Respect Reflection Responsibility Resilience

Green Shoots Partnership

Suspension and Permanent Exclusion Policy

Our Vision

Green Shoots Partnership is a nurturing federation with a strong sense of pride and belonging, with the belief that all have the potential to thrive.

Our Purpose

We exist to cultivate a love of learning by broadening horizons and opening minds to new possibilities. Through our Federation Values, we grow confident individuals who aspire to shape the future.

Great Doddington Primary School

Meadowside Primary School

Last Updated: July 2025

Suspension and Permanent Exclusion Policy 2025-2026

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1. Aims

We are committed to following all statutory exclusions procedures to ensure that every child receives an education in a safe and caring environment.

Our school aims to:

- Ensure that the exclusions process is applied fairly and consistently
- Help governors, staff, parents/carers and pupils understand the exclusions process
- Ensure that pupils in school are safe and happy
- Prevent pupils from becoming NEET (not in education, employment or training)
- Ensure all suspensions and permanent exclusions are carried out lawfully

A note on off-rolling:

'Off-rolling' is a form of institutional manipulation and occurs where a school acts in the interest of its own performance rather than the pupil's welfare. We will not off-roll or unlawfully remove a pupil without following the full statutory procedures as outlined in the School Discipline (Pupil Exclusions and Reviews) (England) Regulations 2012.

2. Legislation and statutory guidance

- This policy is based on the DfE guidance (September 2023): 'Suspension and Permanent Exclusion from maintained schools, academies and pupil referral units in England, including pupil movement'.
- Relevant legislation includes the Education Act 2002, Education and Inspections Act 2006, School Discipline Regulations 2012, Equality Act 2010, and others.
- The School Inspection Handbook defines 'off-rolling' and sets expectations for lawful exclusions.

3. Definitions

- Suspension – temporary removal from school for a fixed period.
- Permanent exclusion – removal from the school roll permanently.
- Off-site direction – temporary placement in another setting to improve behaviour.
- Managed move – a voluntary and agreed move to another school.
- Parent/carer – any person with parental responsibility or caring for the child.

4. Roles and responsibilities

- Only the Executive Headteacher can suspend or permanently exclude a pupil on disciplinary grounds.
- Decisions will consider behaviour history, SEN, vulnerability, and alternative solutions.
- Parents/carers, the governing body, and the LA will be informed without delay following any exclusion.
- Education must be arranged from day 6 for suspensions and immediately for looked-after children.

4.2 The Governing Body

The governing body reviews the use of exclusions and ensures they are lawful, proportionate, and consistent with the behaviour policy.

They may reinstate a pupil, decline reinstatement, or recommend further action. Governing bodies are also responsible for arranging education from day 6 of a suspension lasting more than 5 days.

4.3 The Local Authority

For permanent exclusions, the LA will arrange suitable full-time education by the sixth school day. For looked-after pupils or those with social workers, the LA and school will coordinate from day one.

5. Considering the reinstatement of a pupil

The governing body must consider the reinstatement of a suspended or excluded pupil in certain circumstances:

- Where the exclusion is permanent

- Where the pupil has been suspended for more than 15 days in a term

- Where the pupil will miss a public exam or test

- The governing body must invite the headteacher, parents/carers, pupil, social worker and/or VSH, and a local authority representative to the meeting.
- Meetings can be held remotely upon request.
- The decision will be based on whether the exclusion was lawful, reasonable, and procedurally fair.
- Parents/carers will be informed of their rights to appeal and the next steps.

6. Independent review

Parents/carers can apply for an independent review within 15 school days if the governing body declines reinstatement.

A panel of 3 or 5 trained individuals will be convened by the LA, including a lay member, a governor, and a headteacher.

The panel may uphold the decision, recommend reconsideration, or quash the decision if flawed.

Parents/carers may request an SEN expert be present at no cost.

The panel's decision will be communicated in writing without delay.

7. School registers

The pupil's name will be removed from the school register 15 school days after parents/carers are notified of the governing body's decision, unless a review is requested.

Attendance codes B, D, or E will be used depending on the situation.

The school must notify the local authority of the pupil's removal, including full details about the pupil and any new school or address if known.

8. Returning from a suspension

A reintegration meeting will be put in place after a suspension, including regular reviews and support referrals where needed.

Reintegration meetings are required and will include the pupil, parents/carers, SLT member, and relevant staff.

Attendance at the reintegration meeting is expected, but lack of attendance will not prevent a pupil returning to school.

9. Remote access to meetings

Parents/carers can request remote access to governing body or review panel meetings.

All participants must be able to see, hear, and be seen/heard clearly.

Meetings will be rescheduled in person if technical difficulties prevent a fair hearing.

10. Monitoring arrangements

The school will collect data on exclusions, managed moves, off-site provision, and perceptions via anonymous surveys.

The data will be reviewed termly by senior leaders and reported to the governing body.

Analysis will cover factors like age, protected characteristics, and frequency of exclusions to monitor equity and effectiveness.

11. Links with other policies

This policy links with the following documents:

- Relationship and Regulation Policy
- SEND Policy
- SEN Information Report

12. Appendix 1: Independent Review Panel Training

Training for independent review panel members must be completed within two years of a panel meeting and must cover:

- Relevant legislation and statutory guidance
- Procedural fairness and natural justice
- Duties under the Equality Act 2010
- Application of human rights legislation
- Roles of chair and clerk

13. Appendix 2: Exclusion Process Flowchart

Incident Occurs
Head of School Investigates (Considers SEN Vulnerability and alternative Strategies.)
Inform Executive Head Teacher
Decision to Suspend, Exclude or Not
Parent/Carer informed (Reasons, Right, Provision)
Notify LA, Governors, Social Worker, VSH
Governing Body Considers Reinstatement (If required)
If permanent Exclusion Upheld Parents can request Independent review
Independent Review Panel Decision
Outcome Implemented and Pupils Record Updated

14. Appendix 3: Sample Notification Letters

1. Sample Notification Templates

1.1 Suspension Notification (To Parents/Carers)

Dear [Parent/Carer Name],

I am writing to inform you that [Pupil Name] has been suspended from [School Name] for a period of [X days], starting on [Date]. This suspension is due to [Reason for Suspension].

You have the right to make representations about this suspension to the governing body. You may also request a meeting. During the first 5 days of suspension, you are responsible for ensuring your child is not in a public place during school hours.

Please contact the school if you have any questions.

Yours sincerely,

1.2 Permanent Exclusion Notification (To Parents/Carers)

Dear [Parent/Carer Name],

I regret to inform you that [Pupil Name] has been permanently excluded from [School Name] with effect from [Date]. This decision has not been taken lightly and follows [description of incident/reason].

You have the right to make representations to the governing body and request an independent review. Further details on how to do this are enclosed.

We will work with the Local Authority to ensure that alternative education provision is arranged from day 6 of this exclusion.

Yours sincerely,

14. Appendix 4: Briefing Sheet: Key Points for Staff and Governors

Only the Executive Head Teacher can suspend or exclude a pupil.

Parents/carers must be informed without delay of the reason, duration, and rights following an exclusion.

The LA must be notified immediately of all suspensions and exclusions.

Education must be arranged from day 6 for suspended pupils, or immediately for LAC/children with social workers.

The governing body must consider reinstatement in defined circumstances (e.g., more than 15 days' suspension, permanent exclusion).

Parents/carers may request an Independent Review Panel. SEN experts must be made available upon request.

All actions must follow DfE statutory guidance and comply with Equality and Human Rights legislation.