



THE RAMSEY ACADEMY, HALSTEAD

Exclusions Policy

Governors' Curriculum & Standards Committee

Last reviewed:	September 2026
Next review due:	September 2027
Ratified Full Governors:	15 October 2026
Designated Postholder:	M C Appleford Headteacher

The Ramsey Academy, Halstead

Exclusions Policy

Key Requirements/ Legal Duties

This policy responds to the requirements of the Education Act 2002 all schools must have policies on student discipline and exclusion, which must be available to all parents and prospective parents. Parents and carers have the right to appeal against the decision to exclude a student.

Key Principles

- Students at The Ramsey Academy are given the best possible education, whatever their background or ability
- The Behaviour Policy emphasises the students' entitlements and responsibilities
- Students have the right to expect that their learning should not be disrupted by others

Context

The Ramsey Academy aims to provide a safe learning environment in which students can enjoy and achieve. The school's Behaviour policy emphasises positive strategies and, for the most part, the school environment is one of cooperation and shared responsibility. However, some incidents of unacceptable behaviour are not satisfactorily resolved through the normal channels and suspensions/exclusions have to be considered as a last resort.

Exclusions and Suspensions

The decision to suspend/exclude a student will be taken in the following circumstances:

- In response to a breach/serious breach of the school's Behaviour policy.
- If allowing the student to remain at the school would seriously harm the education and/or welfare of the student or others in the school.

Exclusions whether internal/external suspensions or permanent exclusions may be used in response to any of the following, all of which are examples of unacceptable conduct and breach the Behaviour policy.

- A breach of the behaviour policy
- A serious 'one off' incident that breaches the behaviour policy.
- Persistent disruptive behaviour
- Defiance of staff and failure to follow instructions
- Actual or threatened violence against a student or an adult
- Verbal abuse or threatening behaviour against a student or an adult
- Harmful sexual behaviours including sexual harassment, sexual violence, and/or child on child abuse
- Harassment or intimidation of staff or students
- Use of inappropriate language (e.g. swearing)
- Misbehaviour causing serious disruption of lessons or school routines.
- Possession of, or use of cigarettes, e-cigarettes and vapes including the possession of a lighter or matches.
- Damage to school property or theft which may also lead to criminal proceedings
- Bullying (including cyberbullying)
- Serious breach of health and safety (e.g. intentionally setting off fire alarm)
- Abuse against sexual orientation or gender reassignment.

- Abuse relating to disability.
- Behaviour that impacts the orderly running of the school.
- Drug related issues including possession of or use of Possession of banned / prohibited items in school which include:
 - Knives and weapons
 - Alcohol
 - Illegal drugs
 - Stolen items
 - Any article that the member of staff reasonably suspects has been or is likely to be used to commit an offence or cause personal injury to, or damage to property of any person.
 - Tobacco, cigarette papers, e-cigarettes / 'vapes'
 - Fireworks
 - Illegal pornographic material (including that which could be stored within online devices whilst in school)
 - Or any other item identified as banned / prohibited by leadership.

This list is non-exhaustive and there may be other situations where the Headteacher (or designated staff) in their absence judges that exclusion/suspension is an appropriate sanction.

A suspension can also be for parts of the school day. For example, if a student's behaviour at lunchtime is disruptive, they may be suspended from the school premises for the duration of the lunchtime period.

Monitoring, Intervention and Support

At The Ramsey Academy there will be a range of strategies in place to address poor behaviour choices that may lead to exclusion/suspension. Students will be identified as at risk of exclusion/suspension and offered support to meet their individual needs. These additional measures may include:

- the school engaging with parents
- placement on a daily report
- detentions or other sanctions
- a change of class or set
- curriculum alternatives
- an off-site direction to another school
- direction off site under 29A or the Education Act
- consideration by the SENCO Assistant Headteacher (Behaviour) and Deputy Headteacher, with colleagues, of possible interventions within school
- assessment of Special Educational Needs, including possible placement in a special school provision
- allocation of a key worker from the Pastoral Support Team
- implementation of a Student Support Programme
- referral to other relevant agencies

Permanent Exclusion

The decision to exclude students permanently is a serious one. A permanent exclusion is when a student is no longer allowed to attend a school (unless the student is reinstated). The decision to exclude a student permanently will only be taken:

- in response to a serious breach or persistent breaches of the school's behaviour policy; and
- where allowing a student to remain in school would seriously harm the education or welfare of the students or others such as staff or students in the school.

