



Small Beginnings; Endless Possibilities

"The kingdom of heaven is like a mustard seed, which a man took and planted in his field. Though it is the smallest of all seeds, yet when it grows, it is the largest of garden plants and becomes a tree, so that the birds come and perch in its branches."
Matthew 13 31-32

Exclusions Policy

| | |
|---------------------------------|----------------------|
| Policy agreed (date): | February 2026 |
| Policy published (date): | February 2026 |
| Next review (date): | February 2027 |

Policy Statement and Rationale

Purpose and Scope

This policy sets out the principles, procedures, and statutory requirements for exclusions at Kennet Valley CofE VA Primary School. It applies to all pupils, staff, parents/carers, and relevant stakeholders. The policy is informed by the Department for Education's statutory guidance (September 2023), the Education Act 2002, and other relevant legislation.

School Ethos and Values

At Kennet Valley CofE VA Primary School, our approach to exclusions is guided by our Christian values of compassion, curiosity, courage, dignity, and inclusion. We are committed to fairness, respect, and the dignity of every pupil, ensuring that all decisions are made in the best interests of the child and the school community.

Policy Aims and Objectives

- To ensure that exclusions are lawful, fair, proportionate, and used only as a last resort.
- To safeguard the wellbeing of all pupils and staff.
- To promote positive behaviour and lifelong prosocial skills.
- To support inclusion and equality for all members of our school community.

Legislative and Statutory Framework

Statutory Guidance and Legal Context

This policy is underpinned by:

- Education Act 2002
- Education and Inspections Act 2006
- School Discipline (Pupil Exclusions and Reviews) (England) Regulations 2012
- Education Act 2011
- Equality Act 2010
- Children and Families Act 2014
- DfE Statutory Guidance (September 2023)

The headteacher (or acting headteacher) is the only person authorised to exclude a pupil. The governing body and Wiltshire Local Authority have statutory duties in relation to exclusions, oversight, and alternative provision.

Equality, SEND, and Safeguarding Duties

Kennet Valley CofE VA Primary School is committed to non-discrimination and upholding the Equality Act 2010. Reasonable adjustments are made for pupils with SEND, in line with the SEND Code of Practice (2015). All exclusion decisions consider safeguarding duties as set out in Keeping Children Safe in Education.

Principles and Approach to Exclusions

Exclusion as a Last Resort

Exclusion will only be considered after all other strategies and interventions have been exhausted. Evidence-based and restorative approaches are prioritised to address underlying causes of behaviour.

Prevention, Early Intervention, and Support

Early identification and support are provided for pupils at risk of exclusion, including:

- Individual behaviour plans
- Multi-agency collaboration
- Involvement of parents/carers and external professionals

Child-Centred, Nurturing, and Restorative Practice

All exclusion decisions are child-centred, trauma-informed, and relational. The dignity and voice of the pupil are protected and respected throughout the process.

Inclusive Practice and Reasonable Adjustments

Reasonable adjustments are made for pupils with SEND and other vulnerabilities, using a graduated response and nurture-based support to promote inclusion.

Types and Grounds for Exclusion

Definitions of Exclusion

- **Fixed-term Exclusion (Suspension):** Temporary removal from school for a specified period.
- **Permanent Exclusion:** Removal from the school roll for serious breaches of behaviour policy.
- **Lunchtime Exclusion:** Exclusion for the duration of the lunchtime period.
- **Managed Move:** Voluntary arrangement for a pupil to transfer to another school as an alternative to exclusion.

Only the headteacher (or acting headteacher) may exclude a pupil.

Grounds for Exclusion

Exclusions are only issued for disciplinary reasons that are lawful, reasonable, proportionate, and supported by evidence.

Unlawful Exclusions and Off-Rolling

Unlawful exclusions (e.g., sending a pupil home without formal process) and off-rolling are strictly prohibited. Kennet Valley CofE VA Primary School is committed to preventing these practices.

Exclusions Procedure**Decision-Making Process**

Before deciding to exclude, the headteacher will:

- Investigate the incident thoroughly
- Consider all relevant evidence
- Consult with staff and, where appropriate, external agencies
- Undertake safeguarding checks
- Consider the pupil's voice and circumstances

Notification and Communication

- Parents/carers will be informed immediately by phone or in person, followed by written notification detailing the reason, length, and legal rights.
- The governing body/trustees and Wiltshire Local Authority will be notified in line with statutory requirements.

Recording and Documentation

- All exclusions, interventions, and communications are recorded on CPOMS or an equivalent system.
- Required documentation includes notification letters, evidence, meeting notes, and records of support/intervention.

Arrangements for Excluded Pupils

- Work will be provided for the pupil during the exclusion period.
- For exclusions exceeding five days, suitable full-time alternative provision will be arranged from the sixth day, in partnership with Wiltshire Local Authority.

Support for Parents/Carers

- Guidance and support are offered to families throughout the process.
- Translation or accessible communication is provided where needed.

