



Yeadon Westfield Infant School

POLICY FOR EXCLUSION FROM SCHOOL 2026

Review 2029

This school is committed to safeguarding and promoting the wellbeing of all children, and expects our staff, governors and volunteers to share this commitment. This policy should be read in conjunction with all other school policies.

Yeadon Westfield Infant School prides itself on providing excellent pastoral care to pupils in a highly inclusive environment. Pupils with behavioural difficulties are closely monitored and supported through Special Needs and Behaviour Management/Intervention systems. Parents are closely involved through Individual Education Plan/Individual Behaviour Plan meetings and close home-school liaison. The school makes full use of advice and support from agencies such as Educational Psychologist, the school nursing team and CAMHS/TAMHS [mental health support] service.

Very occasionally, however, it may be necessary to exclude a pupil. If this happens, Yeadon Westfield Infant School follows the guidelines issued by Leeds City Council, as outlined in this policy of exclusion.

Definition of Exclusion

Exclusion means that the Head teacher will not allow a pupil to attend school for a period of time. Exclusions may be either fixed term or permanent. This is an external exclusion. The definition of an internal exclusion is when the child in question is moved to the head teacher's office for a period of time in order to de-escalate a situation. This is for the safety of the children and other school members.

A fixed term exclusion is set for a fixed number of days. A lunch-time exclusion is also classed as a half day fixed term exclusion.

A permanent exclusion means that the Head Teacher considers that a child should not be allowed back into that school.

Exclusion at Yeadon Westfield Infant School may be given for a variety of reasons such as seriously physically assaulting another pupil or a member of staff. The

decision to exclude and what type of exclusion/duration of the exclusion can only be decided by the Head teacher. Each case will be considered carefully and independently before the decision to exclude takes place.

The Process of Exclusion – Responsibilities of Yeadon Westfield Infant School and Parents/Carers

When exclusion does take place, the procedures outlined below are followed:

- Parents/Carers must be notified immediately, initially by telephone but also in writing
- Parents/Carers must be given information around making representations to Governors.
- During exclusion, the parents are responsible for supervising their child at home and must not be seen out in a public place during this time unless it can be justified.
- School must provide work for the pupil for up to five days.
- If the length of the fixed term exclusion exceeds five days, the school has a duty to provide education from the sixth day onwards which must be full time, appropriate to the child's needs and not supervised by parents.
- A reintegration meeting must be held, usually on the day that the pupil is due to return to school. Parents/Carers will be asked to enter into a "contract" to work together to support the pupil. If the parents fail to engage or take part in the contract, further advice will be sought from the Leeds City Council Exclusion Team and a Parenting Order may be applied if parents will not engage with school.
- The decision to exclude should only after careful consideration of the incident/incidents that have led to the proposed exclusion. Pupils must be given the opportunity to speak about the events that have taken place.

Equality and Inclusion with regard to Exclusion at Yeadon Westfield Infant School

Each case will be considered individually. Pupils with Special Educational Needs, Disabled Pupils and Looked After Children will need special consideration and support. Reasonable adjustments will need to be made under the Single Equalities Act. Pupils from ethnic minority groups must be supported to ensure full equality and inclusion.

Pupils' and Parents/Carers' Rights

Parents/Carers have a right to make representations against exclusions and pupils should be given the opportunity to take part.

If a child has been permanently excluded the parents will be invited to a Governors' meeting which must be held within 15 days of the permanent exclusion. At this meeting the parents' and pupil's views will be heard. The meeting will usually be attended by three school governors, the Head teacher and a representative from Leeds City Council. Parents may bring their own support, e.g. a friend, relative or solicitor.

The Responsibility and Role of the School Governors

The Governors can either confirm or overturn the Head teacher's decision. If they overturn the Head teacher's decision, the pupil will return to school. If they confirm the Head teacher's decision, Leeds City Council will continue to be responsible for providing education. The Governors must inform the parents of their decision in writing.

Parents/Carers' Right to Appeal

If the Governors uphold the Head teacher's decision to permanently exclude a pupil, their letter will include details of the right to appeal to an independent appeal panel and how to do this.

Parents can gain support during the process through the Parent Partnership Service. The child will also be allocated an inclusion support worker from the Pupil Planning Team.

How Yeadon Westfield Infant School Supports Pupils at the risk of Exclusion

Pupils, parents/carers and staff will be supported in a large number of ways, including:

- The development of a Personalised Pupil Support Programme.
- Close home-school liaison, Parenting Contracts, IBPs/IEPs, access to intervention groups for positive behaviour and peer monitoring through schemes such as Circle of Friends.
- Referral to outside agencies such as the Educational Psychologist, doctor and CAMHS. These agencies will offer advice and also work as mediators if necessary. The Early Help process may be used to support parents and pupils. Local Parent Support Workers may also work with the family.
- School will use informal internal exclusion as a precursor to formal external exclusion wherever possible. This will involve the child working away from the other children for short periods with minimum interaction with adults. This is not a punishment but rather an opportunity to remove a child from a stressful situation where they might endanger themselves or others.
- Staff dealing with pupils with behavioural problems will be trained with Team Teach. School has a care and control policy and any pupils who may need to be physically controlled will have risk assessments and individual handling plans developed for them.

Reporting and recording Exclusions at Yeadon Westfield Infant School

Yeadon Westfield Infant School follows the Leeds City Council exclusion process which is as follows:

- Parents/Carers will be notified immediately, usually by telephone, followed by a letter within one school day. This letter must state the reason for the exclusion and inform the parent of their rights.
- School must inform the local authority immediately of the permanent exclusion.

- School Governors will be informed immediately of any external exclusions and a meeting arranged between governors and parents/carers within 15 days.
- Following this meeting, governors must inform the parents of the outcome in writing, including details of the right to appeal if necessary.
- External exclusions are recorded.

Strategies and Contacts Which May Be Used During the Exclusion Process

- Mediation, internal exclusion and managed moves may be explored in line with Department of Education guidelines.
- Leeds exclusion checklist may be used.
- Personalised Education Plans (Passports).
- Re-inclusion Plans, Re-inclusion Officers.
- Outside agencies may be consulted.
- Behaviour partnerships
- Support from the Fair Access Panels.
- The local authority Exclusion Manager works with head teachers and children's services to correctly apply government guidance on exclusion and to avoid exclusion wherever possible.