



Fairfield Primary School Exclusion Policy

Created/Revised:	October 2025
By:	R Birtwhistle
Review Details:	Updates July 2026 with DFE changes
Review Date:	January 2026
Approved by Governing Body:	November 2025

CONTENTS

Aims	2
Legislation and statutory guidance	2
Decision to Exclude	3
Definition	3
Roles and responsibilities	3
Informing the Governing Board and Local Authority	4
Considering the reinstatement of a pupil	5
An independent review	6
School registers	7
Returning from a suspension	7
Monitoring arrangements	7
Links with other policies	7

AIMS

Our school aims to ensure that:

- The exclusions process is applied fairly and consistently
- The exclusions process is understood by governors, staff, parents and pupils
- Pupils in school are safe and happy
- Pupils do not become NEET (not in education, employment or training)

LEGISLATION AND STATUTORY GUIDANCE

This policy is based on statutory guidance from the Department for Education:

Suspension and permanent exclusion from maintained schools, academies and pupil referral units in England, including pupil movement Statutory guidance for maintained schools, academies and pupil referral units in England July 2026

‘Behaviour in schools – advice for headteachers and school staff’ (February 2024)

‘DFE – suspensions and permanent exclusions’ (August 2024)

It is based on the following legislation, which outline schools’ powers to exclude pupils:

Section 52 of the [Education Act 2002](#), as amended by the [Education Act 2011](#)
[The School Discipline \(Pupil Exclusions and Reviews\) \(England\) Regulations 2012](#)

In addition, the policy is based on:

Part 7, chapter 2 of the [Education and Inspections Act 2006](#), which looks at parental responsibility for excluded pupils
Section 579 of the [Education Act 1996](#), which defines 'school day'

The [Education \(Provision of Full-Time Education for Excluded Pupils\) \(England\) Regulations 2007](#), as amended by [The Education \(Provision of Full-Time Education for Excluded Pupils\) \(England\) \(Amendment\) Regulations 2014](#)

This policy complies with our funding agreement and articles of agreement.

THE DECISION TO EXCLUDE

Only the Headteacher, or an acting headteacher, can exclude a pupil from school. A permanent exclusion will be taken as a last resort. The school will endeavour to use a range of strategies to support pupils and avoid exclusion wherever possible. These may include pastoral support, behaviour support plans, SEND support, external agency involvement and restorative approaches. At Fairfield, this is a key strategy as is stated with our behaviour policy.

Our school is aware that off-rolling is unlawful. Ofsted defines off-rolling as:

"...the practice of removing a pupil from the school roll without a formal, permanent exclusion or by encouraging a parent to remove their child from the school roll, when the removal is primarily in the interests of the school rather than in the best interests of the pupil."

We are committed to following all statutory exclusions procedures to ensure that every child receives an education in a safe and caring environment.

A decision to exclude a pupil will be taken only:

- In response to serious or persistent breaches of the school's behaviour policy, and
- If allowing the pupil to remain in school would seriously harm the education or welfare of others. The Headteacher will also consider whether exclusion is in the best interests of the pupil and the wider school community, taking account of all available support and interventions.

Before deciding whether to exclude a pupil, either permanently or for a fixed period, the headteacher will:

- Consider all the relevant facts and evidence, including whether the incident(s) leading to the exclusion were provoked
- Allow the pupil to give their version of events
- Consider if the pupil has special educational needs (SEND)

Before making a decision to exclude, the Headteacher will consider any contributing factors, including adverse childhood experiences, safeguarding concerns, social, emotional and mental health needs, and the pupil's care status.

Before exclusion is considered, the school will, wherever appropriate, evidence the support and interventions that have been implemented, including graduated SEND support, pastoral intervention, behaviour support, reasonable adjustments, external agency involvement and multi-agency planning.

SPECIAL EDUCATIONAL NEEDS

The school will have regard to its duties under the Equality Act 2010 when considering exclusion, particularly in relation to pupils with SEND, looked after children, previously looked after children, and pupils who are vulnerable. The school will consider whether reasonable adjustments and appropriate support have been implemented. When considering whether exclusion is appropriate, the Headteacher will also consider whether the pupil's behaviour may be linked to a disability, trauma or adverse childhood experiences, communication needs, unmet special educational needs and/or disabilities (SEND), or cultural factors, and whether appropriate support or reasonable adjustments have been provided before exclusion is considered.

DEFINITION

For the purposes of exclusions, a school day is defined as any day on which there is a school session. Therefore, INSET or staff training days do not count as a school day.