Review, Representation, and Appeals**Parental Rights and Representation**

Parents/carers have the right to make representations to the governing body regarding the exclusion and to attend meetings where the exclusion is reviewed.

Governing Body Review

- The governing body reviews all permanent exclusions and fixed-term exclusions exceeding five days.
- Meetings are convened in line with statutory timescales, with parents/carers invited to attend and present evidence.

Independent Review Panel (IRP)

- Parents/carers may request an IRP if the governing body upholds a permanent exclusion.
- The IRP will review the decision and may direct reconsideration or recommend reinstatement.

Complaints and Further Recourse

- Complaints about the exclusion process should be raised via the school's complaints procedure.
- Further escalation can be made to Wiltshire Local Authority, the DfE, or the Local Government Ombudsman.

Reintegration and Post-Exclusion Support

Reintegration Meetings and Planning

- A reintegration meeting will be held with the pupil, parents/carers, and relevant staff following any exclusion.
- A tailored reintegration plan will be developed to support the pupil's return.

Ongoing Support and Monitoring

- Ongoing support and monitoring will be provided by pastoral staff, the SENDCo, and external agencies as appropriate.
- Progress will be reviewed regularly to ensure successful reintegration.

Preventing Repeat Exclusions

- Targeted interventions, behaviour plans, and additional support will be implemented to prevent recurrence.

Monitoring, Evaluation, and Data Analysis

Recording and Reporting Exclusions Data

- All exclusions are recorded on CPOMS
- Exclusion data is reported to Wiltshire Local Authority and the DfE as required.

Data Analysis and Review

- Exclusion data is analysed by group, trend, and impact to identify patterns and address inequalities.
- Findings inform practice and are reported to the governing body.

Policy Review and Impact Assessment

- This policy is reviewed annually with input from stakeholders.
- The impact of the policy is evaluated through reduction in exclusions and improved outcomes for vulnerable groups.

Roles and Responsibilities

Headteacher

- Responsible for all exclusion decisions, ensuring they are lawful, reasonable, and fair.
- Ensures communication and documentation are completed in line with statutory requirements.

Governing Body

- Provides oversight, reviews exclusions, and monitors exclusion data and practice.

Local Authority

- Wiltshire Local Authority arranges alternative provision and supports the school in fulfilling statutory duties.

Staff

- All staff are expected to implement preventative strategies, support excluded pupils, and contribute to reintegration.

Parents/Carers and Pupils

- Engage with interventions, attend meetings, and participate in reintegration planning.

Links to Other Policies

Related School Policies

- Behaviour Policy
- Safeguarding and Child Protection Policy
- SEND Policy
- Equality Policy
- Anti-Bullying Policy

Policy Integration and Consistency

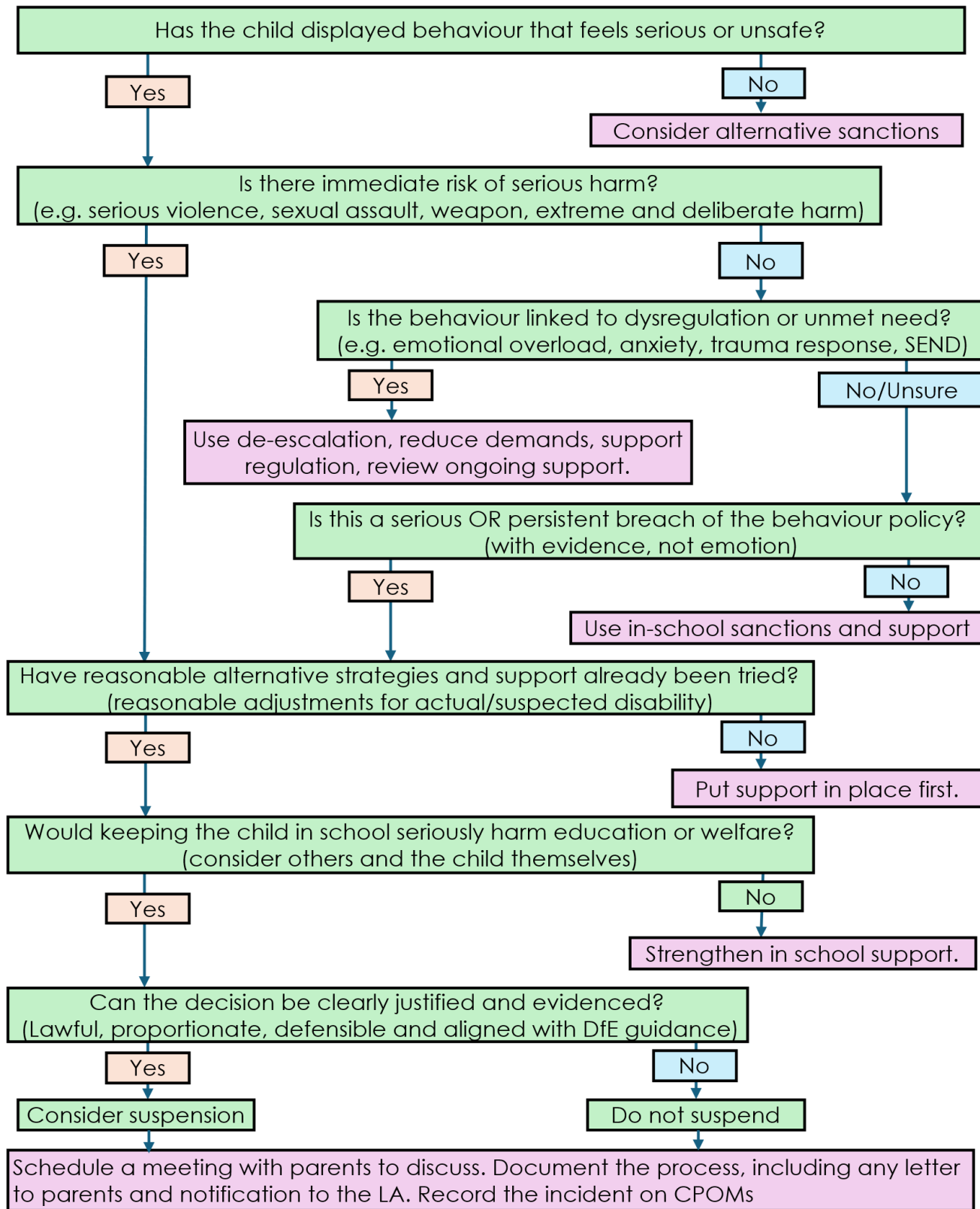
This policy is aligned with and complements all related school policies to ensure a consistent, whole-school approach.

