the power to exclude a student, or in his/her absence the acting Head.

Reasons for exclusion

- All exclusions must be for disciplinary reasons only.
- All schools must have a behaviour policy setting out what the school rules are.
- All exclusions must be lawful, reasonable and fair.
- Permanent exclusion should only be used as a last resort.

The decision to exclude

When a student is excluded, parents/carers must be notified immediately, ideally by telephone followed up by a letter.

The school must explain:

- The reason(s) for the exclusion.
- If it is a fixed term exclusion, the length of time the exclusion is for.
- The parents/carers right to make representation to the Governors.
- The arrangements made for setting and marking work during the exclusion and for full-time provision if the exclusion is for more than 5 school days.

Standard of proof

The Headteacher's decision to exclude must be taken on the "balance of probabilities". This means that it is more likely than not that the student did what they are accused of. This is not the same as the "beyond reasonable doubt" standard required in a criminal case.

**When exclusion is not allowed**

It is unlawful to exclude or to lengthen an exclusion for a non-disciplinary reason, for example, if a child has special educational needs and the school says it cannot meet those needs.

Behaviour outside school

Students can be excluded for behaviour outside school, but this should be in line with the school's behaviour policy. This will include behaviour on school trips, when in uniform or on the way to and from school and behaviour which may bring the school into disrepute.

Unofficial exclusions

All exclusions must follow the correct procedure and be recorded as exclusions. It is unlawful just to send a child home, even if parents or carers agree.