



Moordown St. John's CE Primary School

Suspension and Permanent Exclusion Policy

"A Christian community where commitment to educational excellence changes lives"

The Board of Directors of Moordown St. Johns CE Primary School ratified this policy on 24th September 2026.

Review Date: September 2029

A copy of this policy in an alternative format, such as large print or a different language, may be provided on request from the school office.

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1. Aims

Amongst other disciplinary sanctions, Moordown St John's School recognises that the suspension or permanent exclusion of pupils may be necessary where there has been a serious breach, or consistent breaches, of the school's Behaviour Policy.

The suspension or permanent exclusion of a pupil may also be required in instances, where allowing the pupil to remain in school would be damaging to the education and welfare of themselves or others; in all cases, suspension or permanent exclusion of a pupil will **only be used as a means of last resort**.

We are committed to following all statutory suspension and permanent exclusion procedures so that every child receives an education in a safe, calm and caring environment. Decisions will be lawful, reasonable, fair and proportionate, with permanent exclusion used only as a last resort.

Our school aims to:

- Ensure that the exclusions process is proportionate and applied fairly and consistently
- Help Directors, staff, parents 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 an unlawful form of gaming where a school acts primarily in its own interests rather than the pupil's best interests. It includes:

Removing a pupil from the admission register without a formal permanent exclusion or other lawful ground; encouraging a parent to remove their child; retaining a pupil on roll but preventing normal attendance without formally recording a suspension; directing a pupil to alternative provision where this is not in their best interests; sending a pupil home informally, even with parental agreement; using a part-time timetable to manage behaviour; or otherwise removing a pupil from roll without due process.

We will not suspend or exclude pupils unlawfully by directing them off site, or not allowing pupils to attend school:

- Without following the statutory procedure in the School Discipline (Pupil Exclusions and Reviews) (England) Regulations 2012 and formally recording the decision, for example by sending a pupil home to 'cool off'
- Because they have special educational needs and/or a disability (SEND) that the school feels unable to support
- Due to poor academic performance
- Because they haven't met a specific condition, such as attending a reintegration meeting
- By exerting undue influence on a parent to encourage them to remove their child from the school

2. Legislation and statutory guidance

This policy is based on the Department for Education's statutory guidance, Suspension and permanent exclusion from maintained schools, academies and pupil referral units in England, including pupil movement, effective from 26 July 2026.

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 in 2014 and as modified and amended by the Education (Educational Provision for Improving Behaviour) (Application to Academies and Pupil Referral Units and Minor Amendments) Regulations 2026
- [The Equality Act 2010](#)
- The Children and Families Act 2014
- The School Attendance (Pupil Registration) (England) Regulations 2024
- The DfE's Arranging alternative provision: a guide for local authorities and schools
- The current Inspection information for state-funded schools, which defines off-rolling

This policy complies with the Academy Trust's funding agreement and Articles of Association and with statutory regulations applying to academies in relation to suspension, permanent exclusion and off-site direction.

3. Definitions

Suspension – the temporary removal of a pupil from the school on disciplinary grounds for one or more fixed periods, up to a maximum of 45 school days in a single academic year. This was previously called a fixed-term exclusion.

Permanent exclusion – when a pupil is removed from the school permanently and taken off the school roll. This is sometimes referred to as an 'exclusion'.

Parent – any person who has parental responsibility and any person who has care of the child.

Off-site direction – when the Board of Directors requires a pupil to attend another education setting temporarily, to improve their behaviour.

Managed move – a voluntary, permanent transfer to another school in the pupil's best interests. All parties, including the parent and the admission authority for the new school, must agree. A managed move cannot be used on a trial basis and must comply with the School Admissions Code and the School Attendance (Pupil Registration) (England) Regulations 2024.

Alternative provision (AP) – education arranged for pupils who would not otherwise receive suitable education, or provision arranged by a school through lawful off-site direction to improve behaviour.

Cancelled exclusion – a suspension or permanent exclusion cancelled by the headteacher before the Board of Directors has met to consider reinstatement.

Separation for safeguarding purposes – an exceptional, temporary decision to prevent a pupil from attending the school site to keep pupils apart where this is necessary for safety. It is not a disciplinary suspension or permanent exclusion.

