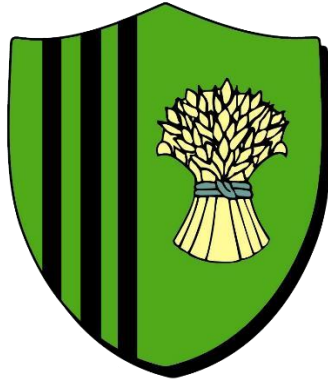


BOURNE WESTFIELD PRIMARY ACADEMY



Exclusion Policy

Reviewed November 2025

Bourne Westfield Primary Academy

EXCLUSION OF PUPILS POLICY

Introduction

Bourne Westfield Primary Academy is an inclusive school which aims to promote equality in all aspects of school life. This policy is to be read alongside the schools Behaviour Policy, Equality Policy and the DfE guidance 'Suspension and Permanent Exclusion from maintained schools, academies and pupil referral units in England, including pupil movement (2023)'. Where relevant, this policy references other school policies but is not intended to provide detailed information. However, the policies referenced can be found on the school website.

The school takes a positive approach to encouraging good behaviour; however, it recognises that discipline in the school is essential to ensure that all pupils can benefit from the opportunities provided by education. The Government supports headteachers in using suspensions and/or permanent exclusion as a sanction where it is warranted. Nevertheless, it is important to say that the exclusion of a pupil, either for a fixed period or permanently, from Bourne Westfield Primary Academy will only be used as a last resort. The school recognises that it is responsible for communicating to pupils, staff and parents its expectations for standards of behaviour. The school has a range of policies and procedures in place to promote good behaviour and appropriate conduct and strives to foster good parental engagement.

No suspension will be initiated without first exhausting all other strategies and following the Lincolnshire Ladder of Behavioural Intervention or, in the case of a serious single incident, a thorough investigation. In such cases the headteacher will investigate the incident thoroughly and consider all evidence to support the allegation, taking account of the school's policies. The pupil will be encouraged to give his/her version of events and the headteacher will check whether the incident may have been provoked, for example by bullying or racial harassment.

Reasons for suspension:

- Serious breach of the school's rules or policies;
- Risk of harm to the education or welfare of the pupil or others in the school;
- Physical or verbal assault against a pupil, member of staff or others in the school;
- Serious damage to school property;
- Theft;
- Weapons in school;
- Persistent disruptive behaviour;
- Persistent bullying;
- Sexual harassment or violence;
- Unacceptable behaviour which has previously been reported and for which school sanctions and other interventions have not been successful in modifying the student's behaviour.

Any suspension or permanent exclusion will be at the recommendation of the headteacher and at the discretion of the Governors. The headteacher must immediately inform the governing body and the LA of:

- (a) Permanent exclusions
- (b) Suspensions of six days or more (or more than 10 lunchtimes)
- (c) Suspensions which would result in the pupil missing a public examination

Suspensions

A suspension, in reference 'Suspension and Permanent Exclusion from maintained schools, academies and pupil referral units in England, including pupil movement (2023)', is used to provide a clear signal of what is unacceptable behaviour in line with the school's behaviour policy and in some cases, is an indicator that a pupil is at risk of permanent exclusion.

A suspension for a period of time from half a day to 5 days for persistent or cumulative problems will be imposed only when the school has offered and implemented a range of support and management strategies. Examples of some of the strategies used are:

- Discussion with the pupil
- Support from the pastoral team
- Discussions with parents
- Sanctions (consequences) in school (see the Behaviour Policy for details)
- Checking on any possible provocation
- Internal exclusions
- Referral to outside support agencies
- Identifying an unmet need

During the first five days of any **suspension** the school will set work to be completed at home by the pupil. Work set may take on different forms as we work to provide the same (or similar) curriculum content the pupil would receive in school. At times, work may be supplemented by online provision platforms such as Oak National Academy.

- ***From the sixth school day (not cumulative) of a suspension the school must provide suitable full-time education. This will continue until the end of the suspension.***
- A re-integration meeting must be arranged following a suspension of any duration to ensure the pupil understands the school's behaviour expectations and conduct expected of its pupils.

Suspension of 5 days or less

- Unless the suspension will result in the pupil missing a public examination, the headteacher is only required to report such suspensions to the governors once a term;
- Governors do not need to meet to consider the suspension, unless the parent wishes to make representations;
- If representations are received, the governors must consider them but cannot direct reinstatement;
- The governing body should respond promptly to any request from the parent;
- Update pupil's information on Integris. A copy of the suspension letter to the parent/carer is placed on pupil's file.

Suspension of 6 - 15 days (or cumulative)

- If a pupil is suspended for 6 days or more, a suitable full-time education alternative will be offered e.g. online sessions with suitable staff members (such as the pupil's teacher, a senior leader, or Teaching Assistant).
- The governors do not need to meet, unless the parent wishes to make representations;
- The governors must meet to consider any such representations within the legal time frame of receiving notice of the suspension but, again, should respond promptly to any request from the parent;
- The governors can uphold or overturn the suspension but cannot increase its length;
- Update INTEGRIS. Copy of the suspension letter to parents should be being placed upon the pupil's school records.