ROLES AND RESPONSIBILITIES

The Headteacher will inform parents to outline the process.

The Headteacher will immediately provide the following information, in writing, to the parents of an excluded pupil:

- The reason(s) for the exclusion
- The length of a suspension or, for a permanent exclusion, the fact that it is permanent
- Information about parents' right to make representations about the exclusion to the governing board and how the pupil may be involved in this
- How any representations should be made

Where there is a legal requirement for the governing board to meet to consider the reinstatement of a pupil, and that parents have a right to attend a meeting, be represented at a meeting (at their own expense) and to bring a friend.

The headteacher will also notify parents by the end of the afternoon session on the day their child is excluded that for the first five school days of an exclusion, or until the start date of any alternative provision where this is earlier, parents are legally required to ensure that their child is not present in a public place during school hours without a good reason.

Parents may be given a fixed penalty notice or prosecuted if they fail to do this

If alternative provision is being arranged, the following information will be included when notifying parents of an exclusion:

- The start date for any provision of full-time education that has been arranged
- The start and finish times of any such provision, including the times for morning and afternoon sessions, where relevant
- The address at which the provision will take place
- Any information required by the pupil to identify the person they should report to on the first day

Where this information on alternative provision is not reasonably ascertainable by the end of the afternoon session, it may be provided in a subsequent notice, but it will be provided no later than 48 hours before the provision is due to start. The only exception to this is where alternative provision is to be provided before the sixth day of an exclusion, in which case the information can be provided with less than 48 hours' notice with parents' consent.

INFORMING THE GOVERNING BOARD AND LOCAL AUTHORITY

The headteacher will immediately notify the governing body and the local authority (LA) of:

- A permanent exclusion, including when a fixed-period exclusion is followed by a decision to permanently exclude a pupil
- Exclusions which would result in the pupil being excluded for more than 5 school days (or more than 10 lunchtimes) in a term
- Exclusions which would result in the pupil missing a public examination
- For a permanent exclusion, if the pupil lives outside the LA in which the school is located, the Headteacher will also immediately inform the pupil's 'home authority' of the exclusion and the reason(s) for it without delay.
- For all other exclusions, the headteacher will notify the governing board and LA once a term.

THE GOVERNING BODY

Responsibilities regarding exclusions are delegated to the Pupil Disciplinary Committee (PDC) that will be established when needed.

The Pupil Disciplinary Committee has a duty to consider the reinstatement of an excluded pupil (see section 6).

THE LOCAL AUTHORITY (LA)

For permanent exclusions, the LA is responsible for arranging suitable full-time education to begin no later than the sixth day of the exclusion.

CONSIDERING THE REINSTATEMENT OF A PUPIL

The Pupil Disciplinary Committee will consider the reinstatement of an excluded pupil within 15 school days of receiving the notice of the exclusion if:

- The exclusion is permanent
- It is a suspension which would bring the pupil's total number of school days of exclusion to more than 15 in a term
- It would result in a pupil missing a public examination or national curriculum test
- If requested to do so by parents, the governing board consider the reinstatement of an excluded pupil within 50 school days of receiving notice of the exclusion if the pupil would be excluded from school for more than 5 school days, but less than 15, in a single term.

Where an exclusion would result in a pupil missing a public examination, the Pupil Disciplinary Committee will consider the reinstatement of the pupil before the date of the examination. If this is not practicable, the PDC will consider the exclusion and decide whether or not to reinstate the pupil.

The Governing Board can either: decline to reinstate the pupil, or direct the reinstatement of the pupil immediately, or on a particular date. In reaching a decision, PDC will consider whether the exclusion was lawful, reasonable and procedurally fair and whether the headteacher followed their legal duties and whether the decision was proportionate in the circumstances. They will decide whether or not a fact is true 'on the balance of probabilities', which differs from the criminal standard of 'beyond reasonable doubt', as well as any evidence that was presented in relation to the decision to exclude.

Minutes will be taken of the meeting, and a record of evidence considered kept. The outcome will also be recorded on the pupil's educational record.

The PDC will notify, in writing, the Headteacher, parents and the LA of its decision, along with reasons for its decision, without delay.