Appendices

Exclusion Decision Checklist

| Step | Action | Completed (√/X) | Notes |
|------|--|--------------------|-------|
| 1 | Incident fully investigated | | |
| 2 | All evidence reviewed | | |
| 3 | Pupil's voice considered | | |
| 4 | Alternative strategies/ interventions exhausted | | |
| 5 | Reasonable adjustments for SEND considered | | |
| 6 | Safeguarding checks completed | | |
| 7 | Consultation with staff/ external agencies | | |
| 8 | Parent/carer informed | | |
| 9 | Exclusion notification issued | | |
| 10 | Alternative provision arranged (if required) | | |

Decision-making flowchart for suspension



REMEMBER: Suspension is not a behaviour management strategy. Suspension is for behaviour not need or distress. Dysregulation needs support not punishment. Evidence and support protect staff and children.

Review and Reflect: Was the decision justified? What future support can be provided for the child?

If in doubt, regulate first, decide later.

COMPASSION

CURIOSITY

COURAGE

Exclusion Data Monitoring

| Term | Total Exclusions | Fixed-Term | Permanent | SEND | Disadvantaged | Other Groups | Trend/Notes |
|------|------------------|------------|-----------|------|---------------|--------------|-------------|
| 1 | | | | | | | |
| 2 | | | | | | | |
| 3 | | | | | | | |
| 4 | | | | | | | |
| 5 | | | | | | | |
| 6 | | | | | | | |

Glossary of Terms

| Term | Definition |
|-----------------------------------|---|
| Exclusion | Formal removal of a pupil from school for disciplinary reasons. |
| Fixed-Term Exclusion (Suspension) | Temporary exclusion for a set period. |
| Permanent Exclusion | Removal from the school roll for serious breaches of behaviour policy. |
| Alternative Provision | Educational provision arranged for excluded pupils. |
| Governing Body | School's oversight body responsible for review and monitoring. |
| Independent Review Panel (IRP) | Panel that reviews permanent exclusions if requested by parents/carers. |
| SEND | Special Educational Needs and Disabilities. |
| CPOMS | Safeguarding and behaviour monitoring system. |
| Reasonable Adjustments | Changes made to support pupils with SEND or vulnerabilities. |
| Managed Move | Voluntary transfer to another school as an alternative to exclusion. |

References

- Education Act 2002
- Education and Inspections Act 2006
- School Discipline (Pupil Exclusions and Reviews) (England) Regulations 2012
- Education Act 2011
- Equality Act 2010
- Children and Families Act 2014
- DfE Statutory Guidance: "Suspension and Permanent Exclusion from maintained schools, academies and pupil referral units in England, including pupil movement" (September 2023)
- SEND Code of Practice (2015)
- Keeping Children Safe in Education
- Ofsted Education Inspection Framework
- Kennet Valley CofE VA Primary School Behaviour Policy
- Kennet Valley CofE VA Primary School Safeguarding and Child Protection Policy
- Kennet Valley CofE VA Primary School SEND Policy
- Kennet Valley CofE VA Primary School Equality Policy
- Kennet Valley CofE VA Primary School Anti-Bullying Policy
- Guidance from NAHT, ASCL, Children's Commissioner, and Church of England Education Office