

BRACKLA PRIMARY SCHOOL



EXCLUSION POLICY

Date Adopted: 15.05.24	Chairperson: Mrs J Czajkowski (Chair of Governors)
Date of Renewal: May 2026	Headteacher: Mrs K John
Documents Considered: Welsh Government's Guidance document no: 294/2024 'Exclusion from schools and pupil referral units.'	

Exclusion From Schools Policy: Brackla Primary School

At Brackla Primary School 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.

A decision to exclude a pupil, either 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 rare situations, exclusion may be necessary, if all other strategies have been exhausted. The school is responsible for communicating to pupils, parents/carers and staff its expectations of standards of conduct.

Reasons for Exclusions:

- serious breach of the school's rules or policies;
- if allowing the pupil to remain in school would seriously harm the education or welfare of the pupil or others in the school.

Any exclusion will be at the decision of the Headteacher, in consultation with the Governing Body, as appropriate. If the Headteacher is absent from school, then the most senior teacher may exercise the power of exclusion on the Headteacher's behalf.

The Decision to Exclude

If the Headteacher decides to exclude a pupil he/she will:

- ensure that there is sufficient recorded evidence to support the decision;
- take into account the school's behaviour and equal opportunities policies;
- take into account the age of the pupil and where applicable the 2010 Act (including for example any disabilities the pupil may have);
- Check whether the incident may have been provoked, for example by bullying, racial or sexual harassment;
- explain the decision to the pupil;
- contact the parents/carers, explain the decision and ask that the child be collected; send a letter to the parents/carers confirming the reasons for the exclusion, whether it is a permanent or fixed term 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/carers and pupil on his/her return.

Alternatives to Exclusion

Exclusion should not be used if alternative solutions are available.

Examples include the following:

- Pastoral support programmes (PSPs) may be appropriate where pupils who are not responding to schools' general actions and are in need of longer-term intervention. PSPs are plans that help schools to understand why learners are behaving in specific ways and support learners to better manage their behaviour. PSPs should be drawn up using a multi-agency approach (including the learner and parents or carers) and reviewed on a regular basis.
- Internal exclusion can be used to diffuse situations that require a pupil to be removed from class, where the situation may not require exclusion from the school premises. The exclusion could be to a designated area within the school, with appropriate support, or to another class on a temporary basis.
- Internal exclusions may continue during break periods.
- Managed moves can be used where the school feels that it can no longer manage the behaviour of a particular pupil and it is in the best interests of the child. This should only be done with the full knowledge and cooperation of all parties involved, including the parents, carers and the local authority.

Fixed Term Exclusion

A fixed term exclusion should be for the shortest time necessary with advice sought from the LA if necessary. The regulations allow Headteachers to exclude a pupil for one or more fixed terms not exceeding 45 days in any one school year.

The Governing Body's Pupil Discipline Committee will convene when a pupil exceeds 15 days fixed term exclusions within a term.

Permanent Exclusion

A permanent exclusion is a very serious decision and the Headteacher will consult with the Deputy Headteacher and Chair of the Governing Body before enforcing it. As with a fixed term exclusion, 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 which may include:

- serious actual or threatened violence against another pupil or a member of staff
- sexual abuse or assault;
- supplying or using an illegal drug;
- use of or threatened use of an offensive weapon.

In most cases it would be appropriate for the school to inform the police if they believe a criminal offence has taken place.

Setting and Marking Work

The school's obligation to provide education continues while the pupil is still on the roll. In all

cases of more than a day's exclusion, work should be set and marked. Headteachers must arrange for work to be provided as soon as a pupil is excluded for a fixed term. Parents or carers should arrange for the work to be collected and returned. The school must ensure the work is marked and that further work is set until the learner returns to school. Letters to parents, carers or learners informing them of the exclusion must include the arrangements for setting and marking work.

A reintegration meeting with the parent or carer and pupil will be held on the day the pupil returns to school.

