



# Exclusion Policy

## Exclusion Policy

**Policy Review Date:** October 2025

**Reviewed By:** J Callaway, SLT & Board of Governors

**Next Review:** October 2026 (or following incident, legislation or interim guidance)

October 2025 Reviewed & ratified by:

Headteacher: Mrs J Callaway

Chair of Governors: Dr Catherine Kidd :

## Distribution

This policy is made available on the school website and in hard copy by request from the school office.

## Updates and Amendments to Policy

Date	Section Heading	Update Details	Page N°
Oct 2022	Removal of pupils from roll	Legal duties under the Equality Act 2010	5
Oct 2022	Duty to inform parents	Alternative provision for pupils with EHC plan	6
October 2023		Reviewed and updated	
October 2024		Reviewed and updated (highlights in green)	
October 2025	General / multiple	Policy reviewed to align with <b>KCSIE 2025 statutory guidance</b> , incorporating explicit zero-tolerance mandate regarding abuse, updated safeguarding terminology (including sexual violence/harassment, upskirting), and noting the extended role of the Virtual School Head (VSH). <b>Highlights in yellow</b>	

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## Exclusion Policy

This policy must be read alongside the school's current **Child Protection and Safeguarding Policy** (which sets out the procedures for zero-tolerance of abuse and response to sexual violence and harassment), and its **Behaviour Policy** (which includes measures to prevent discriminatory bullying and online harms).

Each child and situation will be treated individually. We will always work with all the staff and parents to ensure the best interests of the child, only as a last resort will exclusion be considered.

The Headteacher's decision regarding exclusion for behaviour relating to abuse, bullying, or harassment, including online, **will be made under a policy that applies a zero-tolerance approach to abuse**, which must never be dismissed as "banter," "just having a laugh," "part of growing up," or "boys being boys."

## Fixed Term Exclusion and Permanent Exclusions

We expect all members of the school community to act in a reasonable, supportive and respectful manner in ensuring the well-being of our community. Where this is compromised by the conduct of a child or parent, exclusion will be considered.

Avalon School will apply its behaviour, rewards and sanctions policy in a consistent, rigorous and non-discriminatory way and all areas of application of these policies will be monitored routinely.

The following forms of exclusion are available as an ultimate sanction

- ☞ On-site Exclusion – removal from usual activities but not from the school site, such an exclusion will last up to a full day. An internal exclusion may be the initial part of a fixed term exclusion while the school awaits the collection of the child by parents.
- ☞ Fixed Term Exclusion – the child is removed from school for set period of time at the discretion of the school.
- ☞ Permanent Exclusion – the child is removed from the school roll. This will be preceded by a fixed term exclusion to ensure proper investigation and consideration of events.

Parents are also subject to the above conditions, relating to fixed term and permanent exclusion, where the welfare of other members of the school community is threatened by the conduct of a parent.

Sanctions applied to a parent may include

- ☞ On site - Access to the site and school events is only permitted under certain conditions.
- ☞ Fixed Term - Barring the parent from the site and school events for a fixed period
- ☞ Permanent – Permanent barring from the school site.

## Removal of children from the school roll

The school will communicate with the police where it is deemed necessary for the welfare of the community. The power to exclude a pupil can only be exercised by the Head or Deputy Head in the absence of the Head, and then only in consultation with the Head. If the Head excludes a pupil, the parents are informed immediately, giving reasons for the exclusion. The Head will discuss all

exclusions with a member of the governors. A member of the governance committee will monitor exclusions and ensure that the school policy is administered fairly and consistently.

Exclusion may be the result of repeated failure to abide by the school's expectations of good conduct, or to respect its aims and ethos. However, exclusion may also result from a single serious incident, which may include (but are not limited to) the following:

- Physical assault against a pupil
- Physical assault against an adult
- Verbal abuse or threatening behaviour against a pupil
- Verbal abuse or threatening behaviour against an adult
- Use, or threat of use, of an offensive weapon or prohibited item
- Bullying
- Discriminatory abuse, e.g. racist, homophobic, biphobic, transphobic or ableist abuse
- Making allegations against a member of the school community which are confirmed to be malicious
- Exclusion may result from a single serious incident or series of incidents, including, but not limited to, **Sexual Violence and Sexual Harassment** (both online and offline), as defined in the school's Child Protection and Safeguarding Policy.
- **Sexual violence and sexual harassment** (including unsolicited sexual comments, online harassment, and physical sexual touching without consent, regardless of the severity of the offence);
- **Non-consensual sharing of nude or semi-nude images or videos (sexting); Upskirting.**

The above list is not intended to be exhaustive, and it will remain at the discretion of the headteacher to determine if exclusion is an appropriate disciplinary action in response to an incident or series of incidents.

Pupils can be excluded on a fixed-period basis, i.e. up to 45 school days within an academic year, or permanently. Similarly, pupils can be permanently excluded following a fixed period exclusion, where further evidence is presented.

In all cases, the headteacher will decide which exclusion period a pupil will be subject to, depending on what the circumstances warrant.

The headteacher will decide if an offence warrants police involvement if there is a belief criminal activity may have taken place.

Every pupil has a right to confidentiality during the consideration of a possible exclusion; an investigation will be undertaken in the strictest confidence and the details only disclosed to those who need to know.

At all times, the headteacher will take into account their legal duties under the Equality Act 2010 and the 'Special educational needs and disability code of practice: 0 to 25 years', ensuring that they do not discriminate on any grounds, e.g. race, sex, disability, and will not increase the severity of a pupil's exclusion on these grounds.

## Duty to Inform Parents

When sending a pupil home following a fixed term exclusion or permanent exclusion, the headteacher will ensure that they exercise their duty of care at all times. The headteacher will inform the parents of a pupil under investigation for an incident that may result in temporary / permanent exclusion as soon as is reasonably practical.

When a decision is made to exclude a pupil, the headteacher will immediately inform the parents, in person or by telephone, of the period of the exclusion or the permanency of the exclusion and the reasons behind this.

All fixed term and permanent exclusions will be formally recorded.

The headteacher will inform the pupil's parents via written communication of the following:

- The reason(s) for the or permanent exclusion
- The length of or permanency of the exclusion
- The arrangements to allow the pupil to work at home, where appropriate
- The pupil's rights to enter the school premises during the temporary exclusion period or exclusion
- Their right to raise any representations about the fixed term exclusion or exclusion to the governing board, including where a deadline applies, how the pupil will be involved in this and how the representations will be made
- Relevant sources of free, impartial information

If the headteacher has decided to temporarily exclude the pupil for a further fixed period following their original exclusion period, or to permanently exclude them, they will notify the pupil's parents without delay and issue them with a new exclusion notice.

If a pupil with SEND has been excluded, the headteacher will ensure that:

- Any alternative provision is arranged in consultation with the pupil's parents, who can request preferences.
- When identifying alternative provision, any EHC plan is reviewed or the pupil's needs are reassessed, in consultation with the pupil's parents.
- **When considering exclusion and seeking appropriate support, the Headteacher will liaise, as necessary, with the Virtual School Head (VSH) to promote the educational achievement of looked after children, previously looked after children, and children in kinship care arrangements.**

## Parents' right to make representation to the Head.

If they are not satisfied with the Head's decision, stage 3 of the school's complaints procedure (the panel hearing) will be used as a template for an appeal against a permanent exclusion. The school will endeavour to complete the appeals process as quickly as possible.

During an appeal process, an exclusion will remain in place, except at the discretion of the Headteacher.