



Sacred Heart School

Exclusion Policy

At Sacred Heart School we all aspire to provide a happy, safe and secure environment in which every child is encouraged to achieve their full potential.

This policy is applicable to all pupils, including those in EYFS.

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Approved by:	Senior Leadership Team Governors
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1. Policy Statement

At Sacred Heart School we all aspire to provide a happy, safe, and secure environment in which every child is encouraged to achieve their full potential. This policy is applicable to all pupils, including those in the EYFS.

This policy should be read alongside the school's **Behaviour Policy**, **Safeguarding and Child Protection Policy**, and **Equal Opportunities Policy**.

2. Purpose

The purpose of this policy is to ensure that exclusions and suspensions are carried out lawfully, fairly, and in line with DfE guidance, ensuring the welfare, education, and rights of all pupils are protected.

3. Principles

Exclusion is a last resort. The school seeks to use all available behaviour management strategies and pastoral support systems before considering suspension or permanent exclusion.

4. Authority to Exclude

Only the **Headteacher** has the authority to exclude a pupil from school. In the Headteacher's absence, this authority rests with the **Deputy Headteacher** or the senior teacher designated to act in that capacity.

5. Considerations Before Exclusion

Before reaching a decision to exclude or suspend a pupil, the Headteacher will:

- Undertake a full and fair investigation, allowing the pupil to present their account.
- Consider all evidence and any relevant mitigating factors.
- Check whether the incident may have been influenced by racial, sexual, or other discriminatory factors.
- Take into account whether the pupil has **Special Educational Needs or Disabilities (SEND)** and whether reasonable adjustments have been made.
- Consider whether the pupil is from a group at greater risk of exclusion and whether additional pastoral support could have prevented the incident.
- Consult others as appropriate, maintaining confidentiality until any disciplinary meeting.

6. Grounds for Exclusion or Suspension

A decision to suspend or permanently exclude a pupil will be made only in response to **serious or persistent breaches** of the school's Behaviour or Anti-Bullying Policies, or where allowing the pupil to remain in school would seriously harm the education or welfare of the pupil or others.

Examples include (but are not limited to):

- Verbal or physical abuse
- Bullying or harassment
- Theft or vandalism

- Wilful disobedience or defiance
- Possession or use of prohibited substances or items
- Repeated disruptive behaviour

In exceptional circumstances, a **permanent exclusion** may be issued for a first offence where there is clear, unequivocal evidence of a serious breach of conduct.

7. Reporting and Notification Procedures

The Headteacher will:

- Inform the **Chair of Governors** immediately of all permanent exclusions and any suspensions exceeding five days in a term.
- Inform **parents or carers immediately** (preferably by telephone) and follow up in writing within one school day, providing:
 - The reason for the exclusion or suspension
 - The duration (for fixed-term exclusions)
 - Steps taken by the school to avoid exclusion
 - Arrangements for the pupil's continued education
 - Information about the right to appeal and how to contact the Governing Body
 - For permanent exclusions: the date the exclusion takes effect and any previous relevant incidents

8. Length of Suspension/Exclusion

A pupil may be suspended for up to **45 school days in a school year**, for periods of **1–15 days per term**. Each incident will be considered on its own merits.

9. Record Keeping

For every exclusion or suspension, a written report will be completed by the staff member involved and by the Headteacher.

All records will be retained securely for a minimum of **six years** and reviewed by the SLT and Governors as part of the school's behaviour monitoring process.

10. Reintegration and Support

Following any suspension, a **reintegration meeting** will be arranged with the pupil, parents, and a member of the SLT before the pupil returns to class.

The purpose of this meeting is to:

- Discuss the incident,
- Reinforce expectations, and
- Provide pastoral or behavioural support to prevent recurrence.

A Pastoral Support Plan may be implemented where appropriate.

11. Appeals and Governors' Review

Parents or carers have the right to appeal any exclusion decision to the Governing Body. Appeals must be made in writing to the **Chair of Governors**.

The **Governors' Disciplinary Committee** will meet within **15 school days** to consider the circumstances, review evidence, hear representations, and decide whether to uphold or overturn the exclusion.

12. Equality and Discrimination

The Headteacher will ensure that all exclusion decisions comply with the **Equality Act 2010**, and that pupils are not disadvantaged based on race, gender, disability, religion, or other protected characteristics.

13. Confidentiality

Exclusion cases are treated in the strictest confidence. Only those directly involved in the process will have access to relevant information.

14. Monitoring and Review

The SLT will monitor the number and pattern of exclusions as part of the school's behaviour data review. This policy will be **reviewed annually** by the SLT and ratified by the **Governing Body**.

The number of exclusions in the academic year of 2024-2025 was nil.