LORDSWOOD SCHOOL

Exclusions Policy

Date: September 2025
Review Due: September 2026
Reviewed Annually

Intent

At Lordswood, we understand that good behaviour is essential for promoting a high quality education. This policy deals with the policy and practice which informs the school's use of suspensions and permanent exclusion. It is underpinned by the shared commitment of all members of the school community to achieve two important aims:

1. The first is to ensure the safety and well-being of all members of the school community, and to maintain an appropriate education environment in which all can learn and succeed;
2. The second is to realise the aim of reducing the need to use suspensions and permanent exclusion as a sanction.

We have adopted the current Statutory Guidance on Suspension and Permanent Exclusion from Schools and Pupil Referral units.

Introduction

The Department for Education now refers to 'fixed term' exclusions as 'suspensions'. This refers to the temporary removal of a pupil from school for a violation of our Relationships Policy, for one or more fixed periods (up to a maximum of 45 school days in a single academic year).

A 'peramnent exclusion' is the most serious sanction a school can give if a pupil does something that is against it's Relationship Policy. It means a pupil is no longer allowed to attend school and their name will be removed from school roll.

Suspension is an extreme sanction and can only be administered by the Head. The decision to suspend will be taken in line with the DfE guidance and in the following circumstances:

(a) In response to a serious or persistent breaches of the school's Relationshp Policy
(b) If allowing the pupil to remain in school would seriously harm the education or welfare of other persons or the pupil him/herself in the school.

Supsension or a permanent exclusion, may be used for any of the following, all of which constitute examples of unacceptable conduct, and are infringements of the school's Relationship Policy:

- Verbal abuse to staff and others
- Verbal abuse to pupils
- Racist abuse
- Abuse against sexual orientation
- Abuse relating to disability
- Physical abuse to/attack on staff
- Physical abuse to/attack on pupils
- Indecent behaviour
- Damage to property
- Misuse of illegal drugs
- Misuse of other substances
- Theft

- Serious actual or threatened violence against another pupil or a member of staff
- Leaving the school site without permission
- Sexual abuse or assault
- Supplying an illegal drug
- Carrying an offensive weapon
- Arson
- Constant disruption
- Serious assault on another individual leading to injury
- Deliberately spitting or coughing at others putting them at risk
- 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.

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

At times the Head will decide not to use the extreme sanction of a suspension but will decide that a Pastoral Support or Behaviour Plan should be drawn up to try and avoid the sanction of a suspension in the future. This might be accompanied by an internal exclusion in school or at another GST school.

The head will only use permanent exclusion as a last resort and will consider all the relevant facts and evidence on the balance of probabilities, including whether the incident(s) leading to the exclusion were provoked and allow the pupil to give their version of events.

Suspension procedure

Suspensions are of a fixed term nature and are of short duration (usually between one and three days).

The DfE regulations allow the Head to suspend a pupil for one or more fixed periods not exceeding a total of 45 school days in any one school year.

The Governors have established arrangements to review promptly all permanent exclusions from the school and all fixed term suspensions that would lead to a pupil being suspended for more than 15 days in a school term or missing a public examination.

The Governors have established arrangements to review fixed term suspensions which would lead to a pupil being suspended for more than five days but not more than 15 days in a school term where a parent has expressed a wish to make representations.

Following suspension or permanent exclusion, parents are contacted immediately where possible. A letter will be issued giving details of the suspension and the date the suspension ends. Parents have a right to make representations to the Governing Body and the Local Authority as directed in the letter. The Local Authority will also be notified of all suspensions and permanent exclusions. If the child has an allocated Social Worker they will also be informed to ensure safeguarding needs and risks and the pupil's welfare are taken into account.

During the course of a fixed term suspension where the pupil is to be at home, parents are advised that the pupil is not allowed on the school premises, and that daytime supervision is their responsibility as parents/guardians.

During the first 5 days of a suspension, if the pupil is not attending an alternative provision, the Head will take steps to ensure that achievable and accessible work is set and marked for the pupil. Online pathways such as Google Classroom may be used for this. If the pupil has a special educational need or disability, the Head will make sure that reasonable adjustments are made to the provision where necessary.

Records relating to exclusions will be stored on Arbor and in the child's school file.

A return to school meeting will be held following the expiry of the fixed term exclusion and this will involve a member of the Senior Leadership Team and other staff where appropriate.

Permanent Exclusion

The decision to exclude a pupil permanently is a serious one and taken in response to a serious breach or breaches of the school's Relationship Policy and where allowing the pupil to remain in school would seriously harm the education or welfare of the pupil or others such as staff or pupils in the school.

There are two main types of situation in which permanent exclusion could be considered:

1. 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 and is used as a last resort. This would include persistent and defiant misbehaviour.

2. 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 single serious offence (which may come from a child with no previous history). These might include:

    - Serious actual or threatened violence against another pupil or a member of staff
    - Sexual abuse or assault
    - Supplying an illegal drug
    - Carrying an Offensive Weapon (Offensive weapons are defined in the Prevention of Crime Act 1993 as "any article made or adapted for causing injury to the person; or intended by the person having it with them for such use by them").
    - Arson
    - Behaviour which poses a significant risk to the child's own safety.

The school will involve the police for any relevant offences. These instances are not exhaustive but indicate the severity of such offences and the fact that such behaviour seriously affects the discipline and well-being of the school community.

For any permanent exclusion, the Head will take reasonable steps to ensure that work is set and marked for pupils during the first five school days where the pupil will not be attending alternative provision.

When a child reaches this final stage, it is the expectation of the Head that his/her professional judgement is accepted. If the Head is satisfied, after investigating, that on the balance of probabilities the pupil did what he/she is alleged to have done, then exclusion will be the outcome.

For permanent exclusions, the LA will arrange suitable full-time education to begin no later than the sixth school day after the first day of the exclusion.

For pupils who are LAC or have social workers, the LA and the school will work together to arrange suitable full-time education to begin from the first day of the exclusion.

The Head may cancel an exclusion that has not been reviewed by the governing board. This practice is sometimes known as withdrawing/rescinding a suspension or permanent exclusion. If this occurs, parents, the governing board and the local authority should be notified, and if relevant, the social worker and Virtual School Head.