



St Anne's RC Primary
'We Grow Together in God's Love'



Exclusion Policy for St Anne's RC Primary School

Approved Sept 2025

Review Sept 2026

Introduction

This policy outlines the procedures and processes related to permanent exclusions and fixed-term suspensions at St Anne's RC Primary School. It is designed to inform parents and guardians about their rights and responsibilities in the event of an exclusion or suspension.

Permanent Exclusion

Definition

A **permanent exclusion** is the last resort available to the headteacher when it is determined, after a thorough investigation, that a pupil has seriously breached the School Discipline Policy. This means that, unless the governing body directs otherwise, the pupil will not be allowed to return to the school.

Criteria for Permanent Exclusion

Permanent exclusion is not taken lightly. The decision is based on the following:

- It is in response to a serious breach of the school's discipline policy.
- Allowing the pupil to remain in school would seriously harm the education or welfare of the pupil or others in the school.
- A range of alternative strategies have been tried and have failed.

Formal Process

A formal process must be followed in the event of a permanent exclusion, adhering to strict timescales set by the Government. It is crucial that parents understand the outlined process.

Notification of Exclusion

How You Will Be Informed

You will receive a letter from the headteacher detailing the reason for the exclusion and your right to make representations to the governing body. You will also be contacted by telephone whenever possible.

Making Representations

Your Rights

You can write to the Governors' Discipline Committee to express your views on the exclusion. You may also attend a meeting, which will take place within 15 school days after receiving the exclusion notification letter, or you may choose to do both.

Governors' Discipline Committee Meeting

Attendance

At least three governors will meet to decide if the exclusion was appropriate. A clerk will be present to take notes. The following individuals will be invited:

- Headteacher
- You (the parent)
- A representative from the Local Authority

You may bring someone for support (including legal representation), but please inform the school in advance.

Governors' Decision

Outcome

The governors' decision will be communicated to you without delay, preferably within one school day. They can only make one of two decisions:

1. **Reinstate your child:** If reinstated, the school will arrange for their return.

2. **Uphold the headteacher's decision:** If upheld, you will be informed of your right to request an Independent Review Panel.
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Independent Review Panels

Requesting a Review

You have 15 school days from the date you receive the letter from the governing body to request a review. To do so, you must inform the clerk to the Review Panel in writing within this timeframe.

Panel Composition and Decisions

The independent review panel will consist of three members with the authority to:

- Uphold the exclusion
- Recommend reconsideration of the exclusion
- Quash the decision to exclude and direct reconsideration

A parent's guide to Independent Review Panels will be provided by the Local Authority.

Education During Permanent Exclusion

Initial Period

During the first five days, the school will arrange for educational work to be provided. It is your responsibility to ensure this work is completed and returned.

From Day Six

From the sixth day, the Local Authority has a legal duty to provide suitable full-time education. If the governors uphold the exclusion, the Local Authority will continue to provide education.

Public Examinations

If your child is scheduled to take a public examination during the exclusion period, the Discipline Committee should meet before the examination date. Please contact the school for assistance.

Special Educational Needs

Headteachers must consider a pupil's Special Educational Needs when making exclusion decisions. Support for parents of pupils with Special Educational Needs is available from the Oldham SEND Information, Advice & Support Service at 0161 667 2055.

Support and Advice

For support and advice regarding exclusions, please contact:

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Access Service

- Level 12, Civic Centre, West Street, Oldham, OL1 1XJ
- Telephone: 0161 770 5179
- Email: school.exclusions@oldham.gov.uk

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Useful Websites

- [ACE Education](#)
 - [Children's Legal Centre](#)
 - [Department for Education Publications](#)
 - [Oldham SENDIAS Service](#)
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Fixed-Term Suspensions

Definition

A **fixed-term suspension** is for a set number of days. It can also include lunchtime suspensions, which are considered equivalent to half a day.

Notification

You will receive a letter from the headteacher detailing the length of the suspension and the reason for it, along with your right to make representations.

Education During Suspension

During the first five days, educational work will be provided. From day six, the school will arrange alternative full-time education.

Making Representations

You can write to the Governors' Discipline Committee regarding the suspension. If the suspension totals 6-15 days in a term, you may request a meeting within 50 school days. For suspensions exceeding 15 days, a meeting must be arranged within 15 school days.

Conclusion

This policy aims to provide clarity and support to parents and guardians regarding the exclusion and suspension processes. For any further inquiries or assistance, please do not hesitate to contact the school.

This policy is in line with the statutory guidance on suspensions and permanent exclusions from maintained schools, academies, and pupil referral units in England, published in September 2023.