4. Roles and responsibilities

4.1 The headteacher

a) Deciding whether to suspend or exclude

Only the headteacher, or acting headteacher, can suspend or permanently exclude a pupil from school on disciplinary grounds. The decision can be made in respect of behaviour inside or outside of school. The headteacher will only use permanent exclusion as a last resort.

A decision to suspend a pupil will be taken only:

- In accordance with the school's Behaviour Shaping Policy, to signal clearly that behaviour is unacceptable and, where appropriate, that continued behaviour may place the pupil at risk of permanent exclusion.
- Where suspensions have become a regular occurrence, the headteacher will consider whether suspension remains an effective sanction and what additional strategies or support are required.

A decision to permanently exclude will be taken only in response to a serious breach or persistent breaches of the Behaviour Shaping Policy and where allowing the pupil to remain in school would seriously harm the education or welfare of the pupil or others. Examples of serious behaviours that may warrant suspension or permanent exclusion include:

- Physical assault against a pupil
- Physical assault against an adult
- Verbal abuse or threatening behaviour against a pupil
- Verbal abuse or threatening behaviour against an adult
- Use, or threat of use, of an offensive weapon or prohibited item
- Bullying
- Discriminatory abuse, e.g. racist, homophobic, biphobic, transphobic or ableist abuse

A pupil may be permanently excluded following an initial suspension where further evidence comes to light. The school will not extend or convert a suspension merely because insufficient time was allowed for investigation; any further decision must be based on evidence and comply with the statutory process.

Before deciding whether to suspend or exclude a pupil, the headteacher will:

- Consider all the relevant facts and evidence on the balance of probabilities, including whether the incident(s) leading to the exclusion were provoked. The Headteacher will apply the civil standard of proof when responding to the facts relating to a suspension or exclusion, i.e. that 'on the balance of probabilities' it is more likely than not that the facts are true.
- Allow the pupil to give their version of events
- Consider whether the pupil has special educational needs (SEN)
- Consider whether the pupil is especially vulnerable, including whether they have a social worker, are looked after or were previously looked after
- Consider whether appropriate alternatives have been explored: for suspension, sanctions and support under the Behaviour Shaping Policy; for permanent exclusion, lawful off-site direction or a voluntary managed move

The headteacher will consider the views of the pupil, in light of their age and understanding, before deciding to suspend or exclude, unless it would not be appropriate to do so.

Pupils who need support to express their views will be allowed to have their views expressed through an advocate, such as a parent or social worker.

The headteacher will not reach their decision until they have heard from the pupil, and will inform the pupil of how their views were taken into account when making the decision.

Important note - Where a child has identified special educational needs

Where a pupil has SEN, a disability, SEMH needs or an EHC plan, the school will consider whether reasonable adjustments have been made, whether the behaviour may be connected to unmet need and what additional support or alternative placement may be required.

Where an EHC plan is in place, the school will contact the local authority at an early stage and consider requesting an early annual review. SEND does not prevent a lawful suspension or permanent exclusion following a serious incident, but the decision must not discriminate and must take account of the pupil's needs, vulnerabilities, support and relevant circumstances.

Before an off-site direction or managed move, the school will seek and consider the pupil's views, evidence previous interventions and share relevant information with the receiving setting and the local authority, including attainment information, risk assessments and support strategies. A managed move will follow normal admissions arrangements and will not displace a child who ranks more highly under published oversubscription criteria.

Where a managed move is considered for a pupil with a social worker, the school will inform the social worker, DSL and parents at the earliest opportunity unless informing a parent would create a safeguarding risk; for a looked-after child, the VSH will also be informed. Any personal education plan will be reviewed and amended if the move proceeds.

Deciding whether to separate a pupil from the school site for safeguarding purposes

In exceptional circumstances, the headteacher may temporarily prevent a pupil from attending the school site for safeguarding reasons, for example where pupils must be physically separated while an allegation is investigated. This is not a disciplinary suspension or permanent exclusion and must not be recorded as one.

This measure will be used only where separation is essential for safety and no reasonable arrangement would allow all pupils to remain on site. Decisions will be case-specific, led by the DSL and informed by multi-agency working where appropriate. The school will inform parents and the Board of Directors without delay, explain the reasons, ensure suitable education is provided or arranged, review the arrangement regularly and support reintegration as soon as it is safe.

b) Informing parents

If a pupil is at risk of suspension or exclusion the headteacher will inform the parents as early as possible, in order to work together to consider what factors may be affecting the pupil's behaviour, and what further support can be put in place to improve the behaviour.

