

## Exclusions Policy

### 1. Aims

We are committed to following all statutory exclusions procedures to make sure that every child receives an education in a safe and caring environment.

Our school aims to:

- Make sure that the exclusions process is applied fairly and consistently
- Help governors, staff, parents/carers and pupils understand the exclusions process
- Make sure that pupils in school are safe and happy
- Prevent pupils from becoming NEET (not in education, employment or training)
- Make sure all suspensions and permanent exclusions are carried out lawfully

### 2. Legislation and statutory guidance

Crookham CE(A) Infant School follows the statutory guidance from the Department for Education (DfE): [Suspension and permanent exclusion from maintained schools, academies and pupil referral units in England, including pupil movement](#) August 2024 in the event of an exclusion or suspension.

Crookham CE(A) Infant School will also follow the Hampshire County Council Exclusions Guidance for Hampshire Schools

### 3. Definitions

Suspension – when a pupil is removed from the school for a fixed period.

Permanent exclusion – when a pupil is removed from the school permanently and taken off the school admission register. This is sometimes referred to as an ‘exclusion’.

### 4. Roles and responsibilities

#### 4.1 The headteacher

##### Deciding whether to suspend or exclude

Only the Headteacher, or a named teacher deputising for them, has the power to suspend a pupil from school.

A pupil may be suspended for one or more fixed term periods, for up to 45 days in any one school year or as a last resort permanently excluded. Each individual situation will be investigated according to need. The Head Teacher will gather evidence by seeking the opinions and advice of colleagues and listening to the views of the pupil/s to gain the full picture before action is taken. If satisfied that, on the balance of probabilities, the pupil did what he or she is alleged to have done, the Head Teacher may suspend or permanently exclude the Pupil.

Permanent Exclusion is a very serious matter. The Headteacher may decide to permanently exclude a pupil only when they are sure that:

- the pupil has seriously breached the school's behaviour policy or persistently breaches the behaviour policy and

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- if the pupil remains in school, it would seriously harm the education or welfare of the pupil or others in the school.

### Informing parents/carers

If the Headteacher suspends a pupil, they will inform the parents, giving reasons for the suspension. This is followed by a letter the same day setting out the details of the suspension and, at the same time, making it clear to the parents that they have the right to appeal, should they wish to, and how to do this. If a pupil is at risk of suspension or exclusion, the headteacher will inform the parents/carers as early as possible, in order to work together to consider what factors may be affecting the pupil's behaviour, and what further support can be put in place to improve the behaviour.

### Informing the governing board

The headteacher will notify the governing board and LA of any suspensions or exclusions as detailed in the statutory guidance: [Suspension and permanent exclusion from maintained schools, academies and pupil referral units in England, including pupil movement](#)

### Providing education during the first 5 days of a suspension or exclusion

If a child is suspended the school will set and mark work. If a child is permanently excluded the school will set and mark work for 5 days.

## 4.2 The governing board

### Considering suspensions and permanent exclusions

Responsibilities regarding suspensions and permanent exclusions are delegated to the Pupil Exclusions Committee consisting of at least 3 governors.

### Monitoring and analysing suspensions and exclusions data

The school will keep records of suspensions, exclusions and attendance.

The governing board will review, challenge and evaluate the data on the school's use of suspensions and exclusions through attendance monitoring and through responding to data in Headteacher reports.

## 5. Returning from a suspension

A reintegration meeting will be called following a suspension. This is a meeting of the Headteacher, parents and child, the purpose of which is to discuss how the child's return to school can best be managed.

## 6. Links with other policies

This policy is linked to our:

- Behaviour policy
- SEND policy and SEND information report