Suspension of 16 - 45 days (or cumulative) or Permanent Exclusion

The school considers permanent exclusion to be a very serious step and the headteacher will need to investigate the incident thoroughly before this decision is made. As with suspensions, permanent exclusion will follow a range of strategies set out by the school and detailed in the Behaviour Policy and will be seen as a last resort, or it will be in response to a very serious breach to school rules and policies such as:

- Serious actual or threatened violence against another pupil or a member of staff
- Possession or use of an illegal drug on school premises
- Carrying an offensive weapon
- Persistent bullying
- Racial harassment

If the headteacher decides to suspend or permanently exclude a pupil he/she will:

- ensure that there is sufficient recorded evidence to support the decision;
- explain the decision to the pupil (if this is safe and appropriate to do so);
- contact the parents, explain the decision and ask that the child be collected;
- send a letter to the parents confirming the reasons for the suspension or exclusion, whether it is temporary or permanent, the length of the suspension and any terms or conditions agreed for the pupil's return;
- plan how to address the pupil's needs on his/her return;
- Update INTEGRIS.

NB: If any suspension would cause the pupil to miss a public examination, the school should consult with the STA, in order to explore possible alternatives.

We ensure we offer and implement a range of proactive support and management strategies. These could include:

- Discussion with the pupil
- Mentoring
- Discussions with parents
- Pastoral Support Plans (PSPs)

- Relationship Passports
- Checking on any possible provocation
- Mediation/Restorative Practice
- Counselling
- Sanctions in line with the behaviour policy
- Internal exclusion

Suspension will not be used for minor incidents (e.g. failure to do homework, lateness, poor academic performance or breaches of uniform rules).

A suspension should not be enforced if doing so may put the safety of the pupil at risk. In cases where parents will not comply by, for example, refusing to collect the child, the child's welfare is the priority.

Procedure for Making a Permanent Exclusion

A permanent exclusion means a pupil cannot return to the school. If a headteacher expels your child:

- They must write to you stating the reason
- The school must formally notify Lincolnshire County Council (LCC)
- The school must set and mark work for the first five school days. You must ensure this work is done and sent to the school for marking.
- From the sixth school day, LCC must arrange full-time education for your child
- LCC will contact you to arrange to discuss the process, your rights and interim education for your child.
- The school's governing body must meet within 15 school days from the date of the permanent exclusion to review the headteacher's decision. You and your child must be invited to attend.
- The school will contact you to arrange to discuss the process, your rights and interim education for your child.
- On receiving notice of the exclusion, the governing body must convene a meeting within 15 school days to review the exclusion and to consider reinstatement. You will receive a letter from the governing body which explains how you can do this.
- The child will be removed from the register only when the review process is complete.
- Where parents dispute the decision of a governing body not to reinstate an excluded pupil, they can ask for this decision to be reviewed by an independent review panel.

NB It is the Chair of Governors responsibility to direct the governing body of the school to details of their responsibilities when considering exclusions. Details of Governor responsibilities regarding exclusions can be found in DfE Suspension and Permanent Exclusion from maintained schools, academies and pupil referral units in England, including pupil movement (2023)',

Pupils with special educational needs and disabled pupils

The school must take account of any special educational needs when considering whether or not to exclude a pupil. The headteacher should ensure that reasonable steps/adaptations have been taken by the school to respond to a pupil's disability, so the pupil is not treated less favourably for reasons related to the disability.

'Reasonable steps' could include:

- differentiation in the school's behaviour policy
- developing strategies to prevent the pupil's behaviour
- requesting external help with the pupil
- staff training
- enhanced support
- reduced timetable

Where reasonable adjustments to policies and practices have been made to accommodate a pupil's needs and to avoid the necessity for exclusion as far as possible, exclusion may be justified if there is a material and substantial reason for it. A specific incident affecting order and discipline in the school may be such a reason.

Bourne Westfield Primary Academy recognises that it should engage proactively with parents in supporting the behaviour of its pupils with additional needs and is aware that whether or not a school recognises that a pupil has SEN, all parents have a right to request the presence of a SEN expert if their case is to be reviewed by an independent panel.

If the school has concerns about the behaviour, or risk of exclusion, of a child with additional needs such as a pupil with an EHC plan or a looked after child, it is aware that it should consider what additional support may be required. Where a pupil has an EHC plan, the school will consider requesting an early annual review or interim/emergency review and inform the local authority case worker of the suspension or permanent exclusion.

Children in Care (CIC)

In the event that a child in care is suspended or excluded, the virtual school will be notified.

Temporary Reduced Timetable

In some cases, the school may consider it appropriate to the needs of a particular child, to offer a reduced timetable for a limited period.

In this situation, paramount consideration would be given to safeguarding the child and a thorough risk assessment would be carried out. Any reduced timetable would be planned within a pastoral support plan (PSP). The timetable would be time-limited with a clear plan to increase attendance back to full time, involve professionals working with the child/family, and ensure that parents have given their full consent.

The local authority must be informed of a reduced timetable via a survey form.

Parent Responsibility

When pupil is suspended or permanently excluded, the headteacher will notify the pupil's parents of the suspension and behaviour that led to this sanction. Parents must ensure that the pupil is not present in a public place at any time during school hours unless for good reason such as a proven medical appointment.

Any parent who fails to comply with this duty without reasonable justification commits an offence and may be given a fixed penalty notice or be prosecuted. The headteacher will notify the parents of the days on which their duty applies without delay and, at the latest, by the end of the afternoon session on the first day of the suspension or permanent exclusion.