

## BEHAVIOUR EXCLUSION POLICY

This policy was approved by Governors on 15<sup>th</sup> January 2026 and will be reviewed annually.

### Introduction

This policy will be reviewed with the Behaviour, Discipline and Anti Bullying policy every year (known henceforth in this policy as the Behaviour Policy).

At Navenby CE Primary it is our intention to provide all children with the opportunity to work and play in a safe, secure environment enabling all teachers to teach and all children to learn. The school Behaviour Policy underpins the above statement.

Children whose behaviour is causing concern are the children who regularly fail to respond to the expectations set out in the Behaviour Policy. At this stage the class teacher should alert the Head to these concerns and a decision should be reached about the best course of action to be taken. Teachers of the younger age groups need to be aware that the policy is there to support all children and to act as a deterrent to all children who regularly breach reasonable expected standards. If the agreement is that the child may ultimately be placed on the SEND register due to behavioural issues, the procedures outlined below should be followed:

### Preliminary Step

- The Headteacher gives a verbal warning to the child, and informs the parent by letter that the school has concerns about their child's behaviour (Parents/Carers will be invited to discuss the nature of the incident). The teacher will use various strategies to reinforce the behaviour policy with the child. The preliminary step may be bypassed, depending on the nature of the digression, at the Headteacher's discretion and the child will be placed at Level 1 or in extreme circumstances Level 2.

### Level 1 ~ consists of the following procedures.

- A copy of the exclusion policy is sent to the parent and a request is made for the child's parents to meet with the class teacher. At the meeting, parents will be informed that their child's behaviour will be monitored closely. At this level, the child will be rewarded for following class and school rules in line with the school's Behaviour Policy. **A special plan will not be written at this stage.**
- All staff, in particular the Headteacher and class teacher(s), will regularly monitor the situation and subsequent behaviour of the child with a review after **six weeks** to determine the progress made. If improvements are seen a decision will be made to remove the child's name from the cause for concern register or to keep it there subject to further improvement. At this stage, the child will be given positive acknowledgement of the improvements being seen. If improvements are not seen then the child will be moved to Level 2.

### Level 2 ~ consists of the following procedures.

- The Head teacher writes to the parents informing them of the decision to move the child to Level 2 and the reasons for it.
- The Headteacher requests a meeting with the parents, giving suggested times.
- At this stage, the SENDCo is involved and the child is placed on the school's SEND register for behaviour issues. When a child is placed at this level, the school considers this to be the start of the formalised support and intervention programme. The child is placed on a positive rewards system most suitable for the specific child. These systems are designed to enable the child to experience

success over small manageable units of time. **This system is communicated to the child and the parent by the class teacher.** External agencies will be consulted for help and guidance

- **After 3 weeks**, the child's behaviour is reviewed. If improvements are seen, the child will be told and rewarded. However, at this point the child should not be moved back to Level 1. The **following 3 weeks** should be viewed as a period of consolidation of the acceptable behaviours. If after the 6 weeks the child has continued to show signs of improvement, her / his name should be transferred to Level 1 for a further monitoring period of 3 weeks then removed. At all stages, the parents should be kept fully informed and involved.
- Where no / or little improvements are reported the child will be placed on Level 3 of the policy.

#### **Level 3 ~ consists of the following.**

- At this stage, the approach towards supporting and modifying the behaviour should still remain positive. The class teacher must make sure that all support provided is well documented (the documentation should reflect all the strategies being implemented by the school).
- If no improvement is seen after **three weeks**, the child will be referred to the EBD service or similar agencies so that more professional help can be sourced.
- Parents will be kept informed at all times either by the class teacher as a child's stage of SEND changes and by the Headteacher when the level of need for the Behaviour Exclusion Policy is reviewed.
- Prior to placing the child at level 4 the Headteacher will inform the parent in writing that exclusion is imminent.

#### **Level 4 ~ consists of the following.**

- A child who is already placed at level 3 of the school's Behaviour Exclusion Policy is receiving a great deal of support, however this should not interfere with the school's decision to exclude a child if the child's behaviour is unacceptable.
- A child is placed at level 4 when the Headteacher implements exclusion.

#### **Reasons for excluding a child placed at level 4 on the schools Behaviour Exclusion Policy.**

Parents and children are made aware at the start of the process that failure to modify and control anti – social behaviour in school will result in fixed term exclusion from school. As the child progresses through the stages the likelihood of the exclusion rises.

Parents of children at Level 3 of the policy, who are not complying with school rules will be sent one warning letter stating that the behaviour changes needed are not in evidence. Part of this letter will explain that one further unacceptable incident will result in an exclusion for a fixed period of time.

Exclusion from school is a serious step to take, however this step is sometimes the only course of action available to the school. Actions for exclusion from the school day should be implemented when a child is responsible for any of the following actions.

- physical assaults on another child or member of staff.
- constant disruption to the education of themselves and other children.
- regular breaches of the school's behaviour policy which result in the teacher being distracted from the task of teaching the class in order to attend to the needs of an individual child.
- deliberate and wilful damage to school property.

It is likely that a combination of the above will contribute to exclusion. Parents will be contacted immediately and invited to school to discuss the seriousness of their child's actions.

- Where a child is excluded for the first time, the period of exclusion will be at the discretion of the Headteacher, or Deputy Head in his absence. This period must be at least ½ a day but no more than 3.
- Where the child is excluded for a second period this will be at least 2 days but no more than 5.
- If a further exclusion is required, the exclusion will be for a minimum period of 5 days. There will then be serious consideration for permanent exclusion if the child continues to show no signs of improvement and all avenues for support have been exhausted.

**Excluding a child not on the Behaviour Exclusion Register.**

Occasionally a child not listed on the Exclusion Register seriously breaches the school’s Behaviour Policy. Please see 5.1 of the Behaviour Policy for examples of incidents deemed necessary for immediate exclusion (level 4).

The school will provide work for the child to complete at home and free school meals provided in the form of sandwiches if they are entitled.

**Exclusion at lunchtime.**

All parents and children should be made aware that inclusion at lunchtime is dependent on the school’s ability to reasonably supervise children. If a child regularly presents behaviour difficulties which cannot be regulated by normal school sanctions, the Headteacher must consider implementing lunchtime exclusion. Prior to implementing exclusion the Headteacher will warn the child and will write to the parents expressing the school’s concerns. Children who are entitled to free school meals will be provided with sandwiches if this is the wish of the parents.

Policy documents in school, which support this policy:

- SEND policy.
- Behaviour, Discipline and Anti-Bullying policy.
- Equality statement.
- PSHE policy
- Child Protection and Safeguarding Policy

Policy Approved: Full Governors meeting 15<sup>th</sup> January 2026

Signed:

Chair of Governors: ..... Mr J Kirby

Headteacher ..... Mr C Elliott