

Exclusion Arrangements

At Longthorpe Primary School, **fixed period** or **permanent exclusions** will always be the last resort and used only in extreme cases of inappropriate behaviour or when all other attempts to engage a pupil in changing their behaviour have failed. Only the Headteacher may exclude a pupil. In the event that the Headteacher is offsite or unavailable, a Senior Leader may act on behalf of the Headteacher to exclude a pupil. Exclusions usually take effect immediately.

Reasons for Exclusion

A pupil may be excluded for one of the following reasons:

- Physical assault against a pupil
- Physical assault against an adult
- Verbal abuse / threatening behaviour against a pupil
- Verbal abuse / threatening
- Cyber / bullying
- Racist abuse
- Sexual misconduct
- Drug and alcohol related
- Damage
- Theft
- Persistent disruptive behaviour

Exclusion periods

The Headteacher may exclude a pupil for one or more fixed periods, for up to 45 days in any one school year. The Headteacher may also exclude a pupil permanently. It is also possible for the Headteacher to convert a fixed period exclusion into a permanent exclusion, if the circumstances warrant this. Exclusions may also be converted to a fixed period exclusion, again, if the circumstances warrant this.

If a pupil is excluded, we will inform the parent immediately, giving reasons for the exclusion. The Headteacher informs the Local Authority and the Governing Body about any permanent exclusion and about any fixed period exclusions beyond five days in any one term.

Appealing an Exclusion

Parents can make representation against the exclusion decision to the Local Governing Body within 15 days of the exclusion. In the case of a fixed period exclusion, which does not bring the pupil's total number of days exclusion to more than five in a term, the governing body will

consider any representations made by parents but cannot direct reinstatement and is not required to arrange a meeting with parents.

The governing body will consider reinstatement of an excluded pupil if:

- The exclusion is permanent;
- Where the fixed period exclusion would bring the pupil's total number of school days of exclusion to more than 15 in a term; or
- It would result in the pupil missing a public examination or national curriculum test.

In the case of a fixed period exclusion where the pupil's total number of days of exclusion is more than five but less than 15 school days, and the parents do not make a representation, the governing body cannot direct reinstatement and is not required to meet.

When a governing body panel meets regarding an exclusion, they will take into consideration:

- the circumstances in which the pupil was excluded;
- any representation by parents or the Local Authority;
- whether the pupil should be reinstated.

If the governors' appeals panel decides that a pupil should be reinstated, the Headteacher must comply with this ruling.

Parental Responsibilities following Exclusion

If your child is excluded from school, you must:

- ensure your child undertakes any learning tasks provided by the school
- ensure that they are not seen in a public place during school hours – failure to comply could result in prosecution or issue of a fixed penalty notice
- ensure your child does not enter the school premises during the exclusion – you will be asked why your child is not at home
- make arrangements to collect and return school work for days one to five of the exclusion
- after a fixed period exclusion, you will be invited to a meeting to discuss your pupil's return to school.

DfE Guidance on Exclusions: <https://www.gov.uk/government/publications/school-exclusion>