



# Suspension and Permanent Exclusion Policy 2024

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Person(s) Responsible:

Headteacher  
Leading Learning Team

Formally adopted by the  
Governing Body:

March 2025

Review date:

January 2026

***This policy also applies to the Early Years Foundation Stage (EYFS)***

## Aims

Our school aims to ensure that:

- The exclusions process is applied fairly and consistently
- The suspension and permanent exclusions process is understood by trustees, staff, parents/carers and pupils
- Pupils in school are safe and happy

## Legislation

This policy is based on statutory guidance from the Department for Education: [Suspension and permanent exclusion from maintained schools, academies and pupil referral units in England, including pupil movement](#).

It is based on the following legislation, which outlines schools' powers to exclude pupils:

Section 51a of the Education Act 2002, as amended by the Education Act 2011

The School Discipline (Pupil Exclusions and Reviews) (England) Regulations 2012

In addition, the policy is based on:

Part 7, chapter 2 of the [Education and Inspections Act 2006](#), which sets out parental responsibility for excluded pupils

Section 579 of the [Education Act 1996](#), which defines 'school day'

The [Education \(Provision of Full-Time Education for Excluded Pupils\) \(England\) Regulations 2007](#), as amended by [The Education \(Provision of Full-Time Education for Excluded Pupils\) \(England\) \(Amendment\) Regulations 2014](#)

[The Equality Act 2010](#)

[Children and Families Act 2014](#)

A decision to suspend or permanently exclude a pupil is seen as a last resort by the school while always bearing in mind our duty of care to pupils and staff.

The school is responsible for communicating to pupils, parents/carers and staff its expectations of standards of conduct. A range of policies and procedures are in place to promote good behaviour and appropriate conduct.

The school will take account of any special educational needs when considering whether or not to exclude a pupil. The Headteacher will ensure that reasonable steps have been taken by the school to respond to a pupil's disability so the pupil is not treated less favourably for reasons related to the disability. Reasonable steps will include:

- Differentiation in the school's Behaviour Policy
- Developing strategies to prevent the pupil's behaviour
- Requesting external help with the pupil
- Staff training

Where reasonable adjustments to policies and practices have been made, to accommodate a pupil's needs and to avoid the necessity for exclusion as far as possible, exclusion may be justified, if there is a material and substantial reason for it. A specific incident affecting order and discipline in the school may be such a reason.

No suspensions or permanent exclusions will be initiated without having first exhausted other strategies or, in the case of a serious single incident, a thorough investigation. Reasons for permanent exclusion:

- Serious breach of the school's rules or policies
- Risk of harm to the education or welfare of the pupil or others in the school

### **The Decision To Suspend/Exclude:**

Only the Headteacher, or Acting Headteacher, can suspend or permanently exclude a pupil from school. A permanent exclusion will be taken as a last resort.

If the Headteacher decides to suspend/permanently exclude a pupil they will

- Ensure that there is sufficient recorded evidence to support the decision
- Explain the decision to the pupil
- Contact the parents/carers, explain the decision and ask that the child be collected
- Inform the Chair of Trustees of the decision
- Send a letter to the parents/carers confirming the reason for the suspension or permanent exclusion, the length of the suspension and any terms or conditions agreed for the pupil's return
- In cases of more than a day's suspension, ensure that appropriate work is set and that arrangements are in place for it to be marked
- Plan how to address the pupil's needs on his/her return
- Plan a meeting with parents/carers and pupil on their return. A suspension will not be enforced if doing so may put the safety of the pupil at risk.

### **Behaviour Outside School**

Pupils' behaviour outside school on school trips and sporting events is subject to the school's behaviour policy. Negative behaviour in such circumstances will be dealt with as if it had taken place in school.

### **Procedure for Appeal**

If parents/carers wish to appeal against the decision to suspend or permanently exclude, the matter will be referred to the governing body. Two governors will acknowledge the complaint and schedule a hearing to take place as soon as practicable and normally within five days.

Records relating to the decision to suspend or permanently exclude and the parents/carers' complaint will be copied to all parties not later than two days prior to the hearing. In no circumstances, however, will the school or its staff be required to divulge to parents/carers or others any confidential information on or the identities of pupils or others who have given information which has led to the suspension or permanent exclusion or which the Headteacher has acquired during an investigation.

The parents/carers may be accompanied to the hearing by one other person. This may be a relative, teacher, friend or Parent Support Advisor. Legal representation will not normally be appropriate. If possible, the trustees will resolve the parents/carers' complaint without the need for further investigation. Where further investigation is required, trustees will decide how it should be carried out. After consideration of all the facts considered to be relevant, the trustees will reach a decision on whether to uphold or rescind the suspension/permanent exclusion or make other recommendations. This decision will be made within ten days of the hearing.

Parents/Carers will be informed in writing of the trustees' decision and the reasons for it. Their decision will be final. The trustees' findings and any recommendations will be sent in writing to the parents/carers, Headteacher and governing body.

Parents/Carers are entitled to appeal against a governing body's decision if it has upheld the Headteacher's decision to permanently exclude their child; even if they did not make a case to, or attend, the trustees' meeting.

### **Returning from a suspension**

Following a suspension, a reintegration meeting will be held involving the pupil, parents/carers, a member of senior staff and other staff, where appropriate. Measures will be put in place to try to prevent a recurrence of the behaviour. This will be under discussion with the staff member, parents/carers and pupils.

### **Monitoring Arrangements**

SLT monitors the number of suspensions or permanent exclusions every term and reports to the Governing Body. They also liaise with the local authority to ensure suitable full-time education for permanently excluded pupils.

Please note: Unless there are communication difficulties that require it, recording devices are not normally permitted during meetings or hearings. Where it is necessary, all parties must agree in advance to being recorded. An unauthorised electronic recording of a conversation which has been obtained without the consent of all parties involved will not be accepted as evidence in a meeting or hearing.

### **Links with other Policies**

This exclusions policy is linked to our:

- Behaviour policy
- SEND policy
- Safeguarding policy
- Information report