If the headteacher decides to suspend or exclude a pupil, the parents will be informed, in person or by telephone, of the period of the suspension or exclusion and the reason(s) for it, without delay.

The parents will also be provided with the following information in writing, without delay:

- The reason(s) for the suspension or permanent exclusion
- The length of the suspension or, for a permanent exclusion, the fact that it is permanent
- Information about the parents' right to make representations to the Board of Directors and how the pupil may be involved, taking account of their age and understanding
- How any representations should be made
- Where the Board of Directors must meet to consider reinstatement, that parents have the right to attend, be represented at their own expense and bring a friend or, where appropriate, more than one person subject to reasonable limits set by the Board
- That parents have the right to request that the meetings be held remotely, and how and to whom they should make this request

If the pupil is of compulsory school age, the headteacher will also notify parents without delay and by the end of the afternoon session on the first day their child is suspended or permanently excluded, that:

- For the first 5 school days of an exclusion (or until the start date of any alternative provision or the end of the suspension, where this is earlier), the parents are legally required to ensure that their child is not present in a public place during school hours without a good reason. This will include specifying on which days this duty applies
- Parents may be given a fixed penalty notice or prosecuted if they fail to do this

Alternative Provision

If alternative provision is being arranged, the written notification will include:

- The start date for any provision of full-time education that has been arranged
- The start and finish times of any such provision, including the times for morning and afternoon sessions, where relevant
- The address at which the provision will take place
- The name of the person the pupil should report to on arrival
- The duration, reasons and objectives of the placement
- The start and finish times, including morning and afternoon session times and the timing of any break between sessions where relevant
- The school will consider whether suitable transport arrangements are needed so that the pupil can attend sixth-day provision or other alternative provision.

If the headteacher does not have all the information about the alternative provision arrangements by the end of the afternoon session on the first day of the suspension or permanent exclusion, they can provide the information at a later date, without delay and no later than 48 hours before the provision is due to start.

The only exception to this is where alternative provision is to be provided before the sixth day of a suspension or permanent exclusion, in which case the school reserves the right to provide the information with less than 48 hours' notice, with parents' consent.

Important note about off-site direction

Under the Education (Educational Provision for Improving Behaviour) (Application to Academies and Pupil Referral Units and Minor Amendments) Regulations 2026, the Academy Trust may direct a registered pupil to attend suitable education off site for the purpose of improving behaviour. Operational authority is delegated to the headteacher, with oversight by the Board of Directors.

Off-site direction will be time limited, in the pupil's best interests and used only after appropriate interventions have been considered. It is not a punishment or a means of removing a pupil informally. The school will have regard to the DfE's Arranging alternative provision guidance, the pupil's needs and views, safeguarding, travel, curriculum continuity and the suitability and quality of the placement.

Parents will receive written notice of the placement as soon as reasonably practicable and before it begins. The notice will include the address, start date, attendance times, duration, reasons and objectives, and details of review arrangements and the person to whom the pupil should report.

The school will review the placement at intervals appropriate to the pupil's needs and invite the pupil, parents and provider to contribute. Each review will consider attendance, safeguarding, educational progress, whether the objectives are being met, whether the placement remains suitable and in the pupil's best interests, and the plan for reintegration or another agreed next step. Decisions and reasons will be recorded in writing.

The Academy remains responsible for the pupil's safeguarding and educational progress during off-site direction. It will complete due diligence, obtain written assurance that appropriate safeguarding and safer-recruitment checks have been completed, agree information-sharing and monitoring arrangements and respond promptly to concerns.

c) Informing the Board of Directors

The headteacher will, without delay, notify the Board of Directors of:

- Any permanent exclusion, including when a suspension is followed by a decision to permanently exclude a pupil
- Any suspension or permanent exclusion which would result in the pupil being suspended or permanently excluded for a total of more than 5 school days (or more than 10 lunchtimes) in a term
- Any suspension or permanent exclusion which would result in the pupil missing a National Curriculum test or public exam
- Any suspension or permanent exclusion that has been cancelled, including the reason for the cancellation (*see later section*)

In addition, the Board of Directors are notified at every meeting of any suspensions since the last meeting.

- The Chair of Directors is to receive copies of all suspension letters.

d) Informing the local authority (LA)

The headteacher will notify the LA of all suspensions and permanent exclusions without delay, regardless of the length of a suspension.

