

Kilburn Infant & Nursery School

EXCLUSION POLICY

Context

A decision to exclude a child should be taken only:

- in response to serious breaches of a school discipline
- in response to serious anti-social behaviour towards adults or children at school including but not limited to e.g. biting, kicking, punching, hitting, throwing objects endangering the safety of others, destroying or spoiling school and others' property, or persistent swearing or disrespectful, abusive, threatening, foul language, persistent and/or pre-meditated stealing
- if allowing the pupil to remain in school would seriously harm the education or welfare of the pupil or others in the school.

'Suspension' exclusion

In most cases, Kilburn Infant & Nursery School will exclude a child for a fixed period of e.g. one day for specific breaches of school discipline.

A decision to exclude a pupil will be made by the Head teacher or Deputy Head teacher when written or verbal information/reports have been received from staff. The child pending an exclusion will be talked to by staff to find out why the behaviour happened. Other pupils may also be asked what they have seen or heard.

The school will contact the child's parent by Parenthub, telephone or email to inform them of the unacceptable behaviour, and the time/day of the 'suspended' exclusion.

The Governing Board will be contacted to inform them of the exclusion and the circumstances. The Head teacher or Deputy Head teacher will complete the LA model documents – the letter for the parent and the 'Exclusion Report' for the pupil's file.

All exclusions will be included in the termly agenda at the Safeguarding Committee. 'School Actions' and 'support for the pupil' to reduce the likelihood of further exclusions will be discussed by the Head teacher or Deputy Head teacher and the Governors.

'Permanent' Exclusion

A permanent exclusion can be given for a first offence, e.g. violence, but only when the Head teacher or Deputy Head teacher has had time to 'reflect on the incident'.

Permanent exclusion should be used only as a last resort but, "these judgements are rightly ones for the Head teacher or Deputy Head teacher". Only the Head teacher or Deputy Head teacher can decide to exclude.

Before permanently excluding a child, a range of alternative strategies should be used, e.g. home-school partnership, external agencies. School may then liaise/work with external agencies to avoid permanent exclusion.

Procedure

- 1) Head teacher will contact parents by post to invite them into school to discuss home-school strategies for improved behaviour. The Head teacher or Deputy Head teacher, class teacher and parents will be present for this meeting.
- 2) Head teacher/SENCO will contact, external agencies for support e.g. LA's Behaviour support team, Ed. Psychologist.
- 3) If permanent exclusion seems likely, a meeting with parents will take place at which the school's concerns can be discussed, and ways in which exclusion might be prevented. Governors may or may not be present at this meeting. Following this meeting, the Head teacher sends Form PEX to the LA and a copy is given to the parents.
- 4) The Chair of Governors and Senior Area Education Officer are informed of any exclusion within two school days of the pupil being excluded, using Form EX
- 5) The Head teacher informs the parents in writing of the reasons for the exclusion, the type of exclusion (fixed period or permanent) and their rights of representation. The standard letter will be used (DFES Exclusions Guidance – Circular 10/99).
- 6) Where a pupil's total number of days of fixed period exclusion is less than 15 school days in one term, a formal meeting with Governors etc. will only be called at parental request.
- 7) If a pupil's total number of days of fixed period exclusion exceeds 15 school days in one term, the Governing Body Disciplinary Sub-committee will hold a meeting, following the DFES procedure (see 'Exclusions File' in Head teachers office). Parents must be given full details of the school's case against their child in advance of the meeting. Parents may invite a representative to attend with them – family friend, parent adviser, legal representative. The school will also ask an LEA representative to attend.

Governors Disciplinary Committee Meeting

This committee needs 3 – 5 Governors to be quorate. Their role is to consider whether to uphold the Head teacher's decision to exclude the pupil. The Governors must consider in each individual circumstance whether or not to uphold the decision.

Where there are differing views expressed amongst the Disciplinary Sub-committee, the Chair has the casting vote.

- 8) If a pupil's total number of days of 'suspension' exclusion exceeds 15 school days in one term, any subsequent 'suspension' period exclusion in the same term would again trigger the Disciplinary Committee to meet to consider the circumstances of the exclusion.
- 9) If a pupil's behaviour remains unacceptable after periods of fixed period exclusions and the support of external agencies, permanent exclusion will be considered using DfE guidelines.

Links with additional school policies

All policies of Kilburn Infant & Nursery School are reviewed and adopted by the Governing Board on a three-year cycle. All policies are available to view on request to the Head teacher, and some policies are sent out annually to parents/carers.

Many policies, practices and procedures are inter-related, including:

Accessibility; Administering Medicines; Admissions; Anti-bullying; Arts; Asthma; Assessment; Attendance; Behaviour Principles; Breast Ironing; British Values; CCTV; Charging; Child on Child abuse; Child Protection; Code of Conduct; Complaints; Confidential Reporting Code; Critical Incident Plan; Curriculum; Data Protection; Debt Management; Disciplinary Procedure for School Staff; Dinner Money; Disability; Drugs; Educational Visits; Exclusion; External Contributors; Extremism & Radicalisation; EYFS; First Aid; Financial Regulations; Financial Procedures; Food; Freedom of Information; Governors' Expenses; Grievance; Health & Safety; Homework; Home + School Agreements; Intimate/Personal Care; IT & Disaster Recovery; Lockdown Procedures; Looked After Children; Managing Allegations; No Smoking; Online Safety; Pay; PSHE; Physical Intervention; Promoting British Values; Protected Characteristics; Private Fostering; Recruitment; Redundancy; Relationships: Relationship, Sex & Health (RSHE); School Privacy Notice; School Travel Plan; SEN; SMSC; Statement of Internal Control; Stress Management; Supporting Pupils with Medical Conditions; Teacher Appraisal; Uniform & Appearance; Vexatious Complaints; Violence; Violent & Abusive Visitors; Zero Tolerance

Dissemination, Responsibility & Reviews

All relevant members of staff and the school community will receive a copy of this policy. Policy reviews/amendments will include statutory changes, and school community feedback and ideas.

The Head teacher and relevant staff will keep up to date with developments in this area by attending all relevant training, accessing literature, and cascading information to the school community.

J. Baillie
Headteacher

Policy reviewed by Governors: **Autumn 2025**