



Exclusion Policy

This policy should be reviewed annually and as required by legislation.		
Action	Reviewer	Date
Review	EG	Nov 2025
Approved by Chair of COM	BB	Nov 2025
Date for next internal review	EG	Nov 2026

EXCLUSION POLICY

Principles:

The school's Behaviour Policy aims to promote a positive atmosphere of mutual respect and discipline within the school and to establish a framework in which behavioural issues are managed in an active, positive way through a range of strategies and interventions of support designed to avoid such issues reaching the point of exclusion.

In the vast majority of situations, behaviour can be managed through a variety of strategies (See Behaviour Policy), however if approaches to behaviour management have been exhausted, suspension and permanent exclusion will sometimes be necessary as a last resort. This is to ensure that other pupils and staff are protected from disruption and a calm, safe and supportive environment can be restored.

Exclusions may include exclusion from peers or from an activity within school, Suspension (Fixed Term Exclusion) and Permanent Exclusions.

All decisions to suspend or permanently exclude a pupil will be lawful, reasonable and fair and the exclusions process will be applied fairly and consistently.

Deciding whether to suspend or exclude

Only the Headteacher, or Deputy Head acting on behalf of the Headteacher, can suspend or permanently exclude a pupil from school on disciplinary grounds. The decision can be made in respect of behaviour inside or outside of school. The headteacher will only use permanent exclusion as a last resort.

A decision to suspend a pupil will be taken only:



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- o In accordance with the school's behaviour policy
- o To provide a clear signal of what is unacceptable behaviour
- o To show a pupil that their current behaviour is putting them at risk of permanent exclusion

Where suspensions have become a regular occurrence, the headteacher will consider whether suspensions alone are an effective sanction and whether additional strategies need to be put in place to address behaviour issues.

Exclusion

Exclusion is a sanction used by the school only in cases deemed as serious breaches of the school's Behaviour Policy and if allowing the pupil to remain in School would seriously harm the education or welfare of others.

A child may be at risk of exclusion from school for:

- Verbal or physical assault of another child or an adult.
- Persistent and repetitive disruption of lessons and of other children's learning.
- Extreme misbehaviour which is deemed outside the remit of the normal range of sanctions.
- Persistent bullying
- Unsatisfactory attendance, which is not in the child's or the School's best interests

Permanent Exclusion can only be authorised by the Headteacher and must only be done after consulting the Chair of the Council of Management of the intention to impose this sanction, although the final decision rests with the Headteacher of the school.

Before deciding whether to suspend or exclude a pupil, the headteacher will:

- o Consider all the relevant facts and evidence on the balance of probabilities, including whether the incident(s) leading to the exclusion was/were provoked
- o Allow the pupil to give their version of events
- o Consider whether the pupil has special educational needs (SEN)
- o Consider whether the pupil is especially vulnerable (e.g. the pupil has a social worker, or is a looked-after child (LAC))
- o Consider whether all alternative solutions have been explored, such as other sanctions rather than suspension.



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The headteacher will consider the views of the pupil, in light of their age and understanding, before deciding to suspend or exclude, unless it would not be appropriate to do so.

Pupils who need support to express their views will be allowed to have their views expressed through an advocate, such as a parent/carer or social worker.

The headteacher will not reach their decision until they have heard from the pupil, and depending on the age of the pupil, will inform the pupil of how their views were taken into account when making the decision.

Notifying Parents/Carers:

If a pupil is at risk of suspension or exclusion, the headteacher will inform the parents/guardians 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.

If the headteacher decides to suspend or exclude a pupil, the parents/guardians will be informed, in person or by telephone, of the period of the suspension or exclusion and the reason(s) for it, without delay. A written confirmation of the reason(s) for the suspension or exclusion will be sent to parents/guardians the same day. In the case of a Permanent Exclusion parents/guardians will always be notified by the Headteacher in a face-to-face meeting.

The Headteacher will explain to the child the reason for his/her suspension or exclusion.

For a Suspension, the school will put in place a programme for the child on his/her return. This will include input from staff at the school, parents/guardians and, if appropriate, any other appropriate outside agency, to support the child in managing his or her behaviour and feelings. It is hoped that, following a suspension, the child will be able to return to school and that further input will promote in him/her a more positive attitude and subsequent improvement in behaviour.

The Chair of the Council of Management and relevant school staff will be notified of a Suspension or exclusion on the same day and will be provided with a copy of the letter sent to parents.

A child returning from a Suspension is required to attend a reintegration meeting accompanied by the parent/guardian. This meeting will seek to establish practical ways in which further exclusion can be avoided and behaviour modified to acceptable standards in partnership between the parents/guardians, School and child.

Permanent Exclusion:

The School 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 the Headteacher may decide to Permanently Exclude a child because of ongoing issues or even for an extremely serious 'one-off' incident.



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If a child has been permanently excluded by the Headteacher or has been suspended for a period of more than 11 days:

- Parents can ask The Council of Management to review the Headteacher's decision and parents/guardians may meet with them to explain their views on the exclusion. The CoM would either:
 - uphold the exclusion decision; or
 - recommend the Head reconsiders the decision.
- Correspondence to parents/guardians regarding an Exclusion or Suspension from the School will inform them of their right to ask the Council of Management to review the decision to Exclude or Suspend. The person who should be contacted to initiate a CoM review is the Secretary to the Council of Management, 77 Elmore Street, London N1 3AQ.

Child Protection:

It is the school's duty to inform Islington Safeguarding Children's Board of any child of compulsory school age who has been permanently excluded from the school or whose Suspension exceeds 5 days during term time.

Attendance and Admissions Register:

A child's name must be removed from the School Admissions Register if:

- A total of 15 school days have passed since the parents/guardians were notified and no application has been made for a Council of Management review or
- Parents/guardians have stated in writing they will not be applying for a Council of Management review of the decision to Exclude or Suspend their child from School

If an excluded child is not attending an alternative provision, Code E must be used in the School Attendance Register.

Legislation, statutory requirements and statutory guidance

This policy is based on the following legislation and guidance:

- The Education (Independent School Standards) Regulations 2014 as amended,
- Education and Skills Act 2008



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- The Statutory framework for the Early Years Foundation Stage (DfE, effective from September 2021),
- Data Protection Act 2018 and General Data Protection Regulation (GDPR)
- Equality Act, 2010

We also take into account guidance from the Department for Education (DfE): Suspension and permanent exclusion from maintained schools, academies and pupil referral units in England, including pupil movement, which outlines schools' powers to exclude pupils and the following:

- Section 51a of the Education Act 2002, as amended by the Education Act 2011
- The School Discipline (Pupil Exclusions and Reviews) (England) Regulations 2012
- Part 7, chapter 2 of the Education and Inspections Act 2006, which sets out parental responsibility for excluded pupils
- Section 579 of the Education Act 1996, which defines 'school day'
- The Education (Provision of Full-Time Education for Excluded Pupils) (England) Regulations 2007, as amended by The Education (Provision of Full-Time Education for Excluded Pupils) (England) (Amendment) Regulations 2014
- Children and Families Act 2014

Exclusion for Non-Payment of Fees

As per our Parent Contract, we may refuse to allow a child to attend the School or withhold any references while fees remain unpaid or if there is a persistent failure by parents to pay the fees on time.

Related School Policies:

- Behaviour Policy
- Anti-Bullying Policy
- Equality Policy
- SEN Policy
- Children Missing from Education

This Policy was reviewed, amended and agreed by the Council of Management in Nov 2025. It will be reviewed again in one year's time.

Agreed by ___ Brodie Bibby _____ Chair of the Council of Management