SKYLARK FEDERATION

Exclusions Policy

Organization: The Skylark Federation (Appleshaw St Peter's CE Primary & Kimpton, Thruxton & Fyfield CE Primary)

Date of Policy Issue: November 2026

Review Frequency: Annually (November 2027)

Federation Vision

Through living our Christian values of Faith, Hope and Love, we aspire to provide exceptional educational and environmental foundations enabling our students to flourish, becoming fully rounded citizens, equipped with a lifelong love of learning and the resilience to meet the many challenges of our ever-changing world. As educators we will continue to innovate and develop our practices such that we become renowned and sought after, able to provide outreach and training to others based on our expertise.

1. Statutory Framework and Intent

This policy is based on DfE statutory guidance *Suspension and Permanent Exclusion from maintained schools, academies and pupil referral units in England* and Hampshire County Council's Inclusion Support Services guidance. It complies with the *Equality Act 2010*, the *SEND Code of Practice*, and *Keeping Children Safe in Education (KCSiE)*.

At The Skylark Federation, the decision to suspend or permanently exclude a pupil is recognized as a serious, last-resort sanction. A suspension or permanent exclusion will only be issued:

- In response to serious or persistent breaches of the federation's *Behaviour Policy*.
- Where allowing the pupil to remain in school would seriously harm the education, safety, or welfare of the pupil or others in the school community.

2. Executive Headteacher Responsibilities

Only the Executive Headteacher (or Acting Headteacher in their absence) has the statutory authority to suspend or permanently exclude a pupil on disciplinary grounds.

2.1 Rules of Execution

- **Suspensions (Fixed Period):** A pupil may be suspended for one or more fixed periods, up to a maximum of **45 school days in a single academic year** across all settings.
- **Lunchtime Suspensions:** Disruptive behaviour at lunchtime may result in exclusion from school premises for the duration of the lunch period. Each lunchtime suspension counts as a half-day for statistical purposes.
- **Unlawful Exclusions:** 'Informal' or 'unofficial' exclusions—such as sending a pupil home to "cool off"—are strictly unlawful, regardless of parental consent. All removals must be formally recorded.

2.2 Statutory Notifications

When a suspension or permanent exclusion is issued, the Executive Headteacher must notify parents/carers without delay, providing written confirmation including:

- The reason(s) for the suspension or permanent exclusion.
- The duration of the suspension or confirmation of permanent exclusion.
- Parents' right to make representations to the Governing Board Discipline Committee, including the right to request a remote meeting and be accompanied or represented.

- Details of how representations should be submitted.

The Executive Headteacher must immediately notify the Local Authority (Hampshire County Council) and the Governing Board of:

- Any permanent exclusion (or where a suspension is made permanent).
- Suspensions resulting in a pupil being excluded for more than 5 school days (or 10 lunchtimes) in a term.
- Suspensions that would result in a pupil missing a national curriculum test or public examination.

3. Reasons for Exclusion

Suspension or permanent exclusion will only be considered after all preventative interventions, de-escalation measures, and reasonable adjustments have been exhausted or in response to severe single incidents.

Serious misbehaviours justifying exclusion include:

- Physical assault against a pupil or adult.
- Verbal abuse or threatening behaviour towards a pupil or adult.
- Carrying, using, or threatening the use of an offensive weapon or prohibited item.
- Severe or persistent bullying (including cyberbullying).
- Discriminatory abuse (racist, homophobic/transphobic, disability-related, or sexual harassment).
- Sexual violence or sexual harassment.
- Off-site misbehaviour occurring in the immediate vicinity of the school, on school transport, or bringing the federation into serious disrepute.

4. Protection for Vulnerable Pupils

Before issuing a suspension or permanent exclusion, the Executive Headteacher will consider whether mitigating factors or unidentified needs are contributing to the child's behaviour:

- **Looked-After Children (LAC) & PLAC:** The Designated Teacher must contact the **Virtual School Head (VSH)** as early as possible when a looked-after child is at risk of suspension to implement proactive support packages.
- **Pupils with SEND / EHCPs:** The SENCo will be consulted to evaluate whether the behaviour relates to the pupil's SEND and whether additional provision or an emergency EHCP review is required.

5. Education Provision and Reintegration

5.1 First 5 Days of Suspension

- The school will set and mark appropriate academic work for the pupil during days 1 to 5 of any suspension.
- Parents/carers are legally required to ensure their child is not present in a public place during school hours without reasonable justification.

5.2 Day 6+ Provision

- **Suspension:** From the 6th consecutive school day of a suspension, the federation must arrange full-time alternative educational provision.
- **Permanent Exclusion:** From the 6th school day following a permanent exclusion, the Local Authority is responsible for arranging full-time education.

5.3 Reintegration Strategy

Following any suspension, the school will host a formal **Reintegration Meeting** with parents/carers and the pupil upon their return. The meeting will:

- Review or establish an **Individual Behaviour Management Plan (IBMP)** or Pastoral Support Plan (PSP).
- Identify targeted support, reasonable adjustments, or restorative measures to aid a successful return.

6. Governing Board Duties and Representation

The Governing Board Discipline Committee reviews exclusions based on statutory thresholds:

- **Suspensions under 5 days:** The committee considers written representations from parents but is not required to hold a formal meeting.
- **Suspensions 5.5 to 15 days:** The committee must hold a meeting within 50 school days if requested by parents.
- **Suspensions over 15 days or Permanent Exclusions:** The committee must convene a formal meeting within 15 school days to review the decision.

Parents have the statutory right to attend meetings, bring a friend or legal representative, and request that the hearing be held via video conference.

7. Links with Other Policies

This policy links directly with:

- Federation Behaviour Policy & Code of Conduct
- Child Protection & Safeguarding Policy
- Special Educational Needs & Disability (SEND) Policy
- Designated Teacher Policy (Looked-After Children)
- Restrictive Physical Interventions Policy