Hunton & Arrathorne Community Primary School

Exclusion Policy

Date: October 2026	Headteacher: Mr S Donaldson
Review Date: October 2027	Chair of Governors: Mrs A Peacock

Hunton & Arrathorne Community Primary School is a highly inclusive school, with well trained and experienced staff who are used to supporting a wide range of pupil need and challenge. As an inclusive school, we believe exclusion should be treated only as a 'last resort' and prioritise working alongside the pupil and parents, nurture, identifying triggers for misbehaviour, re-deploying staff, creating bespoke pupil strategies and support to try and pre-empt or de-escalate any potential issues. However, we understand that, from time to time, exclusion must be considered, as outlined in the following policy.

Aims

To give appropriate support to the Headteacher in exclusion issues
To ensure that exclusion is used appropriately within the framework of the school's behaviour policy
To discharge appropriately its statutory duties concerning the consideration of reinstatement of excluded pupils.

Procedures

The Decision to Exclude:
Only the Head Teacher can exclude, or the person in charge on the day, if the Headteacher is absent from school.
Before deciding to exclude a pupil the Head Teacher will:
-Ensure that an appropriate investigation has been conducted
-Ensure that all the relevant evidence has been considered
-Give the pupil an opportunity to be heard
Consult other relevant people if necessary
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Having considered these matters, the Head Teacher will make a decision informed by the evidence and risk assessment, having regard to any current guidance from the Department of Education.

Alternatives to exclusions may include: exploring the restorative justice programme, internal exclusions (where the pupil is removed from class, but not the school site) or a managed move to another school.

Exclusions can either be for a Fixed term/Interim or Permanent. Indefinite exclusions are not permissible by law.

Fixed Term Exclusion:

The Head Teacher is permitted to exclude a pupil for one or more fixed term periods not exceeding 45 school days in any one school year. After 45 days, a permanent exclusion will be enforced. *Interim Exclusion:*

On occasions, for a serious offence, the Head Teacher may decide to exclude a pupil for an interim period. This will allow further more detailed investigations to be undertaken. On conclusion of the investigation the Head Teacher will decide that either:

- The exclusion was justified and no extension is required
- A further period of exclusion in the form of an extension is required

In both cases the School will contact the parents of the excluded pupil prior to the expiry of the initial interim period.

When exclusion is not appropriate - exclusion will never be used for:

-Minor incidents such as failure to do homework or to bring dinner money
-Academic performance
-Lateness or truancy
-Pregnancy
-Breaches of school uniform rules or rules on appearance, except where these are persistent and in open defiance of such rules
-Punishing pupils for the behaviour of their parents, for example where parents refuse, or are unable to attend a meeting
-Protecting victims of bullying by sending them home

Education of pupils excluded for a fixed term:

The school will provide education from and including the sixth day of any period of fixed period exclusion of six days or longer. Days of fixed period exclusion are not to be aggregated. The education must be provided offsite

Education of pupils excluded permanently:

North Yorkshire County Council will be required to provide fulltime education from day six of a permanent exclusion.

Reintegration interviews:

On all occasions when a pupil is excluded from school a reintegration interview will be requested. This will initially be the day of return after exclusion. A record will be made on the pupil file should a parent choose not to attend without good reason. The Antisocial Behaviour Act 2003 has been amended allowing a court to take into account the unreasonable failure of a parent to attend a reintegration interview when deciding to make a parenting order.

Duties of parents in relation to excluded pupils:

Parents will be responsible for supervising their child during the first five days of any period of exclusion up to five days and will face a fixed penalty notice if their child is found in a public place in school hours without reasonable justification during this period. The procedure to exclude a pupil is to remain on file with this policy.

Informing Parents

The Headteacher will inform parents without delay (by telephone, with a follow up letter within one school day) and will detail the following information:

-In cases of fixed term exclusions, the length of the exclusion
-In cases of permanent exclusion, that it is a permanent exclusion
-The reasons for the exclusion
-The parent's right of access to the pupil's school record
-The date and time when the pupil should return to school (with a fixed term exclusion) or the number of lunchtimes for which the pupil is excluded (with lunchtime exclusions) -With a permanent exclusion, its immediate effect and any relevant previous history
Arrangements for the setting and marking of work (it is the parent's responsibility to ensure that work sent home is completed and returned to school)

The clerk to the governors will inform parents of:

-Their right to make representations to the Discipline Committee
-The name of the person to be contacted, if they wish to make representations.
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The letter to parents will also state: the latest date by which the Discipline Committee must meet to consider the case
-The name and telephone number of the LA officer to be contacted for advice The telephone number of ACE (the Advisory Centre for Education)
-The school will use model letters in the DfES Guidance 'Improving Behaviour and Attendance', as exemplars.

