# Richard Lander School

## Exclusions Policy

Policy Effective from: September 2026

Responsibility: Head/Assistant Head/Deputy Head/Governing Body

Reviewed and monitored by: Head/Assistant Head/Deputy Head/Governing Body

Review Date: September 2027

**Introduction**

Exclusion, either by suspension or permanent exclusion, is a serious sanction and is administered only by the Headteacher (or the Deputy Headteacher in the Headteacher's absence).

Exclusion will normally be issued when:

- There has been a single, serious or repeated breach of the school's Behaviour Management Policy
- If allowing the student to remain in school would harm the education or welfare of the student or others in the school.

Instances where exclusion may be considered are detailed below:

- Verbal abuse of staff or other students
- Physical abuse / assault or threatened physical abuse of staff or other students
- Serious or persistent acts of bullying (Note: refer to the school's Anti-Bullying Policy.)
- Behaviour which is considered prejudicial towards either students or staff. This includes sexual or racial harassment. (Note: refer to the school's Single Equalities Scheme and Race Equality Policy.)
- Indecent or improper behaviour
- Damage to property
- Handling, consuming, sharing or supplying illegal drugs, or other substances such as alcohol or smoking (including e-cigarettes). Gross misuse of other drugs such as prescription medication may also be grounds for exclusion.
- Theft
- Carrying an item which could be used as potentially offensive weapon
- Arson
- Repeated poor behaviour, where insufficient improvement has been made despite other internal sanctions
- Serious breach of the Code of Conduct for the use of ICT
- Behaviour which occurs outside of school which may be considered related to, or have an impact on school related matters and could cause potential harm to others or reputational damage to the school

This is not an exhaustive list and the school reserves the right to exclude if it is deemed an appropriate sanction.

**Behaviour Management Policy**

This policy is intrinsically linked to the school's Behaviour Management Policy, which forms the basis of expectations for behaviour and the sanctions which may follow if there is a serious or repeated breach of that policy. The Behaviour Management Policy provides a framework so that all students:

- Are clear regarding the school's expectations about behaviour
- Feel safe and able to flourish, developing in confidence and maturity
- Can achieve to their potential, both in their studies and in any activity beyond the curriculum

The school's Behaviour Management Policy also details a ladder of sanctions which aims to reduce the need for exclusion in most instances.

**Exclusion Procedure**

Most exclusion is of a fixed term nature and is of short duration (usually between one and five days), referred to as suspension. Department for Education regulations permit the Headteacher to suspend a student for one or more fixed periods not exceeding 45 school days in any one school year.

The Governors have established arrangements to promptly review all permanent exclusions and all suspensions that would lead to a student being suspended for over 15 days in a school term or missing a public examination.

The Governors have established arrangements to review suspensions which would lead to a student being suspended for more than five days in a single suspension period. Where a suspension would lead to a student being suspended for more than five days in a single suspension period, the school will work with partner agencies to provide for education on the sixth day or beyond.

Following suspension, parents are contacted immediately where possible. A letter will be sent by post giving details of the suspension and the date the suspension ends. Parents have a right to make representations to the Governing Body and the LA as directed in the suspension letter.

A tariff for suspension may be lowered if the school believes that a shorter suspension, followed by a period of time working in school in isolation from other students, may be a more appropriate sanction and bring about the desired improvement in behaviour. At times this may mean alternative times to the school day, with the student remaining in school until 4.30pm or 5pm.

During the course of a suspension, parents have sole responsibility for their child and should have in place appropriate supervision arrangements. The student is not allowed on or near the school premises during the period of suspension.

**Permanent Exclusion**

The decision to exclude a student permanently is a serious one. There are two main types of situation in which permanent exclusion may be considered:

- For repeated breach of the school's Behaviour Management Policy, despite the school's best attempts to support an improvement in behaviour, including, where possible, relevant external agency support, and after other sanctions have been used, to little or to no effect.
- For a single or repeated serious breach of the school's Behaviour Management Policy. This may include:
    - Handling, consuming, sharing or supplying illegal substances
    - Arson
    - Serious damage to school property
    - Carrying an item which could be used as potentially offensive weapon
    - Serious actual or threatened violence towards another student or member of staff
    - Sexual abuse or assault
    - An act of gross defiance or rudeness

These examples are not exhaustive.

A student may also be permanently excluded if their remaining on the school roll presents an ongoing concern or risk to the education, safety or welfare of others; students or staff.

The school will consider police involvement for any of the above offences.

**General factors the School considers before making a decision to exclude**

Before deciding whether to exclude a student, either through a suspension, or permanently, the school will:

- Ensure appropriate investigations have been carried out
- Ensure that where possible, witness statements are taken
- Allow, where possible, the student to give her/his version of events
- Consider all the evidence before making an informed decision to exclude
- Ensure the exclusion is consistent with both this policy and the School's Behaviour Management Policy

If the school is satisfied that on investigation, the likelihood is that the student behaved as alleged, then the school may take the decision to exclude.

**Exercise of discretion**

In reaching a decision, the school will look at each case on its own merits. Therefore, a tariff system, fixing a standard penalty for a particular action, would not be appropriate.

In considering whether permanent exclusion is the most appropriate sanction, the school will consider:

- The gravity of the incident, or series of incidents and whether it constitutes a serious and/or repeated breach of the School's Behaviour Management Policy
- The effect that the student remaining in school would have on the education and welfare of other students and staff

In line with its statutory duty, these same two tests of appropriateness will form the basis of the deliberations of the Governors' Pupil Discipline Committee, when it meets to consider the school's decision to exclude. This committee will require the Headteacher to account for the reasons for the decision to permanently exclude and will look at appropriate evidence, such as the student's school record, witness statements and the strategies used by the school to support the student prior to exclusion.

**Lunchtime Exclusion**

Students whose behaviour at lunchtime is disruptive may be internally excluded and monitored by staff in the Student Support base. This does not constitute a suspension.

**Behaviour Outside of School**

Students' behaviour outside school, for example, on school trips and journeys, away school sports fixtures or a work experience placement, is also subject to the school's Behaviour Management Policy.

Students' behaviour on the way to or from school is also subject to the school's Behaviour Management Policy.

Student behaviour outside of school, but beyond the above, may also be subject to the school's Behaviour Management Policy if such behaviour may be considered related to, or have an impact on school related matters and could cause potential harm to others or reputational damage to the school.

**Drug Related Exclusions**

The school reserves the right to issue a permanent exclusion for drug related incidents, and may take into account the particular context of any incident in determining its decision.