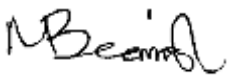




Bournville Primary School Pupil Exclusion Policy

Date Ratified: 15 July 2026

Signed By: 

On behalf of School Governors

Signed by :

Headteacher



Review Date: July 2027



Contents

1. Overview	3
2. Purpose.....	3
3. Principles	3
4. Types of Exclusion	4
5. Notification of exclusion.....	4
6. Pupil returning from fixed term suspension.....	5
7. For permanent exclusion	5
8. Exclusion Panel.....	6
9. Relationship to other policies.....	6
10. Monitoring and review	6
Appendix A	7
Long Term fixed period Suspensions.....	7
Short Term Fixed Period Suspensions.....	7
There is no right to an independent review for fixed period suspension ..	7
Permanent Exclusion from School	7



1. Overview

It is the policy of Bournville Primary School to try to deal with all behavioural issues in an active, positive way, employing a wide range of strategies, including those specifically designed to avoid such issues reaching the point of exclusion. All management of behaviour should be in line with the schools Nurture approach and adopt the six principles of Nurture. Exclusions can be a worrying, upsetting and difficult time for you and your child. Provided here is a brief overview of the process involved if your child has either been excluded from school permanently or for a fixed period (including lunch times).

The process of exclusion that all schools must follow is based on guidance DfE Exclusion from maintained schools, Academies and pupil referral units in England. The exclusion guidance affects all pupils, including those who may be below or above compulsory school age. However, the guidance in relation to education provision beyond the sixth day, only applies to those children who are of compulsory age school and are excluded for more than six days. This means if your child is of compulsory school age, they will continue to receive an education provision beyond the sixth day of exclusion.

2. Purpose

Purpose This policy is designed to briefly outline the school's approach to exclusions within the statutory framework as defined in the School Behaviour Policy (Pupil Exclusions and Reviews) (England) Regulations 2012. It outlines only where the school applies its own additional guidance and policies, which complement and reinforce the statutory guidance, for purposes of clarity in the day-to-day operation of the school.

3. Principles

3.1 As a school we feel it is important to promote a caring, nurturing and supportive environment to enable all members of the school community to feel secure, respected and therefore promote good behaviour in others.

3.2 The development of personal qualities and social skills and the fostering of socially acceptable behaviour are an integral aspect of the school curriculum.

3.3 Exclusion is a sanction used by the school only in cases deemed as serious breaches of the School Behaviour Policy. A pupil may be at risk of an exclusion from school for any of the following however this is not an exhaustive list:

- serious fighting
- verbal or physical assault of another pupil or adult;
- threatening/intimidating behaviour towards other pupils and/or adults;
- bullying behaviour including online, in person and targeting those who have protected characteristics;
- Offensive language directed at another pupil or adult;
- defiance towards any authorised adult in the school;
- damaging school or others' property;



- persistent and repetitive disruption of lessons and other pupils' learning;
- extreme and challenging, which is deemed outside the remit of the normal range of sanctions.

3.4 Evidence of Poor Behaviour: In most cases, except for the most extreme, the Headteacher will have considered the following before making a decision about an exclusion:

- Verbal or written reports from members of staff
- Discussions with the pupils concerned
- Discussions with the parent/s of the pupils concerned
- Responses to any of the following:
 - persistent loss of playtime;
 - behaviour reports on CPOMS
 - Discussion with parents reporting incidences of poor behaviour.
 - Response to any external support provisions that have been accessed

4. Types of Exclusion

4.1 A Fixed Term suspension from the school can only be authorised by the Headteacher or Senior Leadership acting on their behalf. If none are available to authorise the exclusion a decision should be deferred until the opportunity for authorisation is available.

4.2 In the case of a Permanent Exclusion this can only be authorised by the Headteacher and must only be done after consulting the Chair of Governors and the ELAN CEO of the intention to impose this sanction, although the final decision rests with the Headteacher of the school.

4.3 The school seeks to reduce the number of incidents leading to fixed term suspensions and permanent exclusions by promoting a positive atmosphere of mutual respect and discipline within the school.

4.4 The school regularly monitors the number of Fixed Term Suspensions to ensure that no group of pupils are unfairly disadvantaged through their use and that any underlying needs of individuals are being fully met.