Lunchtime Exclusion

Some pupils' behaviour can be particularly difficult at lunchtime. Where this is the case, it may be possible, through discussion and agreement with the parent or carer, to arrange for the learner to go home for lunch.

If this is not feasible, provision exists to exclude the learner for the duration of the lunchtime, placing the legal responsibility for the pupil back with the parent or carer.

Where lunchtime exclusion is used it should be a short-term measure only, with regular review of whether it continues to be an appropriate approach. Lunchtime exclusion must be treated as equivalent to one-quarter of a school day. If these quarter days add up to more than 5 school days in a school term, including when they are added to other fixed term exclusions, this will then entitle the relevant person to make representations to the governing body.

Where a pupil is kept in the school during lunchtime, but away from other learners, this will not count as a formal exclusion but as an internal exclusion. Arrangements will be made for pupils who are entitled to free school meals and a packed lunch may be provided.

Parental Cooperation and Safeguarding

An exclusion will not be enforced if doing so may put the safety of the pupil at risk. In cases where parents/carers 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 exclusion, the school may consider an internal exclusion until the end of the day, implementing the original exclusion decision from the time the child is collected from school, or, in more severe circumstances the school may contact Social Services and/or the police to safely take the pupil off site.

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.

Procedure for Appeal

If parents/carers wish to appeal the decision to exclude, the matter will be referred to the Governing Body and handled through Local Authority (LA) appeal procedure.

Links to Other Policies

A range of policies and procedures are in place to promote good behaviour and appropriate conduct. These are:

- Behaviour Positively Supported Policy;
- Anti-Bullying Policy

Monitoring and Review

This policy will be reviewed by the Governing Body every two years or earlier if deemed necessary.

Appendix 1: Model letter 1 (1-5 days)



Brackla Primary School

Brackla Way, Brackla, Bridgend CF31 2EZ

Tel: 01656 815570

Headteacher: Mrs. K. John

Deputy Headteacher: Mrs. J. Davis

School website address: www.bracklaprimary.co.uk

School email address: admin@bracklaps.bridgend.cymru



Dear [parent/carer/learner's name]

I am writing to inform you of my decision to exclude [learner's name/you] for a fixed term of [period of exclusion]. This means that [learner's name/you] will not be allowed in school for the period of the exclusion which began on [date].

I realise that this exclusion may well be upsetting for you and your family, but the decision to exclude [learner's name/you] has not been taken lightly. [learner's name/you] has/have been excluded for this fixed term because [reason for exclusion].

The school will continue to set work for [learner's name/you] during the period of his/her/your exclusion [insert details of arrangements that are in place for this]. Please ensure that any work set by the school is completed and returned to us for marking. [For learners over compulsory school age insert the following]. As you have been excluded from the school you should arrange for someone to return the work to us on your behalf.

You [and learner's name] are requested to attend a reintegration interview with me [alternatively, specify the name of another staff member] at [place] on [date] at [time]. If that is not convenient, please contact the school before [date within the next 10 days] to arrange a suitable alternative date and time. The purpose of the reintegration interview is to discuss how best your child's/your return to school can be managed. You should be aware that your/your parent's/your carer's failure to attend a reintegration interview will be a factor taken into account by a court when deciding, on any future application, whether to impose a parenting order on you/your parent/your carer.

You may want to contact Scott Horler at Bridgend local authority on scott.horler@bridgend.gov.uk, who can provide advice.

[learner's name/your] exclusion expires on [date] and we expect [learner's name/you] to be back in school on [date] at [time].

Yours sincerely

Mrs. K. John
Headteacher

Appendix 2: Model letter 2 (6 - 15 days)



Brackla Primary School

Brackla Way, Brackla, Bridgend CF31 2EZ

Tel: 01656 815570

Headteacher: Mrs. K. John

Deputy Headteacher: Mrs. J. Davis

School website address: www.bracklaprimary.co.uk

School email address: admin@bracklaps.bridgend.cymru



Dear [parent/carer/learner's name]

I am writing to inform you of my decision to exclude [learner's name/you] for a fixed term of [period of exclusion]. This means that [learner's name/you] will not be allowed in school for the period of the exclusion which began on [date].

