



HILTON

SPENCER ACADEMY

Exclusion Policy

November 2025

Introduction

Hilton Spencer Academy is committed to providing a safe, calm, and supportive learning environment where all pupils can thrive. This policy sets out the principles and procedures for the use of exclusions in line with statutory guidance, ensuring exclusions are used fairly, lawfully, and as a last resort.

Reasons for Exclusion

Exclusions may be used in response to:

- A serious one-off offence (e.g., physical assault, verbal abuse, possession of prohibited items).
- Persistent breaches of the school's Relationships, Attachment and Behaviour Policy after other sanctions and interventions have been applied.
- Situations where allowing the pupil to remain in school would seriously harm the education or welfare of the pupil or others.

Exclusion Procedure

- Exclusions/ suspensions must be for disciplinary reasons and formally recorded in the school's records.
- The decision to exclude/ suspend must be lawful, reasonable, fair, and proportionate.
- Informal or unofficial suspensions/exclusions are unlawful and will not be tolerated.
- Headteachers have the power to suspend (fixed-term exclusion) or permanently exclude a pupil.
- For fixed-term suspensions or exclusions, a reintegration meeting with SLT, the parent/carers, and the pupil will be held on the pupil's return day to support a smooth transition back to school.

Notifications

- Parents/carers will be notified immediately of any suspension or exclusion.
- A formal letter will follow promptly, detailing:
 - The reason(s) for the exclusion.
 - The type of exclusion (fixed-term or permanent).
 - The duration of the exclusion (for fixed-term).
- For permanent exclusions, the governing board, Derbyshire Local Authority, and if applicable, the pupil's social worker or Virtual School Head (VSH) will be notified without delay.

Responsibilities During Exclusion

- The school will provide work for the pupil to complete during the first five school days of exclusion and ensure it is marked.
- Parents/carers are responsible for ensuring the pupil is not present in a public place during school hours for the first five days of exclusion/ suspension unless there is reasonable justification.
- Pupils will be given the opportunity to present their case either before or during the reintegration process.

Considerations Before Excluding

- The school will consider any relevant factors including the pupil's mental health, special educational needs (SEND), and any other vulnerabilities.
- Exclusion/ suspension will not be used as a response to the school's inability to meet a pupil's needs or due to parental actions or inactions.

Challenging an Exclusion

- Parents/carers will be informed of their right to challenge an exclusion/ suspension.
- For permanent exclusions, parents/carers may request an Independent Review Panel (IRP) to review the decision.
- The governing board will consider any requests for reinstatement of the pupil following exclusion.

Cancellation of Exclusions

- The headteacher may cancel an exclusion before the governing board meets to consider reinstatement.
- If cancelled, parents, the governing board, local authority, and relevant professionals will be informed immediately.
- The pupil will be allowed to return to school without delay.

This policy was presented to the Governing Body on: 26th November 2025
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