Informing the Governing Body and the Local Authority

The Headteacher will inform the Governing Body and North Yorkshire County Council within one school day of:

-Permanent exclusions
-Exclusions totalling more than 5 school days or 10 lunchtimes per term Exclusions necessitating a pupil missing a public examination.

The Head Teacher will inform the Governing Body and the local authority of fixed term exclusions amounting to 5 or fewer school days or 10 or fewer lunchtimes (or half days).

The Head Teacher will include the following in the exclusion report:

-The name of the pupil
-The duration of the exclusion
-The reason(s) for the exclusion
-The pupil's age, gender and ethnicity
-Whether the pupil has a statement or is on School Action or School Action Plus -Whether he/she is in Local Authority care

The Responsibilities of the Governing Body

-The Governing Body will review all exclusions and consider any representations from parents
-The governors have decided that for exclusions under 6 days only written representations will be accepted
-The Governing Body will consider whether reinstatement is a practical option -The Governing Body may consider more than one exclusion at any one meeting where appropriate in cases where a pupil will miss a public examination as a result of exclusion, the Governing Body should endeavour to meet before the date of the examination

Discipline Committee Meetings re. Exclusions

On being informed of exclusion by the Head Teacher, the clerk or Chair must:
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With fixed term exclusions totalling fewer than 6 school days in one term, convene a meeting of the Discipline Committee to consider representations from the parents (if these have been made), but the pupil cannot be reinstated

-In the case of fixed term exclusions totalling more than 5, but not more than 15 school days, in any one term, convene a meeting to review the exclusion if the parents have asked to make representations between the 6th and the 50th school day after being notified of the exclusion

-In cases of permanent exclusion or where one or more fixed term exclusions add up to more than 15 days in any one term, arrange a meeting to review the exclusion between the 6th and the 15th school day after being notified of the exclusion

-Invite the parent, Head Teacher and an LA officer to attend at a mutually convenient time and place

-Request written statements before the meeting; and circulate any such written statements (including any statements from witnesses)

-Send a list of those due to attend in advance to all interested parties

-The parent may be accompanied by a friend or a legal representative. The excluded pupil would usually be allowed to attend and to speak if the parent requests this -The Committee must comply with the statutory time limits, but is not absolved of its legal duties in the event of noncompliance (i.e., its decision remains valid even if it was made out of time)

Liaison with Parents

At all stages the Head teacher is expected to seek parental cooperation.

Drug related Exclusions

Any decision to exclude will be based on the criteria spelled out in the school's drug education policy

Permanent Exclusion

A decision to exclude a pupil permanently, as befitting its gravity, should only be taken as a last resort when a wide range of strategies for dealing with disciplinary offences have been employed to no avail or if an exceptional 'one-off' offence has been committed – examples of this are:

-Serious violence, actual or threatened, against a pupil or member of staff Sexual abuse or assault

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-Supplying an illegal drug

-Carrying an offensive weapon

Any other one-off offence considered by the Head Teacher to be an exceptionally serious one

Offsite Behaviour

In certain circumstances at the discretion of the Head Teacher the school will treat poor behaviour offsite as though it occurred on the premises. This usually involves such behaviour committed on the way to and from school or during an educational visit.

Equal Opportunities

In making decisions about exclusion the Head and Discipline Committee will take into account any special educational needs, disabilities, gender, and cultural differences that may be relevant to the case. The Head Teacher will consider the advice in the DfES 'Improving Behaviour and Attendance', and any published codes of practice.

Monitoring and Review

The Head Teacher will report at least annually on the number and type of exclusions and their outcome. The Discipline Committee will review the working of this policy, make an annual report to the governing body, and make recommendations as necessary to the governing body.