



Exclusion Policy

Exclusions are seen as a last resort as part of a disciplinary continuum that begins with classroom-based responses to indiscipline and can end in permanent exclusion. The decision to exclude is not taken lightly and exclusions tend to be used as a last resort, when other sanctions/courses of action have failed. Exceptionally a student will be excluded for a single offence; such offences will include verbal abuse to staff and being a danger to others.

Inevitably a very small minority of students will fail to modify their behaviour. Procedures are in place to respond to this in the form of normal classroom management and then with Senior Leadership Team intervention. Particular features of this are internal seclusion and SLT (Senior Leadership Team) Detention, a formal detention which takes place after school.

Use of Fixed Term or Permanent Exclusion is likely to follow and be a result of strategies outlined in the Behaviour Policy, which have been tried without success. The decision to exclude a student is only taken: a) in response to serious breaches of the school's behaviour policy; and b) if allowing the student to remain in school would seriously harm the education or welfare of the student or others in school.

There are two types of exclusion – 'fixed period' and 'permanent'.

A fixed period exclusion can be anything from one day upwards. The policy is to keep such periods to the minimum time necessary to punish the student and to indicate the seriousness with which the School views their actions. A period of between one and three days is often long enough to secure the benefits of exclusion without adverse educational consequences, although there may be circumstances, such as ensuring the safety of other students, where a longer period of time is appropriate. Occasionally it may be necessary to exclude a student over a lunchtime period as a short-term measure, and in such cases this is treated as the equivalent of a quarter of a school day. After a fixed period exclusion a student returns to school. The maximum total period of such fixed period exclusions for an individual student is 45 days in any one school year.

A permanent exclusion is when a student is not allowed to return to school. This is likely to follow a series of fixed term exclusions and following a wide range of other strategies that have been tried without success. However, there may be exceptional circumstances where it is appropriate to permanently exclude a student for a single incident of extreme severity such as serious actual or threatened violence, sexual harassment or abuse, possession or supplying illegal drugs, or the use or threatened use of an offensive weapon.

The phrase internal seclusion is sometimes used to describe managed situations where students do not attend a series of their normal lessons, for example over a complete day, and instead work in isolation. Neither this, nor removal of a student from specific individual classes as a short-term measure for addressing inappropriate behaviour, is classed as an exclusion.

Before taking a decision to exclude, the Headteacher (or a nominated person with delegated responsibilities in his absence) will:

- a) Ensure that appropriate investigation has been carried out
 - b) Consider all the evidence carefully and ensure that all accounts of the events have been heard
 - c) Check whether the incident may have been provoked, eg. by bullying or by racial or sexual harassment
 - d) Ensure that appropriate consultation has taken place
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Only the Headteacher, or Deputy/Assistant Head in their absence, can authorise an exclusion. The documentation relating to the nature of incidents leading to any exclusion will be held by the appropriate pastoral team on the student file, along with supplementary materials such as statements by staff and other students. The documentation relating to the exclusion will be held by the Headteacher, and details forwarded to the Local Authority using their designated procedures, including the Headteacher notifying the Chair of Governors. Whilst a student is excluded the School will fulfil its statutory duty to provide work for the student to complete.

When parents (the relevant person) are informed that their daughter/son is being excluded, the School will always try to make personal contact to explain the circumstances and to seek their support for our actions. This contact will be made by a pastoral leader or member of the senior leadership team. Parents are also notified of their rights to make representations about the exclusion.

For more detailed guidance please refer to Welsh Government guidance document no: 255/2019 Exclusion from School and Student Referral Units and subsequent clarifications and amendments.

Reviewed by: M. Ford
body

on behalf of the Governing

Date October 2025