I realise that this exclusion may well be upsetting for you and your family, but the decision to exclude [learner's name/you] has not been taken lightly. [learner's name/you] has/have been excluded for this fixed term because [reason for exclusion].

The school will continue to set work for [learner's name/you] during the period of his/her/your exclusion [insert details of arrangements that are in place for this]. Please ensure that any work set by the school is completed and returned to us for marking. [For learners over compulsory school age insert the following]. As you have been excluded from the school you should arrange for someone to return the work to us on your behalf.

You [and learner's name] are requested to attend a reintegration interview with me [alternatively, specify the name of another staff member] at [place] on [date] at [time]. If that is not convenient, please contact the school before [date within the next 10 days] to arrange a suitable alternative date and time. The purpose of the reintegration interview is to discuss how best your child's/your return to school can be managed. You should be aware that your/your parent's/your carer's failure to attend a reintegration interview will be a factor taken into account by a court when deciding, on any future application, whether to impose a parenting order on you/your parent/your carer.

You may want to contact Scott Horler at Bridgend local authority on scott.horler@bridgend.gov.uk, who can provide advice.

[learner's name/your] exclusion expires on [date] and we expect [learner's name/you] to be back in school on [date] at [time].

Yours sincerely

Mrs. K. John
Headteacher

Appendix 3: Model letter 3 (more than 16 days)



Brackla Primary School

Brackla Way, Brackla, Bridgend CF31 2EZ

Tel: 01656 815570

Headteacher: Mrs. K. John

Deputy Headteacher: Mrs. J. Davis

School website address: www.bracklaprimary.co.uk

School email address: admin@bracklaps.bridgend.cymru



Dear [parent/carer/learner's name]

I am writing to inform you of my decision to exclude [learner's name/you] for a fixed term of [period of exclusion]. This means that [learner's name/you] will not be allowed in school for the period of the exclusion which began on [date].

I realise that this exclusion may well be upsetting for you and your family, but the decision to exclude [learner's name/you] has not been taken lightly. [learner's name/you] has/have been excluded for this fixed term because [reason for exclusion].

The school will continue to set work for [learner's name/you] during the period of his/her/your exclusion [insert details of arrangements that are in place for this]. Please ensure that any work set by the school is completed and returned to us for marking. [For learners over compulsory school age insert the following]. As you have been excluded from the school you should arrange for someone to return the work to us on your behalf.

You [and learner's name] are requested to attend a reintegration interview with me [alternatively, specify the name of another staff member] at [place] on [date] at [time]. If that is not convenient, please contact the school before [date within the next 10 days] to arrange a suitable alternative date and time. The purpose of the reintegration interview is to discuss how best your child's/your return to school can be managed. You should be aware that your/your parent's/your carer's failure to attend a reintegration interview will be a factor taken into account by a court when deciding, on any future application, whether to impose a parenting order on you/your parent/your carer.

You may want to contact Scott Horler at Bridgend local authority on scott.horler@bridgend.gov.uk, who can provide advice.

[learner's name/your] exclusion expires on [date] and we expect [learner's name/you] to be back in school on [date] at [time].

Yours sincerely

Mrs. K. John
Headteacher
Appendix 4: Model letter 4 (permanent exclusion)



Brackla Primary School

Brackla Way, Brackla, Bridgend CF31 2EZ
Tel: 01656 815570

Headteacher: Mrs. K. John

Deputy Headteacher: Mrs. J. Davis

School website address: www.bracklaprimary.co.uk

School email address: admin@bracklaps.bridgend.cymru



Dear [parent's/carer's/learner's name]

I regret to inform you of my decision to exclude [learner's name/you] permanently from [date]. This means that [learner's name/you] will not be allowed back to this [school/pupil referral unit] unless reinstated by the [school governors' discipline committee/pupil referral unit management committee's discipline committee] or by an appeal panel.