The notification will include:

- The reason(s) for the suspension or permanent exclusion
- The length of a suspension or, for a permanent exclusion, the fact that it is permanent

For a permanent exclusion, if the pupil lives outside the LA in which the school is located, the headteacher will also, without delay, inform the pupil's 'home authority' of the exclusion and the reason(s) for it.

The headteacher must notify the LA without delay of any cancelled exclusions, including the reason the exclusion was cancelled.

e) Informing the pupil's social worker and/or virtual school head (VSH)

If a:

- **Pupil with a social worker** is at risk of suspension or permanent exclusion, the headteacher will inform **the social worker** as early as possible
- **Pupil who is a looked-after child (LAC)** is at risk of suspension or exclusion, the headteacher will inform **the VSH** as early as possible

This is in order to work together to consider what factors may be affecting the pupil's behaviour, and what further support can be put in place to improve the behaviour.

Where a looked-after child is at risk of suspension or permanent exclusion, the school will consider how effectively the personal education plan is being implemented, whether an interim PEP review is needed and how Pupil Premium Plus is being used to support the pupil.

If the headteacher decides to suspend or permanently exclude a pupil with a social worker/a pupil who is looked after, they will inform the pupil's social worker/the VSH, as appropriate, without delay, that:

- They have decided to suspend or permanently exclude the pupil
- The reason(s) for the decision
- The length of the suspension or, for a permanent exclusion, the fact that it is permanent
- The suspension or permanent exclusion affects the pupil's ability to sit a National Curriculum test or public exam (where relevant)
- They have decided to cancel a suspension or permanent exclusion, and why (where relevant)

The social worker/VSH will be invited to any meeting of the Board of Directors about the suspension or permanent exclusion. This is so they can provide advice on how the pupil's background and/or circumstances that may have influenced the circumstances of their suspension or permanent exclusion. The social worker should also help ensure safeguarding needs and risks and the pupil's welfare are taken into account.

f) Cancelling suspensions and permanent exclusions

The headteacher may cancel a suspension or permanent exclusion that has already begun, or one that has not yet begun, but only where it has not yet been reviewed by the Board of Directors. Where there is a cancellation:

- The parents, Board of Directors and LA will be notified without delay
- Where relevant, any social worker and VSH will be notified without delay
- The notification must provide the reason for the cancellation
- The Board of Directors duty to hold a meeting and consider reinstatement ceases
- Parents will be offered the opportunity to meet with the headteacher to discuss the cancellation, which will be arranged without delay
- The pupil will be allowed back in school without delay

Any days spent out of school as a result of any exclusion, prior to the cancellation, will count towards the maximum of 45 school days permitted in any school year.

A permanent exclusion cannot be cancelled if the pupil has already been excluded for more than 45 school days in a school year or if they will have been so by the time the cancellation takes effect.

g) Providing education during the first 5 days of a suspension or permanent exclusion

During the first 5 days of a suspension, if the pupil is not attending alternative (AP) provision, the headteacher will take steps to ensure that achievable and accessible work is set and marked for the pupil.

Online pathways may be used for this. If the pupil has a special educational need or disability, the headteacher will make sure that reasonable adjustments are made to the provision where necessary.

If the pupil is looked after or if they have a social worker, the school will work with the LA to arrange AP from the first day following the suspension or permanent exclusion. Where this isn't possible, the school will take reasonable steps to set and mark work for the pupil, including the use of online pathways.

h) Use of CCTV footage and witness statements

The headteacher will make use of the **Close Circuit Television (CCTV)** within its premises. This is to provide a safe and secure environment for pupils, staff and visitors. If behavioural incidents are recorded on CCTV, the footage may be viewed as part of the investigation and the content considered before imposing a sanction.

If CCTV is relied upon for a decision on an exclusion, then it will be shown in some format (redacted as necessary) at any Director's committee meeting, as requested. *Please see the Trust's CCTV policy and privacy notices for more information.*

The headteacher may also make use of **witness evidence**. Where this is relied upon for an exclusion, whether that be from a pupil or a staff member, the statement(s) will be provided at any Director committee meeting, as requested. All statements will be signed and dated unless the Headteacher has good reason to protect the anonymity of the relevant witness. Reasons may include threats of reprisals.