Making a decision to exclude/suspend

Only the Headteacher can suspend or permanently exclude on disciplinary grounds. In the absence of the Headteacher, this will be the person delegated the responsibility of the Headteacher (e.g. Deputy Headteacher).

When establishing the facts in relation to a suspension or permanent exclusion decision the Headteacher must apply the civil standard of proof, i.e., 'on the balance of probabilities' it is more likely than not that a fact is true, rather than the criminal standard of 'beyond reasonable doubt.'

The Headteacher should also take the student's views into account, considering these in light of their age and understanding, before deciding to exclude, unless it would not be appropriate to do so. They should inform the student about how their views have been factored into any decision made. Where, relevant, the student should be given support to express their view, including through advocates such as parents or, if the student has one, a social worker. Whilst an exclusion may still be an appropriate sanction, the Headteacher should also take account of any contributing factors identified after an incident of misbehaviour has occurred.

Behaviour outside The Ramsey Academy

Students who breach the school's Behaviour policy whilst on school 'business' such as trips, journeys to and from school, sports fixtures or a work-experience placement will be dealt with in the same manner as if the incident had taken place at the school. For incidents that take place outside the school and not on school business, this policy will still have effect if there is a clear link between that behaviour and maintaining good behaviour and discipline among the student body as a whole. This includes behaviour in the immediate vicinity of the school, on a journey to and from the school or within the community.

Incidents off site include misbehaviour:

- When taking part in any school-organised or school-related activity
- When travelling to or from school (including the use of public transport or school organised transport)
- When wearing school uniform
- When in some other way identifiable as a student at the school (e.g. facial recognition)
- That could have repercussions for the orderly running of the school
- That poses a threat to another student or
- That could adversely affect the reputation of the school.

SEND (Special Educational Needs and Disabilities) Students and Exclusions The Equality Act 2010 requires schools to make reasonable adjustments for disabled students. This duty can, in principle, apply both to the suspensions and permanent exclusions process and to the disciplinary sanctions imposed. Under the Children and Families Act 2014, governing boards of relevant settings must use their 'best endeavours' to ensure the appropriate special educational provision is made for students with SEN, which will include any support in relation to behaviour management that they need because of their SEN.

The Ramsey Academy will engage proactively with parents in supporting the behaviour of students with additional needs.

If The Ramsey Academy has concerns about the behaviour, or risk of suspension and permanent exclusion, of a student with SEN, a disability or an EHC plan it will, in partnership with others (including where relevant, the local authority), consider what additional support or alternative placement may be required. This will involve assessing the suitability of provision for a student's SEN or disability.

Where a student has an EHC plan, The Ramsey Academy will contact the local authority about any behavioural concerns at an early stage and consider requesting an early annual review prior to making the decision to suspend or permanently exclude. For those with SEN but without an EHC plan, the school will review, with external specialists as appropriate, whether the current support arrangements are appropriate and what changes may be required.

Roles and Responsibilities

The Headteacher, the Assistant Headteacher (Behaviour) and the Deputy Headteacher are responsible for monitoring the implementation of the policy, including recording and analysing the profile of excluded/suspended students.

The Headteacher is responsible for ensuring the fair and consistent implementation of the policy and for all decisions on whether or not to exclude/suspend a student. The Headteacher may delegate to other senior leaders the arrangements for the support for students in danger of exclusion/suspension and for the reintegration of students returning to school after suspension. There will always be a re-admission meeting with parents/carers and the suspended student with a written record of action points agreed and strategies and issues discussed.

