

Exclusion Policy (HCC policy)

Document Control Page Revision History

Date	Type of change	Initials	Purpose of Revision
March 2022	Major	SB	Re-write following HCC guidance
March 2023	Minor	SB	Footer date change
March 2024	Minor	SB	Footer date change
March 2025	Minor	SB	Footer date change
April 2026	Minor	SB	Reference to updated guidance

Date Approved by Governing Body: May 2026

Date to be reviewed by Governing Body: April 2027

This policy has been written in accordance with the guidelines laid down by Hampshire County Council (Revised Exclusions Guidance February 2022) and the (DFE Guidance 2017).

A decision to exclude a pupil, either for a fixed period or permanently, is seen as a last resort. The school is responsible for communicating its expectations and standards of conduct to pupils, parents and staff. No exclusion will be initiated without first exhausting other strategies (see Positive Behaviour Policy-reviewed annually) or, in the case of serious single incident, a thorough investigation.

For a very small number of pupils our normal Relationship and Behaviour Policy may not be adequate. If the Headteacher considers this to be the case they will arrange a meeting with the parents to explain that the pupil will be subject to the Framework for Dealing with Excessive Behaviour and confirm this in writing. Outside agencies will be contacted where and when deemed necessary by the Headteacher and DHT/Inclusion Manager. At the meeting the Headteacher will explain the pastoral support to be provided and sanctions to be applied.

Support

A meeting will be arranged with the parents, class teacher, and Head/Deputy Headteacher/ SENDCO. Any necessary outside agencies will also be invited to attend. An Individual Behaviour Management Plan (IBMP) will be drawn up.

The meeting will discuss:

- Causes of concern and review of history of the case
- What is reasonably required of the pupil to put the situation right
- What support and approaches the school will use to achieve improvement

- Review of learning needs with input from class teacher and DHT/SENCO and setting up a support programme if necessary
- Set targets that cover no more than one term and can be broken down into short tasks
- Reward schemes will operate in conjunction with sanctions
- Identify how 'safe' areas can be identified which allow teachers and pupils to avoid confrontation
- Arrange monitoring of behaviour to help identify strategies
- Look at classroom organisation to see if this can be modified
- Consider placement in another class
- Identify how parent's actions can support the plan
- Identify how external agencies can be involved
- Identify how PHSE can be used to support the pupil involved and create support networks with peers

Consequences

Internal exclusion

If normal sanctions have failed to produce acceptable behaviour and discipline is being undermined and teaching and learning disrupted, the pupil will be internally excluded, i.e. removed from lessons with their class. These exclusions will normally last for the rest of the half-day session in which the poor behaviour occurs and the next half-day session.

Internal exclusion will be applied when a pupil:

- continues to disrupt teaching and learning after two clear warnings
- leaves an area where they are being supervised by a member of staff when told to remain
- uses inappropriate language to or about a member of staff
- refuses to comply with an instruction from a member of staff, either by giving a negative response or refusing to respond

When a senior member of staff applies an internal exclusion they will notify the Headteacher/DHT/SENDCo immediately. The senior member of staff will take responsibility for the supervision of the pupil and record the details within our online reporting system with secure access. Parents will be informed at the earliest possible moment that internal exclusion has occurred. This may include a request to meet with the Headteacher/DHT/SENDCo at the earliest possible time and confirmation in writing of the internal exclusion.

External exclusion

External exclusion is a very serious matter for all concerned and when the Headteacher considers its use, the guidance provided in HCC Exclusions Guidance for Hampshire Schools, December 2024 will be followed.

The Headteacher will work in conjunction with the safeguarding governor who is responsible for exclusions.

Fixed term exclusions will be applied when a pupil:

- uses physical aggression against a member of staff or pupil.
 - is verbally abusive towards a member of staff.
 - refuses to accept sanctions imposed by Head/Deputy after displaying inappropriate behaviour.
 - is subject to 4-6 Internal Exclusions in any one half term.
- NB Each half term will be considered a fresh start.

For extreme cases involving any of the above the Headteacher may decide to apply permanent exclusion immediately.

External exclusions will normally be for periods of 1-2 days but may increase up to 5 days for persistent bad behaviour.

Parents will be informed in writing that the need to apply a fixed term exclusion on a regular or frequent basis will lead to the consideration of permanent exclusion.