4.2 The Board of Directors

a) Considering suspensions and permanent exclusions

Responsibilities regarding exclusions are delegated to the Board of Directors who will convene a specialist committee to ensure impartiality of at least 3 members.

The committee of the Board of Directors has a duty to consider parents' representations about a suspension or permanent exclusion. It has a duty to consider the reinstatement of a suspended or permanently excluded pupil (see sections 5 and 6) in certain circumstances.

Within 14 days of receiving a request, the Board of Directors will provide the secretary of state with information about any suspensions or exclusions within the last 12 months.

For any suspension of more than 5 school days, the Board of Directors will arrange suitable full-time education for the pupil. This provision will begin no later than the sixth day of the suspension.

b) Monitoring and analysing suspensions and exclusions data

The Board of Directors will closely scrutinise patterns of pupil movement, including suspensions, permanent exclusions, off-site direction, managed moves and safeguarding separations; ensure these measures are lawful and used only where necessary; and challenge leaders to identify and address emerging trends.

The Board of Directors will consider:

- How effectively and consistently the school's behaviour policy is being implemented
- The school register and absence codes
- Instances where pupils receive repeat suspensions
- Interventions in place to support pupils at risk of suspension or permanent exclusion
- Any variations in the rolling average of permanent exclusions, to understand why this is happening, and to make sure they are only used when necessary
- Timing of moves and permanent exclusions, and whether there are any patterns, including any indications which may highlight where policies or support are not working
- The characteristics of suspended and permanently excluded pupils, and why this is taking place
- Whether the placements of pupils directed off-site into alternative provision are reviewed at sufficient intervals to assure that the education is achieving its objectives and that pupils are benefiting from it
- Whether safeguarding separations are exceptional, necessary, time limited, supported by suitable education and reviewed often enough to assure the Board that pupils are safe and benefiting
- The cost implications of directing pupils off-site

4.3 The local authority (LA)

For permanent exclusions, the LA will arrange suitable full-time education to begin no later than the sixth school day after the first day of the exclusion.

For pupils who are looked after or have social workers, the LA and the school will work together arrange suitable full-time education to begin from the first day of the exclusion.

5. Considering the reinstatement of a pupil

The committee of the Board of Directors will consider and decide on the reinstatement of a suspended or permanently excluded pupil within 15 school days of receiving the notice of the suspension or exclusion if:

- The exclusion is permanent
- It is a suspension which would bring the pupil's total number of days out of school to more than 15 in a term; or
- It would result in a pupil missing a public exam or National Curriculum test

Where the pupil has been suspended, and the suspension does not bring the pupil's total number of days of suspension to more than 5 in a term, the committee of the Board of Directors must consider any representations made by parents. However, it is not required to arrange a meeting with parents and it cannot direct the headteacher to reinstate the pupil.

Where the pupil has been suspended for more than 5, but not more than 15 school days, in a single term, and the parents make representations to the board, the committee of the Board of Directors will consider and decide on the reinstatement of a suspended pupil within 50 school days of receiving notice of the suspension. If the parents do not make representations, the board is not required to meet and it cannot direct the headteacher to reinstate the pupil.

Where a suspension or permanent exclusion would result in a pupil missing a public exam or National Curriculum test, the committee of the Board of Directors will, as far as reasonably practicable, consider and decide on the reinstatement of the pupil before the date of the exam or test. If this is not practicable, the committee of the Board of Directors may consider the suspension or permanent exclusion and decide whether or not to reinstate the pupil.

The following parties will be invited to a meeting of the Board of Directors and allowed to make representations or share information:

- Parents and, where requested, a representative or friend (or more than one person where appropriate, subject to reasonable limits set by the Board)
- The pupil, if they are aged 17 or younger and it would be appropriate to their age and understanding (and, where requested, a representative or friend)
- The headteacher
- The pupil's social worker, if they have one
- The VSH, if the pupil is looked after

Board of Directors meetings can be held remotely at the request of parents. See section 9 for more details on remote access to meetings.

The Board of Directors will try to arrange the meeting within the statutory time limits set out above and must try to have it at a time that suits all relevant parties. However, its decision will not be invalid simply on the grounds that it was not made within these time limits.