The Governing Body is responsible for convening a meeting to confirm the Headteacher's decision to permanently exclude a student, any suspension which would result in the student being suspended for a total of more than five school days in one period or 15 days in a term and any suspension/exclusion that would result in the student missing a public examination.

For suspensions, the school will take reasonable steps to ensure that work is set and marked for students.

For any permanent exclusions, the school will take reasonable steps to ensure that work is set and marked for students during the first five school days where the student will not be

attending alternative provision. The local authority then will arrange suitable full-time education for the student to begin from the sixth school day after the first day the permanent exclusion took place.

A Governing Body Review of the Headteacher's decision to exclude or suspend

If a parent/carer wishes to challenge an exclusion the Governing Body (GB) will follow one of two courses depending on the length of the exclusion, or how many days of exclusion the student has had within a certain time frame. The following summarises what rights a parent/carer has:

a) Suspension(s) that will total five days or fewer

- GB must consider representations from parents
- GB does not have to meet with parents
- GB is not able to overturn the Headteacher's decision

b) Suspension that totals to between six and fifteen days in one suspension issued

- GB must consider representations from parents
- GB must convene a meeting with parents if they request it (meeting to be held within fifty school days of request)
- GB may direct reinstatement (i.e. overturn the decision) if:
 - i) the school has not followed its policies correctly, or;
 - ii) they feel that "on the balance of probabilities" the student did not commit the offence for which they were excluded

c) Suspension that will bring the total to more than fifteen days in one term

- GB must convene a panel and invite parents to attend (meeting to be held within fifteen school days of the exclusion that takes the total above fifteen)
- GB may direct reinstatement (i.e. overturn the decision) if:
 - i) the school has not followed its policies correctly, or;
 - ii) they feel that "on the balance of probabilities" the student did not commit the offence for which they were excluded.

d) Permanent Exclusion

- GB must convene a panel and invite parents to attend (meeting to be held within fifteen school days of the notification of permanent exclusion)
- GB may direct reinstatement (i.e. overturn the decision) if:
 - i) the school has not followed its policies correctly, or;
 - ii) they feel that "on the balance of probabilities" the student did not commit the offence(s) for which they were excluded, or;
 - iii) they feel that under the circumstances the permanent exclusion is disproportionate.

The GB does not meet to assess whether the severity of a suspension is appropriate. They will therefore not meet to change, for example, a three day suspension to a one or two day suspension. This is a matter for the management of the school.

Monitoring, Evaluation and Review

The Headteacher, Assistant Headteacher (Behaviour) or the Deputy Headteacher will monitor the implementation and effectiveness of this policy, review it bi-annually and report to the Governing Body. The policy will be promoted and implemented throughout the school.

Last reviewed: **September 2026**

Next review: **September 2027**

Author: **Mr C Appleford, Headteacher**

Associated Resources

<https://www.gov.uk/government/publications/school-exclusion>

- The School's Behaviour Policy
- Relationships & Anti-Bullying Policy
- Attendance Policy
- Drug and Alcohol Policy
- Child Protection Policy
- DFE Behaviour in schools <https://www.gov.uk/government/publications/behaviour-in-schools--2schools--2>
- DFE Suspensions and Permanent Exclusions
- <https://www.gov.uk/government/publications/school-exclusion>
- DFE Searching, Screening and Confiscation
- <https://www.gov.uk/government/publications/searching-screening-and-confiscation>
- DFE- Restrictive interventions, including use of reasonable force, in schools https://assets.publishing.service.gov.uk/media/6943dad6501cdd438f4cf5aa/Restrictive_interventions_including_use_of_reasonable_force_in_schools.pdf
- Reducing the need for restraint and restrictive interventions.
- Equality act 2010: advice for schools
- Mobile phones in school
- Mental health and behaviour in school.
- Child on Child HSB Policy
- Suspension and permanent exclusion from maintained schools, academies and student referral units in England, including student movement Statutory guidance for maintained schools, academies and student referral units in England July 2026 [Suspension and permanent exclusion from maintained schools, academies and student referral units in England, including student movement](#)