



Exclusion Policy to form part of Behaviour Policy

Formally adopted by the Governing Board of:	Hemsby Primary School & Nursery
On:	Agreed May 2022
Headteacher:	Sian Harmer
Chair of Governors:	Kathryn Hewitt
Review:	May 2023

Introduction

Hemsby Primary School sees exclusion as a serious step for a head teacher to take and does not take the decision to exclude pupils lightly.

The Headteacher will take into consideration many factors before deciding that an exclusion is the next course of discipline. Behaviour is logged and recorded on Pupil Asset and/or behaviour logged on Word.

Why a child may be excluded

A child will only be excluded if:

- they have seriously broken the school's Behaviour/Discipline Policy
- it would seriously harm their education or welfare or that of others if they were to remain at school.
- Children can be excluded for their behaviour outside school.

Inclusion

As a school we are inclusive to all pupils and do not exclude for SEN needs or circumstances beyond their control e.g. parent behaviour.

How a child may be excluded

Children can either be excluded for a fixed term or permanently. The school expects that an excluded child is supervised and for the first 5 days they must not be in a public place during the school day.

Fixed term exclusion

A child is excluded for a certain number of days. A child cannot be excluded for more than 45 days in a school year.

Unless the exclusion is for one day only, work should be set and marked by school. From day 6 onwards work given should be suitable and full time.

Permanent exclusion

Most serious step.

A child should only be excluded for a one-off offence in very serious circumstances or after a number of exclusions when the school feels it has tried everything it can to keep a child in school.

The school governors should agree with the head teacher's decision, Children's Services are informed and will help parents to find alternative educational provision for a child.

For the first 5 days after the exclusion, school should send suitable work home. From day 6 onwards it is the Local Authority's responsibility.

Involvement of Parents

Parents should be involved at all stages of the Immediate contact Letter with reasons for exclusion. The school expects parents to support the school.

Fixed Term

Lunchtime: counts as ½ day exclusion

1 – 5 days

5½ - 15 days

16-45 days

Complaints

Parents have the right to complain about the exclusion set. Parents should first speak to the Head Teacher. If they are dissatisfied, a copy of the complaints procedure is available for parents to follow.

Further Information

Children's Services Exclusion Helpline: 01603 303333

Email: exclusions@norfolk.gov.uk