



# Exclusions Policy

## September 2025

Governor responsibility	All Governors
Governor Lead	Chair of Governors
Status & review cycle	Statutory Annual
Policy reviewed	September 2025
Next review date	September 2026

## Policy Summary

At Moon Hall, we hold high expectations for behaviour, respect, and responsibility. Every pupil has the right to learn in a safe, supportive environment. Our policy on suspensions and permanent exclusions ensures that:

- Standards of behaviour are maintained across the school community.
- Sanctions are applied fairly and proportionately.
- Pupils' SEND, safeguarding needs, and vulnerabilities are always considered.
- Parents and pupils are involved in the process of reflection and reintegration.

We believe exclusions are a last resort, used only when necessary to protect the welfare of others, safeguard the reputation of the school, or maintain the integrity of our community.

## Legal Status

This policy is written with reference to the following legislation and guidance:

- The Education Act 2002, as amended by the Education Act 2011
- The School Discipline (Pupil Exclusions and Reviews) (England) Regulations 2012
- The Education and Inspections Act 2006
- The Education (Provision of Full-Time Education for Excluded Pupils) (England) Regulations 2007, as amended by the 2014 Regulations
- The Education (Independent School Standards) (England) (Amendment) Regulations 2014
- Statutory guidance: *Suspension and Permanent Exclusion from maintained schools, academies and pupil referral units in England* (2022, updated 2023)
- Keeping Children Safe in Education (KCSIE 2025)

## Applies To

The whole school.

## Related Documents

- [Pupil Behaviour Policy](#)
- [Anti-Bullying Policy](#)
- [Safeguarding & Child Protection Policy](#)
- [Complaints Policy](#)
- School Terms & Conditions

## Availability

This policy is available from the school office or on request.

## Monitoring and Review

- The Headteacher and Chair of Governors continuously monitor and review this policy.
- A formal review will take place annually, or sooner if changes to legislation, regulatory requirements or best practice occur.
- Exclusion data (suspensions and permanent exclusions) will be reported termly to governors and analysed annually for trends, including by gender, SEND, and ethnicity.

## Policy Statement

A pupil may be **suspended (fixed period exclusion)** or **permanently excluded** for a serious breach, or persistent breaches, of the School's Behaviour Policy, or where allowing the pupil to remain would seriously harm the education or welfare of the pupil or others.

Moon Hall expects pupils to:

- Show respect for staff, peers, and the school environment.
- Engage positively with learning.
- Uphold the values of kindness, inclusion, and personal responsibility.

## Examples of Misconduct that may lead to Exclusion

### Major offences include:

- Possession, supply or use of drugs, solvents, alcohol, tobacco, or related paraphernalia.
- Theft, blackmail, physical violence, intimidation, racism or persistent bullying.
- Misconduct of a sexual nature, including possession of pornography or sexual harassment.
- Possession or use of unauthorised firearms or other weapons.
- Vandalism or computer hacking.
- Persistent behaviour inconsistent with the ethos of the school (including bullying).
- Serious misconduct towards a member of the school community or bringing the school into disrepute, including online activity.

### Examples of lower-level behaviours (which may escalate if persistent):

- Repeated disruption of lessons despite warnings.
- Inappropriate language towards peers or staff.
- Defiance of staff instructions.
- Damage to school property.

Sanctions will be proportionate, ranging from loss of privileges or detentions (covered in the Behaviour Policy) to suspension or permanent exclusion (covered in this policy).

## Sanctions Available

- **Suspension (Fixed Term Exclusion)** – usually for serious but not irreparable misconduct.
- **Permanent Exclusion** – for grave offences or persistent patterns of behaviour.

## Procedure for Suspension (Fixed Term Exclusion)

Only the Headteacher, or a designated member of SLT acting with her authority, may suspend a pupil.

### Examples of misconduct that may lead to suspension:

- Aggressive behaviour towards another pupil.
- Serious bullying incident.
- Possession of alcohol, vaping devices, or fireworks on school grounds.
- Repeated defiance despite multiple interventions.

### Procedure:

- Investigation conducted.
- Pupil given opportunity to be heard.
- DSL notified to assess safeguarding or SEND concerns.
- Parents informed verbally and in writing.
- Work provided for home study.
- Reintegration meeting held on return, with clear behaviour targets.

Suspension is regarded as a **final warning**; more than two suspensions are rare.

## Procedure for Permanent Exclusion

Only the Head Teacher may permanently exclude a pupil.

### Examples of misconduct that may lead to permanent exclusion:

- Supplying illegal drugs.
- Physical assault on a member of staff.
- Persistent bullying despite interventions.
- Sexual assault or harassment.
- Repeated serious disruption undermining the school community.

Parents will receive written confirmation including:

- The reasons for exclusion.
- Confirmation that the exclusion is permanent.
- Their right to make representations to governors.
- Their right to request an Independent Review Panel (IRP), with a SEND expert if desired.
- The right to attend and be represented.

## **Governors' Review & Appeals**

- Parents may request a governors' review within 7 days of notification.
- A review panel of governors not previously involved will meet within 15 school days.
- Parents may attend, be represented, and request a SEND expert.
- Governors will confirm the decision in writing.
- Parents may request an IRP if dissatisfied.

This process is distinct from the Complaints Policy, though complaints remain available.

## **Discretion and Confidentiality**

The decision to exclude rests with the Headteacher, subject to review.

Confidential information will only be shared where lawful and appropriate, and in line with safeguarding and data protection duties.

## **Access Post-Exclusion**

A pupil who has been withdrawn, suspended, or excluded has no right to enter school premises or attend trips without the Headteacher's permission.

## Equality, Diversity and Inclusion

The school has a **zero tolerance** approach to racist, bigoted, homophobic, transphobic or discriminatory behaviour.

### Examples include:

- Use of racist or homophobic slurs.
- Negative “banter” that intimidates or marginalises others.
- Excluding others because of faith, disability or identity.

All such behaviour will be sanctioned and may lead to suspension or permanent exclusion.

## Annual Review and Cross-References

This policy is reviewed annually alongside the:

- [Behaviour Policy](#)
- [Safeguarding & Child Protection Policy](#)
- [Anti-Bullying Policy](#)