CITY OF LONDON
PRIMARY ACADEMY
ISLINGTON

Exclusion and Appeals Policy

Responsibility:	Governing Body
Updated:	September 2026
Approved by Board:	September 2026
Next Review Date:	September 2027

Contents

COLPAI Exclusion and Appeals Policy 0
Fixed Term Exclusion and Permanent Exclusions 1
Learning Set 2
Managed Move 3

COLPAI Exclusion and Appeals Policy

Each child and situation will be treated individually. We will always work with all the staff and parents to ensure the best interests of the child. Only as a last resort will exclusion be considered.

Suspension and Permanent Exclusions

We expect all members of the school community to act in a reasonable, supportive and respectful manner in ensuring the well-being of our community. Where this is compromised by the conduct of a child or parent suspension and ultimately permanent exclusion will be considered.

COLPAI will apply its behaviour policies in a consistent, rigorous and non-discriminatory way and all areas of application of these policies will be monitored routinely. The following forms of exclusion are available as an ultimate sanction

- Internal Exclusion – removal from usual classroom activities but not from the school site, such an exclusion will last up to a full day. An internal exclusion may be the initial part of a fixed term exclusion while the school awaits the collection of the child by parents.
- Suspension – the child is removed from school for set period of time at the discretion of the school.
- Permanent Exclusion – the child is removed from the school roll. This will be preceded by a fixed term exclusion to ensure proper investigation and consideration of events.

Parents are also subject to the above conditions, relating to fixed term and permanent exclusion, where the welfare of other members of the school community is threatened by the conduct of a parent. Sanctions applied to a parent may include

- On site - Access to the site and school events is only permitted under certain conditions.
- Fixed Term - Barring the parent from the site and school events for a fixed period
- Permanent – Permanent barring from the school site. Removal of children from the school roll

The school will communicate with the police where it is deemed necessary for the welfare of the community.

The power to exclude a pupil can only be exercised by the Head or Deputy Head in the absence of the Head. If the Head excludes a pupil, the parents are informed immediately, giving reasons for the exclusion. The Head will discuss all exclusions with the Chair of the Local Governing Body. A member of the LGB will monitor exclusions and ensure that the school policy is administered fairly and consistently.

Exclusion may be the result of repeated failure to abide by the school's expectations of good conduct, or to show respect for its aims and ethos. However, exclusion may also result from a single serious incident, which may include the following:

- Threatened or committed violence or abusive language against other members of the school community
- Distribution of illegal drugs
- Bringing into school objects which may cause harm to other members of the community or pornographic literature or images.
- Stealing from the school, a member of staff or a fellow pupil.
- Malicious or disruptive behaviour, including open defiance of authority.
- Engaging in sustained bullying of other pupils.
- Making allegations against a member of the school community which are confirmed to be malicious.
- Malicious use of social media.

Learning Set

When a pupil is suspended for more than one day, work should be set by the school within a reasonable time-scale and this should be returned to the school when the suspension is over. If a child is suspended at the end of a school day, then it may not be possible to arrange for work to be set until the following morning. A pupil can be excluded for up to 10 continuous days on a fixed term basis. On the 6th continuous day, the school is responsible for providing education for the pupil, which could be at another local school, the pupil referral unit or by providing home education.

Every pupil has a right to confidentiality during the consideration of a possible suspension; an investigation will be undertaken in the strictest confidence and the details only disclosed to those who need to know. This does not preclude the conclusion of an investigation being made public to the school community on completion of an investigation, if the person being investigated has been found to be culpable. If the School decides (after completing the investigation or as a result of new evidence and further investigation) that it is necessary to extend a fixed term temporary suspension or to convert it into a permanent exclusion, the Head will write again to the parent with the reasons for this decision.

Where exclusion has taken place, the parents will be notified immediately by telephone, followed by a letter. This will detail the following:

- Length of exclusion and whether it is temporary or permanent.
- Reasons for the exclusion.

- Parents' right to make representation to the Head. If they are not satisfied with the Head's decision, stage 3 of the school's complaints procedure (the panel hearing) will be used as a template for an appeal against a permanent exclusion. During an appeal process, an exclusion will remain in place, except at the discretion of the Head.
- The child will be given work to do at home for the first five days of a fixed term exclusion.
- Telephone number for the Advisory centre for education (ACE) exclusions information line is 0207 704 9822 or www.ace-ed.org.uk

Managed Move

In cases where the Head Teacher and parents agree that the progress of the pupil has been unsatisfactory and the pupil is unwilling or unable to profit from the educational opportunities offered, or if a parent's failure to engage in strategies implemented by the school are resulting in a continuing pattern of poor behaviour or lack of improvement in behaviour, the Head Teacher may consult with the Local Authority and propose a managed move to another school. This is not exclusion and in such cases the Head Teacher may assist the parents in placing the pupil in another school.