



**Federation of
Westminster Special Schools
& Bi-Borough Inclusion Service**

FEDERATION EXCLUSION POLICY

**Reviewed and Approved by Governing Board: September 2025
Next review: September 2026**

INTRODUCTION

All maintained schools are required to publish an “Exclusions Policy” and this document explains the position of the two Federation of Westminster Special Schools – College Park School and QEII School.

This policy is based on the following statutory guidance from the Department for Education.

<https://www.gov.uk/government/publications/school-exclusion> (2023)

https://assets.publishing.service.gov.uk/media/66be0d92c32366481ca4918a/Suspensions_and_permanent_exclusions_guidance.pdf (2024)

https://assets.publishing.service.gov.uk/media/65ce3721e1bdec001a3221fe/Behaviour_in_schools_-_advice_for_headteachers_and_school_staff_Feb_2024.pdf (2024)

<https://www.gov.uk/government/publications/send-code-of-practice-0-to-25>. [2015]

EXCLUSION POLICY

Neither College Park School nor QEII Jubilee School believe that children and young people should be excluded.

All children and young people (CYP) at Federation Schools have a range of complex special needs. We work with a wide range of professionals including speech and language therapists, occupational therapists, social workers, educational psychologists and CAMHS to support our CYP to develop their self-regulation skills in order for them to engage in education.

The Federation has a range of policies which support staff and our practice including

Child Protection and Safeguarding
Behavioural Policies

In the very exceptional set of circumstances when an exclusion might be necessary, the Federation follows the statutory guidelines. We will always try to adapt and personalise provision for each individual to ensure that they are able to access education. We will work with the home Local Authority of any CYP at risk of any exclusion.

SUSPENSIONS (FIXED TERM EXCLUSIONS)

In very exceptional circumstances it may be necessary to exclude a CYP for a fixed time period. Exceptional circumstances include, but are not limited to

- Incidents where the safety of the CYP, other CYP or staff is seriously compromised.
- Incidents of knife crime or the deliberate use of weapons in school
- Incidents of sexual violence
- Incidents of significant and deliberate damage to property

Any decision to exclude is made on an individual basis and should always be a reasonable and measured response, which will have impact and provide a learning opportunity for the CYP.

PERMANENT EXCLUSIONS

It is extremely rare for us to permanently exclude a CYP from one of the Federation schools.

In the event that one of the schools is not able to meet the needs of an individual CYP, we will always aim to work with the family of the CYP and their home local authority to identify a suitable alternative placement.

All exclusions will be notified to the Federation Governing Board, Local Authority and where appropriate the allocated social worker and the Head of the Virtual School in the case of a Looked after child.

The procedure then followed is included in the guidance at the start of this policy.