5. Notification of exclusion

5.1 The pupil who has been excluded will have the reason for their exclusion explained to them verbally by either the Headteacher or senior leader, so that they understand the nature of why their behaviour is unacceptable.

5.2 If an incident takes place at the end of the school day or after school that day, the parents of the pupil will be contacted and a meeting with the parents and pupil will be arranged for the next morning to gather the information relating to the incident and provide the pupil with an opportunity to discuss what took place and why before a decision to exclude is made.

5.3 The parents will be notified as soon as possible of the decision to exclude and the reasons for the exclusion. The evidence leading up to the decision will be explained. This will be done on the day of the exclusion being authorised by either direct phone contact or a face-to-face meeting.



- 5.4 A written confirmation of the reason(s) for the exclusion will be sent to parents the same day, outlining the reasons for the decision, the date upon which the pupil will be allowed back into school, the procedures for appeal which are open to the parents.
- 5.5 The school will notify the Local Authority using the Suspension notification form found on the North Somerset website and work will be provided by the school for the first 5 days of the suspension.
- 5.6 In the case of a Permanent Exclusion parents will be notified by the Headteacher in a face-to-face meeting.
- 5.7 The Chair of Governors will be informed, and a copy of the letter to parents made available.
- 5.8 The school administrator will record the nature and length of the exclusion on the schools MIS system and copies of the letter to parents will be added to CPOMS.
- 5.9 The exclusion will be reported to the next Full Governing Body meeting.
- 5.10 Work will be set for the pupil to complete at home during a fixed-period. This will be made available for the parents on the morning after the exclusion

6. Pupil returning from fixed term suspension

- 6.1 All pupils returning from a Fixed Term Suspension are required to attend a back to school meeting, accompanied by a parent/carer. This meeting will seek to establish practical ways in which further exclusion can be avoided and behaviour modified to acceptable standards in partnership between pupil, parent and school. The school will ensure records of these meetings are saved on CPOMS.

7. For permanent exclusion

- 7.1 Bournville will usually only permanently exclude a child as a last resort, after trying to improve the child's behaviour through other means. However, there are exceptional circumstances in which a Headteacher may decide to permanently exclude a pupil because of on-going issues or even for a 'one-off' incident.
- 7.2 In the case of a Permanent Exclusion this can only be authorised by the Headteacher and must only be done after consulting the Chair of Governors of the intention to impose this sanction, although the final decision rests with the Headteacher of the school. If your child has been permanently excluded, be aware that:
- The Headteacher will inform the parents of the decision in a face-to-face meeting. The parents will be informed of the decision and the reasons for it. The evidence leading up to the decision will be explained.
 - A letter of confirmation will be sent on the same day by first-class post outlining the reasons for the decision, the procedures for appeal which are open to the parents.
 - The Chair of Governors will be informed, and a copy of the letter to parents made available.
 - The local authority will assume responsibility for the child's education from the sixth day of permanent exclusion.
 - A meeting to review the headteacher's decision will be called within fifteen school days of the date of exclusion, of which the parents will be notified, in



order to consider the decision of the Headteacher. This meeting will contain a panel comprising of 3 members of the governing body.

- All correspondence regarding an exclusion from the school will inform parents of their right to appeal to the Governing Body against the decision to exclude. This procedure is clearly set out in the statutory guidance.
- The person who should be contacted to initiate an appeal is the Clerk to the Governors.

8. Exclusion Panel

8.1 The Governing Body delegates authority to a panel comprising at least three governors, of whom the Headteacher shall not be one.

8.2 Should school not be able to convene a panel of governors, governors can be sought from elsewhere within the MAT

8.3 The panel is delegated the authority, to consider:

- the report of the Headteacher in respect of the decision to exclude a pupil
- the representations of the parents of the pupil (if present)
- to question those involved, if appropriate;
- to allow cross-questioning, and;
- to decide either to endorse the decision of the Headteacher, or to direct the Headteacher to reinstate the pupil.

9. Relationship to other policies

The Exclusion Policy should be read in tandem with the following school policies

- Behaviour Policy
- Inclusion Policy
- Special Educational Needs Policy
- Equal Opportunities Policy
- Anti-Bullying Policy
- Attendance Policy

10. Monitoring and review

10.1 The impact of this policy will be reviewed by the Governing Body and through Headteacher's Reports to Governors

10.2 The Headteacher will provide the panel with regular monitoring reports, which will help it to evaluate the effectiveness of the policy and procedures.

