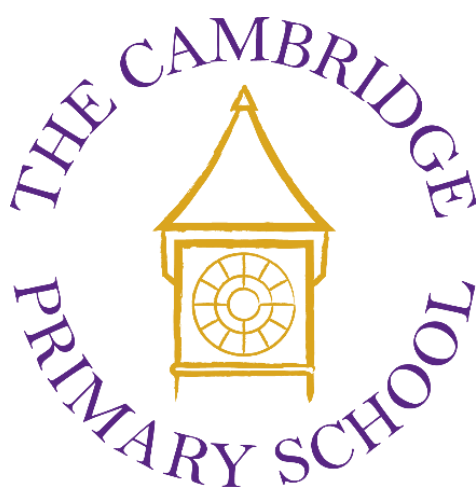


# THE CAMBRIDGE PRIMARY SCHOOL

## Exclusion Policy

2023



<b>Date of Approval:</b>	September 2023
<b>Date of Next Review:</b>	September 2024

## The Cambridge Primary School

### Exclusion Policy

(to be read in conjunction with our behaviour policy)

We aim to provide a positive, inclusive learning environment in which all children are able to be successful.

At times, children may exhibit extremes of behaviour in a variety of situations. We make every endeavour to meet the needs of individuals, but we also recognise our responsibility for the welfare of all our children and staff.

A decision to exclude a pupil, either internally, for a fixed period or permanently is seen as a last resort by the school. The physical and emotional health of our children and staff is our primary concern, and we therefore accept, that in some serious situations, exclusion may be necessary, if all other strategies have been exhausted. When carefully considering the decision for exclusion or suspension, safeguarding and child protection factors are also considered.

It is our policy to refer to the Department for Education Guidance: Suspension and Permanent Exclusion from maintained schools, academies and pupil referral units in England, including pupil movement Guidance for maintained schools, academies, and pupil referral units in England (September 2023). This guidance can be viewed at: <https://www.gov.uk/government/publications/school-exclusion>

We refer to the Exclusions Guidance for Hampshire Schools for all letters, forms and official documentation.

#### **Internal Isolation – previously known as ‘internal exclusion’**

An ‘internal isolation’ is when a child is withdrawn from class for a finite period and supervised – whilst continuing school work - in another part of the school, due to either a step on the child’s behaviour plan, or in response to serious inappropriate behaviours (see Positive Behaviour Policy). The length of the internal isolation will be appropriate in proportion to the behaviour. Parents/carers will be informed if their child is to be placed in an internal isolation and the child will need to be dropped off and collected from the school office (by their parent/carer) for the period of internal isolation.

If a child does not follow instructions or remain in the part of the school allocated, a decision will be made regarding the next appropriate action. During an internal exclusion, the child will have access to the toilet facilities, drinking water and their snacks/lunch. They will also have supervised movement breaks.

#### **Suspension (previously known as ‘Fixed-term Exclusion’)**

A suspension is when a child is excluded from school and must remain home for a fixed amount of time. Suspension is only used as a last resort and/or for serious inappropriate behaviours where the child’s behaviour was seriously detrimental to the safety, welfare and/or education of others (including staff) and themselves. The exclusion will have a set amount of days as an appropriate level of consequence in proportion to the behaviour.

It is important to minimise the disruption that exclusion can cause to an excluded pupil’s education. Whilst the statutory duty of the Local Advisory Committee to provide full-time education from the sixth day of an exclusion, there is an obvious benefit in starting this provision as soon as possible. Where it is not possible, or not appropriate, to arrange alternative provision during the first five school days of a suspension, the school will take reasonable steps to set and mark work for the pupil. Work that is provided will be accessible and achievable by the pupil outside school.

#### **Penalty notice relating to exclusions and suspensions**

Section 103 of the Education and Inspections Act 2006 places a duty on parents to ensure that their child is not in a public place without justifiable cause during school hours when they are excluded from school. This

duty applies to the first five days of each exclusion/suspension. Failure to do so may render the parent liable to a Penalty Notice. The amount payable is £60 if paid within 21 days of receipt of the Penalty Notice, rising to £120 if paid after 21 days but within 28 days. If the Penalty Notice is not paid, the recipient will be prosecuted for the offence under Section 103. Alternative education provision will be made from the sixth day of any exclusion/suspension and failure to attend such provision without good reason will be treated as unauthorised absence.

### **Re-integration meeting**

Re-integration meetings with the child, parent(s), Headteacher, will take place if a child has a suspension for two or more days. At this meeting, the behaviour leading to suspension will be discussed and targets will be set for improvement. Additional support around behaviour will also be discussed.

### **Permanent exclusion**

A permanent exclusion is when a child is permanently excluded from school and not allowed to return. This is a very serious decision and the Headteacher will consult with senior leaders and Chair of the Local Advisory Committee soon as possible in such a case.

### **Managed move**

In cases where the Headteacher and parents agree that the progress of the pupil has been unsatisfactory and the pupil is unwilling or unable to profit from the educational opportunities offered, or if a parent's failure to engage in strategies implemented by the school are resulting in a continuing pattern of poor behaviour or lack of improvement in behaviour, the Headteacher may consult with the Local Authority and propose a managed move to another school. This is not exclusion and in such cases the Headteacher may assist the parents in placing the pupil in another school.

### **Procedure for appeal**

If parents wish to appeal the decision to exclude, the matter will be referred to the Local Advisory Committee and handled through the school appeal process - as there is a statutory procedure to follow.

### **Safeguarding**

Schools have a statutory duty to make arrangements for safeguarding and promoting the welfare of their children. In the case of any internal isolation, suspension or permanent exclusion, the Designated Safeguarding Lead will be informed and will assess any additional steps that need to be taken to safeguard the child. This may include, but is not limited to, making welfare checks on a child who has been suspended and informing any safeguarding partners already involved with the child, such as a social worker.

Guidance to support parents/carers can be found in Annex C – A guide for parents/carers  
<https://www.gov.uk/government/publications/school-exclusion>