



ST AMBROSE
CATHOLIC PRIMARY
SCHOOL

Exclusion Policy 2025

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Post Holder Responsible for Review:	Emma Brocklesby



Commitment to Equality:

We are committed to providing a positive working environment which is free from prejudice and unlawful discrimination and any form of harassment, bullying or victimisation. We have developed a number of key policies to ensure that the principles of Catholic Social Teaching in relation to human dignity and dignity in work become embedded into every aspect of school life and these policies are reviewed regularly in this regard.

This Exclusion Policy has been approved and adopted by Saint Ambrose School on 8.10.25 and will be reviewed on 8.10.26.

Signed by the Chair of the Local Governing Body for Saint Ambrose School

Mrs Helen Black



Signed by the Executive Principal for Saint Ambrose School

Mrs Emma Brocklesby



Exclusion Policy

St. Ambrose Catholic Primary School operates a comprehensive inclusive system where all children are welcome regardless of their race, religion, culture, sex, ability or disability, social background etc.

At St. Ambrose we aim to include and not suspend or permanently exclude wherever possible. We approach all challenging behaviour in a positive, supportive way (see Behaviour Policy). We recognise that such behaviour can sometimes be symptomatic of a real, deeper need for our support and understanding. St Ambrose's recognises that suspensions or a permanent exclusion from the school community, are damaging to a pupil's self-esteem. They can diminish the sense of belonging to the community. As such, they are used sparingly and only as part of an overall behaviour strategy which seeks to develop a culture of inclusion, ownership of and responsibility for one's own behaviour.

The school seeks to avoid suspensions and permanent exclusions. These take place only for very serious incidents or when all other strategies have been tried and have failed over time.

Suspensions are used when other strategies and sanctions have not been effective over time or when there has been a single clear and serious breach of discipline. For example, physical assault against a pupil or an adult and persistent disruption to lessons come within this category. The physical and emotional health of our children and staff is our primary concern.

Safeguarding

At St Ambrose school we play a crucial role in preventative education in line with Keeping Children Safe in Education 2025. Preventative education is a whole school approach in safeguarding that prepares pupils for life in modern Britain and creates a culture of zero tolerance for sexism, misogyny/misandry, homophobia, biphobia and sexual violence/harassment. We have a clear set of values and standards, upheld and demonstrated throughout all aspects of safeguarding. The safeguarding curriculum is inclusive and developed to be age and stage of development appropriate.

GDPR

This policy adheres to the principles under data protection law. For further information please review the school's data protection policy published on the school's website.

Reasons for Suspension or permanent exclusion:

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

Suspension or permanent exclusion is an extreme sanction and is only administered by the Executive Principal (or Head of School acting as the Executive Principal in their absence)

It will generally be as a result of a serious outburst of aggression, physical assault, racist or abusive behaviour towards self, others or school property. However, there are cases when a child with specific behavioural needs has had a cumulative effect on the learning of others. In order to address these needs, and to ensure that the learning of the majority is protected, the school may have no other option but to suspend or permanently exclude.

At times the Executive Principal will decide not to use the extreme sanction of a suspension or permanent exclusion but will decide that a Pastoral Support Plan should be drawn up to try to avoid the sanction of an suspension in the future, this might be accompanied by an internal placement in another class and intervention strategies to help pupils manage their behaviour.

Suspension

Single incident:

Temporary suspension may be used in response to a serious breach of school rules and policies or a disciplinary offence. In such cases the Executive Principal will investigate the incident thoroughly and consider all evidence to support the allegation, taking account of the school's policies. The pupil will be encouraged to give his/her version of events and the Executive Principal will check whether the incident may have been provoked, for example by bullying or racial harassment.

What happens about the child's education during this period?

For the first 5 days of suspension, the school is responsible for setting and marking work for the child to complete at home. It is the parents' responsibility to ensure work is completed at home and returned to the school. It is during these first 5 days that the parent must ensure that a child is not in a public place, without reasonable justification, during school hours, or they can be prosecuted.

If the suspension is for longer than 5 days, the school should make provision for the child's full-time education from the 6th school day.

Extending a Fixed Term Suspension:

Sometimes, following further information coming to light, a fixed term suspension can be extended. If this happens, a letter must be sent to the parents stating the reasons and stating the right to make representations to, or request a meeting with the Academy committee.

Lunchtime Suspension:

A child can be suspended at lunchtimes. Lunchtime suspension is counted as a half day exclusion. If the lunchtime suspensions are continuous, the parent can make representations to the Academy Committee or request a meeting.

- Lunchtime suspensions should not happen for longer than a week.
- Children who are entitled to free school meals should still receive their entitlement, i.e. a packed lunch.

Permanent Exclusion:

A permanent exclusion is a very serious decision.