10.3 The policy and procedures will be reviewed and amended in the light of such evaluation and in consultation with representatives of all key stakeholders



Appendix A

Long Term fixed period Suspensions

If your child has been excluded for 15 school days or more over a term, then the Governing Body must meet to review the exclusion within 15 school days after the exclusion.

The panel can decide to uphold the Headteacher's decision or allow your child back in to school (called reinstatement). If your child would miss a public examination, the governors will try to hold the meeting before the date of the examination.

The panel will have a clerk to record what is said and to ensure that everybody can state their case fairly.

Short Term Fixed Period Suspensions

If your child has been excluded for between 5.5 - 15 school days in a term (adding together all the suspensions that term), the Governing Body will meet within 50 school days, but only if you (the parent/carer) request to do so to review the suspension. You are entitled to attend this meeting. Even if your child has returned to school, Governors can still say if they would have upheld the suspension or not and place a statement of their views on your child's record. The school will write to you with details and the arrangements for this meeting.

The school will make arrangements for off-site education from the 6th school day of a fixed period suspension.

If your child has been excluded for up to 5 school days, the Governing Body do not have to meet with you. However, you can make written representations if you wish, which must be considered within 50 days of the decision to exclude. The decision will be placed on your child's file.

There is no right to an independent review for fixed period suspension

Details of your child's suspension will be entered on their school records.

You have a right to see your child's school record. If you would like to do so, you will need to contact the school directly and request a Subject Access Request in line with ELAN's data protection policy.

During the first 5 days of an suspension you must ensure that your child is not in a public place during normal school hours without good reason (This applies whether or not the parent is with the child). A failure to comply with this is an offence and you can be given a fixed penalty notice from the Local Authority.

Permanent Exclusion from School

Permanent exclusion means that your child cannot return to the school or enter the school premises. Only the Headteacher has the right to exclude your child from school.

You will be notified immediately of an exclusion (usually by phone) and a letter must be sent to you within one school day informing you of the decision to permanently exclude your child from school and the reasons why this happened.



The Governing Body must meet within 15 school days of a Headteacher's decision to permanently exclude a child. You will be invited to attend this meeting with a friend or legal representative, as well as sending a written statement if you wish. The school will write to you with details and the arrangements for this meeting.

After the Governor's meeting, you will receive a letter from the Clerk to Governors stating the decision reached by the Governing Body and the reasons why. If the Governing Body uphold the Headteacher's decision to exclude, then you have the right to have the Headteacher's decision reviewed by an Independent Review Panel (IRP).

The Clerk to the Governors will write to you to let you know when you must lodge your review by. This is within 15 school days of being officially notified by the Governing Body in writing.

The role of the IRP, as an impartial body, is to review the decision of the Governing Body. The panel, in reviewing the decision, can make one of three decisions, which are:

- Uphold the decision of the Governing Body;
- Recommend that the Governing Body reconsiders the matter, or

If it considers that the decision of the Governing Body was flawed, when considered in the light of the principles applicable on an application for judicial review, the IRP can quash the decision of the Governing Body and direct the Governing Body to reconsider the matter.

If you do not wish to have the exclusion reviewed, your child will be taken off roll at the school from which they were permanently excluded, the day after the Review period expires.

If you decide to have the decision reviewed, your child's name cannot be removed from the school roll until after the outcome of your IRP is known or the period within which the right of review has elapsed (unless you formally waive your right to have the decision reviewed at an earlier date).

The school has to provide education for your child for the first five school days of the exclusion. This is usually done by work being sent home to complete. The Local Authority will contact you in order to arrange provision from the 6th day and to discuss your child's needs to continue his/her education.

You have the right to see your child's school records. You will need to contact the school direct if you wish to see these records and request a Subject Access Request in line with ELAN's data protection policy.

Schools should avoid permanently excluding pupils with an Education, Health and Care Plan. Where a child is excluded, the Headteacher should use the period between their decision to exclude and the meeting of the Governing Body, to work with the Local Authority to see whether more support can be made available or whether the Plan can be changed to name a new school.