

Internal, Fixed Period & Permanent Exclusions Policy



**Should be read in conjunction with the Behaviour, Rewards
and Sanctions Policy.**

UPDATED BY	DATE OF ISSUE	NEXT REVIEW DATE
Senior Deputy Head, Pastoral	August 2025	July 2026

The school conforms to the GDST Fixed Period and Permanent Exclusions Policy. The full policy is available on request. Below is a summary of this policy.

Internal Suspension

Pupils may be internally suspended when there has been a serious breach of the school rules or other policies and agreements such as the ICT Acceptable Use Agreement, the school's Anti-Bullying Policy, Policies relating to Drugs, Alcohol, Cigarettes and Vaping, and others outlined in the Sanctions Policy, which does not necessitate external exclusion, or a series of breaches of the policies and agreements as referenced above. Work is provided for the pupil during the period of internal exclusion and parents kept fully informed.

External Exclusion

A pupil may be excluded from school (by being sent home or having her return to school prevented) for either:

- a) a fixed period of time ("*fixed period exclusion*")
- b) permanently – whereby the pupil will not be permitted to return to school ("*permanent exclusion*").

A decision to exclude a child for a fixed period or permanently should be taken only:

- a) where there has been a serious breach, or serious breaches, of the school's discipline policy and/or any related policies such as the school rules, ICT Acceptable Use Agreement, anti-bullying policy and drugs policy; or
- b) where there has been a build-up of incidents over time, which, in the professional judgement of the Head, constitutes a concerted flouting of the school's rules and regulations. Whilst generally exclusion is not an appropriate sanction for minor incidents, in such cases of repeated breach, a fixed period exclusion may be given, and any subsequent failure to abide by the school's rules and regulations could give rise to permanent exclusion. Schools must ensure that the possible consequences of continued breach have been made clear to the pupil and to parents; or
- c) if allowing the pupil to remain in school will seriously harm the education or welfare or other pupils in the school or the welfare of staff;

NB the Exclusions Policy does not apply in the following cases:

- *Where parents are in breach of contract due to non-payment of fees, or due to their own unacceptable behaviour*
- *Where the Head exercises their discretion to give (at least) one term's notice under the parent contract*

Such cases will result in a Required Withdrawal. Please see Section 4 of the Trust Fixed Period and Permanent Exclusions Policy referred to above.

In most cases, before permanently excluding a pupil, the school should explore a range of strategies such as pastoral support, school sanctions, modifications to the curriculum which enable the pupil to demonstrate their ability to benefit from such changes, and working with parents. Permanent exclusions in particular should generally be the last resort.

However, immediate action may need to be taken to protect pupils and staff and a pupil may be permanently excluded for a first offence, particularly if it involves violence or another criminal offence. Following any essential immediate action all due procedures must be observed.

Further guidance on exclusions for particular reasons is set out below:

a) Drug-related exclusion

- Drug related incidents present complex problems for schools. The possession, supply or taking of drugs may involve a criminal offence; effective liaison with the police will help in the appropriate handling of such incidents.
- In the majority of cases permanent exclusion will be the appropriate course, but on some occasions fixed period exclusion may be more appropriate, given the circumstances of the case. Any such fixed period

exclusion may be accompanied by a requirement to comply with subsequent random drugs testing at the pupil's/parents expense, under a supportive contact.

b) Offensive weapons

- It is a criminal offence to carry an offensive weapon in or around a school's premises and in the majority of cases permanent exclusion will be the most appropriate course. In situations where a weapon is authorised on school premises, for example, for use in a demonstration or lecture, clear safety procedures must be followed.

Details about the Exclusions Procedure, Required Withdrawal and Negotiated Withdrawal Procedure and the Appeals Procedure can be found on the GDST Hub.

Full records of internal, fixed period and permanent exclusions are kept, including a summary record of all cases in each academic year.