As with a suspension, it will follow a range of strategies and be seen as a last resort, or it will be in response to a very serious breach of school rules and policies or a disciplinary offence such as:

- Serious actual or threatened violence against another pupil or a member of staff; Possession or use of an illegal drug on school premises;
- Persistent bullying;

- Persistent racial harassment;

The Decision to Permanently Exclude:

If the Executive Principal decides to exclude a pupil they will:

- ensure that there is sufficient recorded evidence to support the decision;
- explain the decision to the pupil;
- contact the parents, explain the decision and ask that the child be collected;
- send a letter to the parents confirming the reasons for the exclusion, whether it is a permanent or temporary exclusion;
- the length of the exclusion and any terms or conditions agreed for the pupil's return;
- in cases of more than a day's exclusion, ensure that appropriate work is set and that arrangements are in place for it to be marked;
- plan how to address the pupil's needs and integration back into their class on his/her return;
- plan a meeting with parents and pupil on his/her return.

Safeguarding:

A suspension or permanent exclusion will not be enforced if doing so may put the safety of the pupil at risk. In cases where parents will not comply, by, for example, refusing to collect the child, the child's welfare is the priority. In this situation, depending on the reason for suspension, the school may consider an internal suspension until the end of the day, implementing the original decision from the time the child is collected from school, or, in more severe circumstances the school may contact Worcester Children First. If a pupil is excluded, daily safeguarding checks will take place as all staff fully understand safeguarding issues raised in KCSIE 2025.

Safeguarding issues 31. All staff should have an awareness of safeguarding issues that can put children at risk of harm.

Behaviour Outside School:

Pupils' behaviour outside school on school business e.g. on school trips, at sports fixtures, is subject to the school's behaviour policy. Unacceptable behaviour in such circumstances will be dealt with as if it had taken place in school.

Pupils with Special Educational Needs and Disabled Pupils:

The school must take account of any special educational needs when considering whether or not to suspend or permanently exclude a pupil. We have a legal duty under the Disability Discrimination Act not to discriminate against disabled pupils by excluding them from school for behaviour related to their disability. The Executive Principal should ensure that reasonable steps have been taken by

the school to respond to a pupil's disability so the pupil is not treated less favourably for reasons related to the disability.

- Marking attendance registers following exclusion
- When a pupil is suspended temporarily, he/she should be marked as absent using Code E.
- Removal from the school for other reasons

The Executive Principal may send a pupil home, after consultation with that pupil's parents and a health professional as appropriate, if the pupil poses an immediate and serious risk to the health and safety of other pupils and staff, for example because of a diagnosed illness such as a notifiable disease. This is not a suspension and should be for the shortest possible time.

Procedure for Appeal: Fixed Term Exclusion:

Parents have the right to make representations about the decision to the governing body. Parents who wish to make representations must contact the Chair of the Governing Body.

Committee via the school office, as soon as possible. Whilst the Governing Body has no power to direct re-instatement, they must consider any representations made and may place a copy of their findings on the child's school record. Parents should note that if they think the suspension relates to a disability the child has, and they think disability discrimination has occurred, they have the right to appeal, and/or make a claim, to the First Tier Tribunal

<http://www.justice.gov.uk/guidance/courtsandtribunals/tribunals/send/index.htm>. Making a claim would not affect the parent's right to make representations to the academy committee.

Permanent Exclusion:

In the case of a permanent exclusion the governing body must meet to consider it. At the review meeting parents may make representations to the academy committee if they wish and ask them to reinstate the child in school. The academy committee have the power to reinstate the child immediately or from a specified date, or, alternatively, they have the power to uphold the exclusion in which case parents may appeal against their decision to an Independent Appeal Panel — the governing body must tell you how to do this. If following an independent appeal, you remain dissatisfied the final body to appeal to is the Education Funding Agency

The governing body must consider the reinstatement of a permanently excluded or suspended pupil within 15 school days of receiving notice of the suspension or permanent exclusion if:

- the exclusion is permanent;
- it is a suspension which would bring the pupil's total number of school days of suspension to more than 45 days in a school year in; or
- it would result in a pupil missing a public examination or national curriculum test.

Parents should note that if they think the permanent exclusion relates to a disability the child has, and they think disability discrimination has occurred, they have the right to appeal, and/or make a claim, to the First Tier Tribunal <http://www.justice.gov.uk/guidance/courts->

and tribunals/tribunals/send/index.htm. Making a claim would not affect a parent's right to make representations to the governing body.

Parents will, whether they choose to make representations or not, be notified by the Clerk to the governing body of the time, date and location of the meeting which must be within 15 school days of receiving the notice of the exclusion.

Parents have the right to see and have a copy of, their child's school record.