- Where an exclusion is permanent, PDC's decision will also include the following:
- The fact that it is permanent
- Notice of parents' right to ask for the decision to be reviewed by an independent review panel, and:
- The date by which an application for an independent review must be made
- The name and address to whom an application for a review should be submitted

- That any application should set out the grounds on which it is being made and that, where appropriate, reference to how the pupil's SEN are considered to be relevant to the exclusion
- That, regardless of whether the excluded pupil has recognised SEN, parents have a right to require the school to appoint an SEN expert to attend the review
- Details of the role of the SEN expert and that there would be no cost to parents for this appointment
- That parents must make clear if they wish for an SEN expert to be appointed in any application for a review
- That parents may, at their own expense, appoint someone to make written and/or oral representations to the panel, and parents may also bring a friend to the review

That if parents believe that the exclusion has occurred as a result of discrimination, they may make a claim under the Equality Act 2010 to the first-tier tribunal (special educational needs and disability), in the case of disability discrimination, or the county court, in the case of other forms of discrimination. A claim of discrimination made under these routes should be lodged within 6 months of the date on which the discrimination is alleged to have taken place.

AN INDEPENDENT REVIEW

If parents apply for an independent review, the Governing Body will arrange for an independent panel to review the decision of the governing board not to reinstate a permanently excluded pupil.

Applications for an independent review must be made within 15 school days of notice being given to the parents by the PDC of its decision to not reinstate a pupil.

A panel of three or five members will be constituted with representatives from each of the categories below. Where a five-member panel is constituted, two members will come from the school governors category and two members will come from the headteacher category.

- A lay member to chair the panel who has not worked in any school in a paid capacity, disregarding any experience as a school governor or volunteer.
- School governors who have served as a governor for at least 12 consecutive months in the last 5 years, provided they have not been teachers or Headteachers during this time.
- Headteachers or individuals who have been a Headteacher within the last 5 years .

A person may not serve as a member of a review panel if they:

- Are a member/director of the governing body of the excluding school
- Are the headteacher of the excluding school, or have held this position in the last five years
- Have, or at any time have had, any connection with the school, governing body, parents or pupil, or the incident leading to the exclusion, which might reasonably be taken to raise

doubts about their impartiality

- A clerk will be appointed to the panel.
- The independent panel will decide one of the following:
- Uphold the governing board's decision
- Recommend that the governing board reconsiders reinstatement
- Quash the governing board's decision and direct that they reconsider reinstatement (only when the decision is judged to be flawed)
- The panel's decision can be decided by a majority vote. In the case of a tied decision, the chair has the casting vote.

SCHOOL REGISTERS

A pupil's name will be removed from the school admissions register if:

- 15 school days have passed since the parents were notified of the exclusion panel's decision to not reinstate the pupil and no application has been made for an independent review panel, or the parents have stated in writing that they will not be applying for an independent review panel.
- Where an application for an independent review has been made, the governing board will wait until that review has concluded before removing a pupil's name from the register.
- Where alternative provision has been made for an excluded pupil and they attend it, code B (education off-site) or code D (dual registration) will be used on the attendance register. Where excluded pupils are not attending alternative provision, code E (absent) will be used.

RETURNING FROM A SUSPENSION

Following a suspension, a re-integration meeting will be held involving the pupil, parents, a member of senior staff and other staff, where appropriate.

The following measures may be implemented when a pupil returns from a suspension:

- agreeing a behaviour contract
- placing a pupil "on report" although it may have a different name suitable for the child's age, stage and needs.
- use of internal reflection or support spaces
- pastoral support
- behaviour monitoring
- monitoring arrangements

A reintegration meeting will normally result in an agreed reintegration plan, identifying support, reasonable adjustments, review arrangements and any further interventions required to promote successful reintegration.

The Headteacher monitors the number of exclusions every term and reports back to the Governing body. They also liaise with the local authority to ensure suitable full-time education for excluded pupils.

This policy will be reviewed by the Headteacher annually. At every review, the policy will be approved by the governing body.

SAFEGUARDING

- The school recognises that excluded pupils may be more vulnerable to safeguarding risks. Where appropriate, the school will work with parents, the local authority and external agencies to support pupils at risk of exclusion.
- Looked After Children
- The school recognises that looked after children and previously looked after children may be particularly vulnerable to the impact of exclusion. The school will work closely with carers, social workers, the virtual school head and other relevant professionals to consider additional support and interventions before exclusion is considered. Where exclusion is unavoidable, the school will take steps to minimise disruption to the pupil's education and promote their wellbeing and safeguarding. Where a pupil has a social worker or is looked after or previously looked after, the Headteacher will notify and involve relevant professionals at the earliest opportunity when exclusion is being considered. The Headteacher will maintain a written record of the factors considered in reaching an exclusion decision, including evidence considered, mitigating factors, reasonable adjustments and why exclusion was judged proportionate.

LINKS WITH OTHER POLICIES

This exclusions policy is linked to our;

- Behaviour policy
- Safeguarding and Child Protection Policy.