



Pashley Down Infant School

Learning at Pashley is an amazing adventure

Exclusions Policy

Reviewed/Adopted: **July 2023**

Next Review: **July 2025**

Table of Contents

1. Introduction	2
2. Exclusions Procedures	2

Pashley Down Infant school follows the East Sussex Local Authority Exclusion Guidance.

1. Introduction

At Pashley Down Infant school, exclusions are used as a last resort and each case is treated on its merit and will be treated equally

The decision to exclude a pupil will only be taken in the following circumstances:

- In response to a serious breach of the school's Behaviour Policy, and
- If allowing the pupil to remain in school would seriously harm the education or welfare of the pupil or others in the school.

Exclusion is an extreme sanction and is only administered by the Headteacher (or, in the absence of the Headteacher, the Deputy who is acting in that role). Exclusion, whether fixed term or permanent may be used for any of the following, all of which constitute examples of unacceptable conduct:

- Verbal abuse to pupils, staff and others
- Physical abuse to/attack on pupils, staff and others
- Damage to property
- Theft
- Indecent behaviour
- Serious actual or threatened violence against another pupil or a member of staff
- Unacceptable behaviour which has previously been reported and for which school sanctions and other interventions have not been successful in modifying the pupil's behaviour
- Other incidents that threaten the safety and well-being of members of the school community, including pupils and staff
- Other incidents that seriously impact upon the learning of all pupils within the school.

This is not an exhaustive list and there may be other situations where the Headteacher makes the judgement that exclusion is an appropriate sanction.

2. Exclusions Procedures

At Pashley Down Infant school we follow the East Sussex Local Authority policy and procedures for Exclusions.

Most exclusions are of a fixed term nature and are of short duration (usually between one half to three days). DfE Regulations allow the Headteacher to exclude a pupil for one or more fixed periods not exceeding 45 school days in any one school year.

The decision to exclude permanently is a serious one and there are two main types of situation in which permanent exclusion may be considered:

- The first is a final, formal step in a concerted process for dealing with disciplinary offences following the use of a wide range of other strategies, which have been used without success. It is an acknowledgement that all available strategies have been exhausted. This would include racist, sexist or homophobic bullying.
- The second is where there are exceptional circumstances and it is not appropriate to implement other strategies and where it could be appropriate to permanently exclude a pupil for a first or 'one off' offence.

Exclusion will not be imposed instantly unless there is an immediate threat to the safety of others in the school or the pupil concerned. Before deciding whether to exclude a pupil either permanently or for a fixed period the Headteacher will:

- Ensure appropriate investigations have been carried out.
- Consider all the evidence available to support the allegations taking into account the Behaviour Policy and the Equal Opportunities Policies.
- Allow the pupil to give her/his version of events.
- Check whether the incident may have been provoked, for example by bullying or by racial or sexual harassment.

If the Headteacher is satisfied that on the balance of probabilities the pupil did what he or she is alleged to have done, exclusion will be the outcome.

Following exclusion, parents or carers will be contacted immediately where possible. A letter will be sent by post giving details of the exclusion and the date the exclusion ends. Parents and carers will have the right to make representations to the Governing Body and the Local Authority as directed in the letter and have the right to seek further information or to appeal the decision.

After parents/carers have been called to inform them of incident, parents will be asked to collect child early. If time allows parents will be given formal letter about suspension/exclusion. A copy of this letter will be emailed to parents within 72 hours.

During the course of a fixed term exclusion where the pupil is to be at home, parents or carers are advised that the pupil is not allowed on the school premises and that supervision is the responsibility of the parents or carers.

At Pashley Down Infant school, the Chair of Governors will be informed of any exclusions.

Following a fixed term exclusion, a return to school meeting will be held involving the pupil, parents and carers, and the Headteacher. At this meeting, a plan for supporting the return to school will be agreed.

In the case of permanent exclusions the Headteacher will inform East Sussex Local Authority within one day of issue and in the case of fixed term exclusions, the Local Authority will be informed within three days of the exclusion.