



EXCLUSION POLICY

Date of last review: January 2025
Date of next review: January 2026

1. Introduction

At Dar ul Madinah, we are committed to providing a safe, respectful, and nurturing Islamic learning environment where all pupils can thrive spiritually, academically, socially and emotionally. Exclusion is a serious step and will always be considered as a last resort when other interventions and strategies have not been successful, or when a pupil's behaviour poses a serious risk to the well-being or education of others.

This policy outlines the principles, procedures and responsibilities associated with pupil exclusions, in accordance with the Department for Education (DfE) guidance: "Suspension and Permanent Exclusion from Maintained Schools, Academies and Pupil Referral Units in England, including pupil movement" (Sept 2023).

2. Aims of this Policy

- To ensure fairness, consistency and clarity in all exclusion decisions.
- To safeguard the rights of all pupils.
- To reflect the school's Islamic ethos of compassion, accountability and restorative practice.
- To ensure compliance with legal requirements and best practice.

3. Types of Exclusion

Dar ul Madinah may use the following forms of exclusion:

a. Internal Exclusion (Isolation): Used to remove a pupil from regular classes while keeping them on school premises. This is a short-term measure used to allow reflection and prevent further disruption.

b. Fixed-Term Exclusion (Suspension): A pupil is temporarily excluded from school for a specific number of days. This may be used for:

- Repeated disruptive behaviour
- Verbal or physical abuse
- Bullying (including racist, or homophobic incidents)
- Serious breaches of the school's behaviour policy

c. Permanent Exclusion: Used in the most serious cases, when a pupil has:

- Committed a one-off serious offence (e.g. physical assault, possession of weapons)
- Persistently disrupted the learning or safety of others
- Failed to respond to all other strategies for behaviour improvement

Permanent exclusion will only be used when it is in the best interest of the school community and after a full investigation.

4. Decision-Making Process

Only the Headteacher (or acting Headteacher) has the authority to exclude a pupil.

Before making the decision to exclude, the Headteacher will:

- Investigate the incident thoroughly
- Speak with all parties involved
- Consider all relevant circumstances, including the pupil's age, background, SEND, mental health and any safeguarding concerns
- Seek advice where appropriate

The Headteacher will record the reasons for the exclusion clearly and communicate the decision to parents in writing.

5. Notification to Parents

Parents will be informed immediately (preferably by phone), followed by a written letter stating:

- The reason(s) for the exclusion
- The length and type of exclusion
- The right to make representations
- The arrangements for setting and marking work during the exclusion
- The date and time of any reintegration meeting

6. Representation and Appeals

Parents have the right to:

- Make representations to the Headteacher and/or governors
- Request a review by the Governing Body (or panel) for fixed-term exclusions over 5 days in a term or any permanent exclusion

Dar ul Madinah will ensure that decisions are reviewed fairly and impartially, with all relevant documentation provided to the reviewing panel.

7. Reintegration Following Fixed-Term Exclusion

A reintegration meeting will take place between the pupil, their parent(s), and a senior staff member before returning to class. The meeting may include:

- Discussion of what went wrong
- Reflection in light of Islamic values (e.g. forgiveness, tawbah)
- Strategies to avoid repetition
- Support plan if needed

8. Safeguarding and SEND Considerations

We will not exclude pupils with EHCPs or those identified as having SEND needs unless absolutely necessary and after reasonable adjustments have been exhausted.

Where behaviour may be linked to an underlying safeguarding concern, the Designated Safeguarding Lead (DSL) will be informed immediately.

9. Recording and Monitoring

All exclusions will be:

- Logged on the school's behaviour and safeguarding records
- Reported to the Governing Body each term
- Reviewed regularly to identify patterns or disproportionality (e.g. by gender, ethnicity, SEND)