The committee of the Board of Directors can either:

- Decline to reinstate the pupil, or

- Direct the reinstatement of the pupil immediately, or on a particular date (except in cases where the board cannot do this – see earlier in this section)

In reaching a decision, the committee of the Board of Directors will consider:

- Whether the decision to suspend or permanently exclude was lawful, reasonable, and procedurally fair
- Whether the headteacher followed their legal duties
- The welfare and safeguarding of the pupil and their peers
- Any evidence that was presented to the Board of Directors

They will decide whether or not a fact is true 'on the balance of probabilities'.

Communicating the decision of Directors' review meeting

The clerk or governance professional will be present when the decision is made.

Minutes will be taken of the meeting, and a record kept of the evidence that was considered. The outcome will also be recorded on the pupil's educational record, and copies of relevant papers will be kept with this record.

The committee of the Board of Directors will notify, in writing, the following stakeholders of its decision, along with reasons for its decision, without delay:

- The parents
- The headteacher
- The pupil's social worker, if they have one
- The VSH, if the pupil is looked after
- The local authority
- The pupil's home authority, if it differs from the school's

Where an exclusion is permanent and the committee of the Board of Directors has decided not to reinstate the pupil, the notification of decision will also include the following:

- The fact that it is a permanent exclusion
- Notice of parents' right to ask for the decision to be reviewed by an independent review panel
- The date by which an application for an independent review must be made (15 school days from the date on which notice in writing of the Board of Directors decision is given to parents)
- The name and address to which an application for a review and any written evidence should be submitted
- That any application should set out the grounds on which it is being made and that, where appropriate, it should include reference to how the pupil's special educational needs (SEN) are considered to be relevant to the permanent exclusion
- That, regardless of whether the excluded pupil has recognised SEN, parents have a right to require the academy trust to appoint an SEN expert to advise the review panel
- Details of the role of the SEN expert and that there would be no cost to parents for this appointment
- That parents must make clear if they wish for an SEN expert to be appointed in any application for a review
- That parents may, at their own expense, appoint someone to make written and/or oral representations to the panel, and parents may also bring a friend to the review
- That, if parents believe that the permanent exclusion has occurred as a result of unlawful discrimination, they may make a claim under the Equality Act 2010 to the first-tier tribunal (special educational needs and disability), in the case of disability discrimination, or the county court, in the

case of other forms of discrimination. Also that any claim of discrimination made under these routes should be lodged within 6 months of the date on which the discrimination is alleged to have taken place

6. Independent review

If parents apply for an independent review within the legal timeframe, the academy trust will, at their own expense, arrange for an independent panel to review the decision of the Board of Directors not to reinstate a permanently excluded pupil.

Applications for an independent review must be made within 15 school days of notice being given to the parents by the committee of the Board of Directors of its decision to not reinstate the pupil **or**, if after this time, within 15 school days of the final determination of a claim of discrimination under the Equality Act 2010 regarding the permanent exclusion. Any applications made outside of this timeframe will be rejected.

Independent reviews can be held remotely at the request of parents. See section 9 for more details on remote access to meetings.

A panel of 3 or 5 members will be constituted with representatives from each of the categories below. Where a 5-member panel is constituted, 2 members will come from the school governor category and 2 members will come from the headteacher category. At all times during the review process there must be the required representation on the panel.

- A lay member to chair the panel who has not worked in any school in a paid capacity, disregarding any experience as a school governor or volunteer
- Current or former school Directors who have served as a governor for at least 12 consecutive months in the last 5 years, provided they have not been teachers or headteachers during this time
- Headteachers or individuals who have been a headteacher within the last 5 years

A person may not serve as a member of a review panel if they:

- Are a member/director of the academy trust of the excluding school
- Are the headteacher of the excluding school, or have held this position in the last 5 years
- Are an employee of the academy trust, or the Board of Directors, of the excluding school (unless they are employed as a headteacher at another school)
- Have, or at any time have had, any connection with the academy trust, school, Board of Directors, parents or pupil, or the incident leading to the exclusion, which might reasonably be taken to raise doubts about their impartiality
- Have not had the required training within the last 2 years (*see appendix 1 for what training must cover*)

The panel must consider the interests and circumstances of the pupil, including the circumstances in which the pupil was permanently excluded, and have regard to the interests of other pupils and people working at the school.

Taking into account the pupil's age and understanding, the pupil or their parents will be made aware of their right to attend and participate in the review meeting and the pupil should be enabled to make representations on their own behalf, should they desire to.

Where a SEN expert is present, the panel must seek and have regard to the SEN expert's view of how SEN may be relevant to the pupil's permanent exclusion.