I realise that this exclusion may well be upsetting for you and your family, but the decision to exclude [learner's name/you] has not been taken lightly. [learner's name/you] has been excluded permanently because [reason for exclusion - also include any other relevant history here].

Alternative education other than setting work will be provided for [learner's name/you] if the exclusion has not been overturned within 15 days. A local authority representative will contact you to discuss this.

As this is a permanent exclusion the pupil discipline committee will meet to consider the exclusion. At the review meeting you [and learner's name where learner is aged less than 11] may make representations to the committee if you wish to do so. The discipline committee has the power to reinstate [learner's name/you] immediately or from a specified date, or alternatively, has the power to uphold the exclusion in which case you may appeal to an independent appeals panel. The latest date the committee can meet is [date - no later than 15 school days from the date the committee is notified]. If you wish to make representations to the committee, please contact [name of contact] on/at [contact details: address, phone number, email], as soon as possible. You may be accompanied by a friend or representative. You will, whether you choose to make representations or not, be notified by the Clerk to the committee of the time, date and location of the meeting.

You also have the right to see a copy of [learner's name/your] school record. Due to confidentiality restrictions, you will need to notify me in writing if you wish to be supplied with a copy of [learner's name/your] school record. I will be happy to supply you with a copy if you request it. There may be a charge for photocopying.

You may also want to contact Melanie Treharne at Bridgend local authority on 01656 815270 or email: Melanie.Treharne@bridgend.gov.uk, who can provide advice on what options are available to you.

Yours sincerely,

Mrs. K. John
Headteacher

Appendix 5: Model letter 5 (permanent exclusion letter from Pupil Discipline Committee)



Brackla Primary School

Brackla Way, Brackla, Bridgend CF31 2EZ

Tel: 01656 815570

Headteacher: Mrs. K. John

Deputy Headteacher: Mrs. J. Davis

School website address: www.bracklaprimary.co.uk

School email address: admin@bracklaps.bridgend.cymru



Dear [parent's/carer's/learner's name]

I regret to inform you of my decision to exclude [learner's name/you] permanently from [date]. This means that [learner's name/you] will not be allowed back to this [school/pupil referral unit] unless reinstated by the [school governors' discipline committee/pupil referral unit management committee's discipline committee] or by an appeal panel.

I realise that this exclusion may well be upsetting for you and your family, but the decision to exclude [learner's name/you] has not been taken lightly. [learner's name/you] has been excluded permanently because [reason for exclusion - also include any other relevant history here].

Alternative education other than setting work will be provided for [learner's name/you] if the exclusion has not been overturned within 15 days. A local authority representative will contact you to discuss this.

As this is a permanent exclusion the pupil discipline committee will meet to consider the exclusion. At the review meeting you [and learner's name where learner is aged less than 11] may make representations to the committee if you wish to do so. The discipline committee has the power to reinstate [learner's name/you] immediately or from a specified date, or alternatively, has the power to uphold the exclusion in which case you may appeal to an independent appeals panel. The latest date the committee can meet is [date - no later than 15 school days from the date the committee is notified]. If you wish to make representations to the committee, please contact [name of contact] on/at [contact details: address, phone number, email], as soon as possible. You may be accompanied by a friend or representative. You will, whether you choose to make representations or not, be notified by the Clerk to the committee of the time, date and location of the meeting.

You also have the right to see a copy of [learner's name/your] school record. Due to confidentiality restrictions, you will need to notify me in writing if you wish to be supplied with a copy of [learner's name/your] school record. I will be happy to supply you with a copy

if you request it. There may be a charge for photocopying.

You may also want to contact Melanie Treharne at Bridgend local authority on 01656 815270 or email: Melanie.Treharne@bridgend.gov.uk, who can provide advice on what options are available to you.

Yours sincerely,

Mrs. K. John
Headteacher