



Exclusion Policy

Policy Number:	EDW/POL/012	Author/Reviewer:	Sarah Raison
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Please read this document in conjunction with any specific Mynydd Haf School procedures as directed by the head teacher.

1. Supporting Documents

This policy must be read in conjunction with:

- [GDPR and Data Protection Policy](#)
- [Positive Behaviour Policy](#)
- [Counter Bullying Policy](#)
- [Exclusion from schools and PRUs - WG Guidance #255/2019 \(November 2019\)](#)
- The Equality Act 2010
- Working together to improve school attendance August 2024

2. Introduction

Mynydd Haf School provides specialist education to pupils who in all likelihood display challenging behaviours that have resulted in exclusion from a previous school. We are committed to supporting our pupils to improve their behaviours to avoid exclusion now and in the future. Mynydd Haf School regards the fixed term exclusion as an integral element of its management of behaviour, being clear that certain behaviours are unacceptable. However the decision taken to exclude will not be made lightly as we are aware this is removing the pupil from their classroom and access to teaching staff.

While all staff are provided with required training and have access to a range of support, each member of staff has the right to contact the Police if they have been subjected to violence or aggression. Such decisions are difficult, and staff members will be given support from the Head Teacher in whatever they decide to do.

3. Aims

- For all students and staff to be safe in school.
- For all students to be helped to manage their behaviour.

4. Scope



A fixed term exclusion will only be considered for serious or gross behavioural misconduct, including:

- Intentional physical aggression towards another student, staff member or visitor
- Repeated high risk behaviours where other strategies are not effectively reducing the risk (this is solely with a view to allow time for effective risk reduction measures to be planned and will be for the shortest time possible)
- Being in possession of, or under the influence, of illegal substances (including alcohol/legal highs or weapons)
- Intentional damage to the school's premises or property, including arson
- Suspected criminal activity such as theft
- Repeated serious misuse of I.T.

5. Decision to Exclude

- 5.1 The incident needs to be thoroughly investigated including giving the student accused of committing the offence a chance to respond.
- 5.2 All instances will be discussed with a member of the senior management team, normally the Regional Manager prior to enforcement.
- 5.3 It will be for the Head Teacher to authorise an exclusion and determine the length of the fixed term exclusion based on facts relating to the specific case. Fixed term exclusions will normally be for a period of 1 to 3 days only; usually one day for the first occasion and subsequent exclusions being for a longer term.

6. Communication with Parents/Carers

- 6.1 School will always attempt to contact parents/carers to inform them verbally by telephone on the day of the incident and the exclusion will be confirmed in writing. This letter must include:
 - The reason(s) for the exclusion.
 - The period of a fixed-period exclusion.
 - Parents' right to make representations about the exclusion to the governing board and how the pupil may be involved in this.
 - How any representations should be made.
 - Where there is a legal requirement for the governing board to consider the exclusion, that parents have a right to attend a meeting, to be represented at that meeting (at their own expense) and to bring a companion.

Work must be sent out to the home for the student to complete while excluded from the education setting.



If the exclusion is for more than one day arrangements need to be made for the marking of the work.

The pupil will be marked on the register as excluded

It is expected that the parents/carers or legal guardians will accompany the student to school on the first day back after the exclusion for a re-admission meeting with the Head Teacher or his/her representative. The incident should be discussed and plans for the future outlined.

7. Parents/Carers Responsibilities During Exclusion

During the period of the exclusion the young person should not be unsupervised in a public place during school hours.

The young person should be encouraged to complete the work allocated.

Parents/Carers should support the young person and the School by attending the re-admission meeting.

8. Permanent Exclusion

Keys Group schools do not permanently exclude students. However, where it is deemed the placement at the school no longer meets the needs of the student or is significantly detrimental to peers learning / others' safety this will be disclosed to the local authority in an emergency annual review and the placement will be closed. School will provide six weeks notice for end of placement during which time safeguarding home visits will be completed to ensure the well-being of the pupil.

9. Challenging exclusion

The exclusion letter must set out the process for appealing an exclusion in more detail

Parents/carers can ask the school's governing body to overturn the exclusion if either:

- The child has been excluded for more than 5 days.
- The exclusion means that the pupil will miss a public exam or national curriculum test

If the exclusion is for 5 days or fewer, parents/carers can still ask the governors to hear their views but they cannot overturn the Head Teacher's decision.

The Chair of Governors is Nicola Kelly who can be contacted via email - nicolakelly@key-group.co.uk



10. Responsibilities

It is the Head Teacher's responsibility to ensure:

- The policy is brought to the attention of all staff.
- The policy is brought to the attention of parents/carers (and a copy made available upon request).

11. Training Requirements

Head Teacher will ensure that familiarisation with this policy is a part of induction.

12. Equality Impact Statement

All relevant persons are required to comply with this policy and must demonstrate sensitivity and competence in relation to diversity in race, faith, age, gender, disability and sexual orientation. If you, or any other groups, believe you are disadvantaged by this policy please contact the Head teacher. Keys Group will then actively respond to the enquiry.