

Harwich Community Primary School and Nursery is committed to valuing diversity and equality of opportunity. We aim to create and promote an environment in which pupils, parents and staff are treated fairly and with respect, and feel able to contribute to the best of their abilities.

The decision to exclude a pupil must be lawful, reasonable and fair and only carried out by the Headteacher. The exclusion of a pupil will be viewed as a last resort when all other attempts to address the problem with the pupil have been unsuccessful.

Our Partnership with Parents

Parents working in partnership with the school to consistently reinforce the school's expectations is an important factor in every child's success. We will work in partnership with parents to ensure that expectations are clear and parents can reinforce them with their children. This includes ensuring that parents are kept informed about decisions made in response to a child's misbehaviour so that we can work together in the best interests of pupils to ensure expectations for behaviour are made clear.

The school is responsible for communicating to pupils, parents and staff its expectations of standards of conduct. A range of policies and procedures are in place to promote good behaviour and appropriate conduct. These are:

- Behaviour Policy;
- Anti-Bullying Policy;
- Our school rules and values.

Supporting Our Pupils to Succeed

We aim to include, not exclude, and we approach all challenging behaviour in a supportive and positive way. We recognise that such behaviour can sometimes be symptomatic of a real, deeper need for our support and understanding. All children can go through times of inappropriate behaviour, and we strive to never "give up" easily on a child as we recognise that each person has a unique contribution to make to school life and we want to support them to achieve this.

We will use behaviour data to assess patterns of challenging behaviour in pupils. Where patterns emerge we will systematically intervene, drawing up an action plan with the child, parent and teacher, if deemed necessary by Senior Management Team.

No permanent exclusion or suspension will be initiated without first attempting other strategies or, in the case of a serious single incident, a proper investigation.

Grounds for Suspension / Permanent Exclusion

The grounds for suspension / permanent exclusion are quite specific.

The Headteacher may suspend or permanently exclude if they are satisfied that the pupil is beyond control or is a danger to himself / herself or the health and safety of any other pupil or member of staff within the school. This may also take place if there has been or is likely to be significant damage to school property. Sometimes it may also take place if the situation has moved beyond the point where all the support and help implied has been exhausted.

Suspension or Permanent Exclusion may also take place due to:

- Serious breach of the school's rules or policies;
- Serious risk of harm to the education or welfare of the pupil or others in the school.

This can either be a very serious incident or the repetition of serious incidents.

Any exclusion will be at the decision of the Headteacher, usually in consultation with other members of the senior leadership team (particularly if they were involved in investigating the incident).

Types of Suspension / Exclusion

Internal Suspension / Exclusion

Internal suspension /exclusion is when a pupil is excluded from the rest of the school and must work away from their class for a fixed amount of time. This will be in a different classroom.

An internal suspension /exclusion is a discretionary measure, where a pupil's behaviour is escalating and more serious measures need to be taken but there are not yet grounds for an external suspension / or exclusion. Typically, a child receiving a consequence of this level should be receiving additional support for their behaviour, intended to help them to avoid their behaviour escalating to a point where a suspension is necessary (examples: behaviour chart to address specific behaviours causing a problem; support from the family liaison officer etc)

Temporary / Fixed-Term suspension

A temporary / fixed term suspension is when a child is suspended from school and must remain home for a fixed amount of time.

This type of suspension must not exceed 15 days in any one term (45 days in an academic year).

Permanent exclusion

A permanent exclusion is when a child is permanently excluded from school and not allowed to return. This is a very serious decision and the Headteacher will consult with senior leaders and Chair of the Governing Board as soon as possible in such a case. The parents must also be notified in writing without delay.

Therefore the decision to permanently exclude a pupil from school should only be taken in response to a serious breach or persistent breaches of the school's behaviour policy; and where allowing the child to remain in school would seriously harm the education or welfare of the pupil or others in the school.

A decision to exclude a pupil, either internally, for a fixed period or permanently is seen as a last resort by the school. The physical and emotional health of our children and staff is our primary concern, and we therefore accept, that in some serious situations, exclusion may be necessary, if all other strategies have been exhausted.

Procedures to be adopted when Excluding Pupils

The Governors require that the Headteacher adopts the following procedures when suspending or excluding pupils, whether on the basis of a fixed term or permanently. (In line with the DFE guidance to schools- August 2024).

- Parent / carer of any child to be suspended / excluded should receive written notice without delay. (Explaining the reasons for this decision, period of the exclusion, parents right to make representation about the exclusion to the Governors;
- Headteacher must advise the Chair of Governors without delay of the suspension/ exclusion, or the Vice Chair if the Chair is unavailable);

In the case of a Permanent Exclusion

The notification should indicate the steps being taken to advise the parents / carers of their rights. The Governors will require the Headteacher to :-

- Advise the parents/ carers within 3 working days of their right to appeal. This advice shall contain detailed reasons for the exclusion and information on the way that parents / carers may exercise their rights. This would be in terms of representation such as having a friend present.;
- Within 3 working days submit a worked case history of the problem to the Chair of Governors, together with a formal request to convene an appeals panel to take the parents/ carers representations.

The appeals panel is to consist of 3 Governors, none of which is to be the Headteacher, or Governors whose child is subject to the appeal. The notification to parents/ carers and the case history should clearly state that the reasons for exclusions do not include lack of resources or a wish to speed a statutory assessment under the Code of Practice.

At the end of any suspension period a re-instatement interview will be held by the Headteacher with the suspended pupil and their parents / carers to ensure successful re-integration and to explain any support being given.

Please read this policy alongside the Guidance document for Suspension and Exclusion August 2024.

[Suspension and permanent exclusion guidance \(publishing.service.gov.uk\)](https://publishing.service.gov.uk)

September 2024- updated in line with the statutory legislation on attendance.