



ALMOND HILL JUNIOR SCHOOL  
GOVERNING BODY

EXCLUSIONS POLICY

FULL GOVERNING BODY	July 2025
DATE FOR REVIEW	July 2026

## **Legislation and statutory guidance**

This policy is based on statutory guidance from the Department for Education (DfE): [Suspension and permanent exclusion from maintained schools, academies and pupil referral units in England, including pupil movement](#).

It is based on the following legislation, which outlines schools' powers to exclude pupils:

- Section 51a of the Education Act 2002, as amended by the Education Act 2011
- The School Discipline (Pupil Exclusions and Reviews) (England) Regulations 2012

In addition, the policy is based on:

- Part 7, chapter 2 of the [Education and Inspections Act 2006](#), which sets out parental responsibility for excluded pupils
- Section 579 of the [Education Act 1996](#), which defines 'school day'
- The [Education \(Provision of Full-Time Education for Excluded Pupils\) \(England\) Regulations 2007](#), as amended by [The Education \(Provision of Full-Time Education for Excluded Pupils\) \(England\) \(Amendment\) Regulations 2014](#)
- [The Equality Act 2010](#)
- [Children and Families Act 2014](#)
- The [School Inspection Handbook](#), which defines 'off-rolling'

## **Almond Hill Junior School Exclusion Policy**

Exclusion is a disciplinary sanction that the Head teacher will use only in response to serious breaches of the school's behaviour policy and expected code for conduct outlined in the school behaviour policy. When a pupil fails to comply with expectations there is need to intervene promptly and effectively in order to keep the pupil within school wherever possible and to avoid the ultimate sanction of permanent exclusion. Recognition of a pupils difficulties will be supported by an Individual Education Plan, APDR or Therapeutic Plan which will be drawn up in consultation with parents and the pupil concerned. In the interests of fairness, the pupil will have opportunity to express his/her view or versions of events. Arrangements will be made for the school to provide and mark work during periods of exclusion.

The school is committed to working in liaison with parents. In the event of any incident of anti-social behaviour the Headteacher (or Deputy Headteacher in their absence) shall in the first instance endeavour to establish all of the facts. Parents will be contacted in the event of any serious incident, or in the event of repeated incidents of 'lower level' yet anti-social behaviour. Every effort will be made to agree a positive action plan that will avoid the scenario of excluding a pupil. Where appropriate, other agencies will be consulted in order to seek advice, guidance and support. Parents will, under such circumstances be invited into school to discuss the proposed action plan and be informed of the school policy with regard to exclusion. In any situation where the staff cannot guarantee the subsequent safety of others, or where the education of other children is in danger of being compromised due to the actions of an individual, then they and the Governors would have no alternative other than to impose an immediate exclusion.

### **Internal Exclusion**

If a child is finding meeting behaviour expectations difficult, a short period of internal exclusion to work in another class, or with a member of the senior leadership team may be used. At this point, parents will be informed.

### **Fixed Period Suspension**

A fixed period of between one and a maximum of forty-five school days in any one school year may be imposed. It is likely to be recommended as a sanction for a breach of the school's Behaviour Policy and expected Code of Conduct or for repeated unacceptable behaviour for which a pupil will have already received a warning and about which parents or carers have been informed.

Behaviour that may lead to a fixed period of suspension includes:

- Physical assault against another pupil or adult including fighting

- Verbal abuse and/or threatening behaviour against another pupil or adult including swearing
- Bullying, including verbal, physical and racial bullying
- Damaging school or personal property belonging to another member of the school community
- Theft including stealing school property or personal property belonging to a member of the school community
- Persistent disruptive behaviour including challenging staff decisions, disobedience and persistent violation of school rules.

**This list is not exhaustive and other behaviour may result in fixed term suspension.**

### **Permanent Exclusion**

Permanent exclusion is the final sanction open to the school. Before the Head teacher, in consultation with the Chair of Governors, decides that permanent exclusion is to be used, she/he will need to demonstrate:

- That all reasonable alternative strategies have been considered
- That to allow the pupil to remain in school would be detrimental to the education or welfare of other pupils or other members of the school community

The Head teacher will discuss any move to permanent exclusion with the Chair of Governors. It is expected that in most cases parents or carers will have already been widely consulted with regards their child's behaviour and they will have received an indication that permanent exclusion is a real possibility.

Behaviour that will lead to a permanent exclusion may include

- Extreme physical violence towards another pupil or member of the school community
- Extreme, persistent, threatening or bullying behaviour
- Repeated incidents of contravening the school's Code of Conduct.

**This list is not exclusive and permanent exclusion may be used by the Head teacher for a one-off incident if she/her considers it to be of an extreme nature.**

### **Informing Parents**

In any instance of exclusion, parents/carers will be officially informed through a formal letter. The letter will state the reason/s for exclusion and the precise period of exclusion. Parents will be informed that excluded children **MUST** legally be supervised by an appropriate adult and stay at home for the period of exclusion. The school will provide appropriate work for the child to undertake during the period of exclusion. This must be brought into the school on the day of re-integration or shared electronically.

Parents will be informed of the date and time of the re-integration meeting and it will be requested that parents/carers are present. The re-integration meeting will aim to find positive resolutions to support the child in school and reduce the risk of further exclusion.

### **Appeals Procedures**

The parents / carers of any child have the right to appeal the decision of the Headteacher and Chair of Governors in excluding their child. The Appeals Committee would follow procedures as set out by Herts County. The Headteacher and Chair of Governors shall not be allowed to sit on the Appeals Committee or endeavour to influence the decisions made by the Appeals Committee. The Headteacher would, however, submit a report showing the recorded evidence that informed the decision to exclude a pupil.

Any exclusion will follow procedures outlined in the Herts Exclusion Guidance Supplement.

Linked Policy – Behaviour Policy

<https://www.gov.uk/government/publications/school-exclusion>

<https://thegrid.org.uk/admissions-attendance-travel-to-school/exclusions>