Where a social worker is present, the panel must have regard to any representation made by the social worker of how the pupil's experiences, needs, safeguarding risks and/or welfare may be relevant to the pupil's permanent exclusion.

Where a VSH is present, the panel must have regard to representations about how the child's background, education and safeguarding needs were considered by the headteacher in the lead-up to, or are relevant to, the permanent exclusion.

Following its review, the independent panel will decide to do 1 of the following:

- Uphold the Board of Directors decision
- Recommend that the Board of Directors reconsiders reinstatement
- Quash the Board of Directors decision and direct that they reconsider reinstatement (only if it judges that the decision was flawed)

New evidence may be presented, though the school cannot introduce new reasons for the permanent exclusion or the decision not to reinstate. The panel must disregard any new reasons that are introduced.

In deciding whether the decision was flawed, and therefore whether to quash the decision not to reinstate, the panel must only take account of the evidence that was available to the Board of Directors at the time of making its decision. This includes any evidence that the panel considers would, or should, have been available to the Board of Directors and that it ought to have considered if it had been acting reasonably.

If evidence is presented that the panel considers it is unreasonable to expect the Board of Directors to have been aware of at the time of its decision, the panel can take account of the evidence when deciding whether to recommend that the Board of Directors reconsider reinstatement.

The panel's decision can be decided by a majority vote. In the case of a tied decision, the chair has the casting vote.

Once the panel has reached its decision, the panel will notify all parties in writing without delay.

This notification will include:

- The panel's decision and the reasons for it
- Where relevant, details of any financial readjustment or payment to be made if the Board of Directors does not subsequently decide to offer to reinstate the pupil within 10 school days
- Any information that the panel has directed the Board of Directors to place on the pupil's educational record

7. School registers

A pupil's name will be removed from the school admission register if:

- 15 school days have passed since the parents were notified of the committee of the board of Directors decision to not reinstate the pupil and no application has been made for an independent review panel, or
- The parents have stated in writing that they will not be applying for an independent review panel

Where an application for an independent review has been made within 15 school days, the Board of Directors will wait until that review has concluded before removing a pupil's name from the register.

While the pupil remains on the admission register, attendance will be recorded in accordance with current attendance regulations. Code B will be used where the pupil attends an approved educational activity without being registered at another school; Code D will be used during off-site direction where the pupil is dual registered at another school or educational establishment.

Where a suspended or permanently excluded pupil is not attending alternative provision, code E will be used. The school will not remove a pupil from roll merely because they attend off-site provision; the original school retains registration responsibility unless and until a lawful permanent move is agreed.

Making a return to the LA

Where a pupil's name is to be removed from the school admissions register because of a permanent exclusion, the school will make a return to the LA. The return will include:

- The pupil's full name
- The full name and address of any parent with whom the pupil normally resides
- At least 1 telephone number at which any parent with whom the pupil normally resides can be contacted in an emergency
- The grounds upon which their name is to be deleted from the admissions register (i.e. permanent exclusion)
- Details of the new school the pupil will attend, including the name of that school and the first date when the pupil attended or is due to attend there, if the parents have told the school the pupil is moving to another school
- Details of the pupil's new address, including the new address, the name of the parent(s) the pupil is going to live there with, and the date when the pupil is going to start living there, if the parents have informed the school that the pupil is moving house

This return must be made as soon as the grounds for removal is met and no later than the removal of the pupil's name.

8. Returning from suspension, off-site direction or safeguarding separation

8.1 Reintegration strategy

Following suspension, off-site direction, safeguarding separation or a cancelled suspension or permanent exclusion, the school will put in place a reintegration strategy to support a successful return to school life and full-time education.

Where necessary, the school will work with third-party organisations to identify whether the pupil has any unmet special educational and/or health needs.

The following measures may be implemented, as part of the strategy, to ensure a successful reintegration into school life for the pupil:

- Maintaining regular contact during the suspension or off-site direction and welcoming the pupil back to school
- Daily contact in school with a designated pastoral professional or mentor
- Regular reviews with the pupil and parents to praise progress being made and raise and address any concerns at an early stage
- Informing the pupil, parents and staff of potential external support
- Ensuring curriculum continuity during the absence and providing appropriate academic support on return to address lost learning
- Planned pastoral interventions, mentoring and personalised targets with appropriate recognition of progress

Part-time timetables

Part-time timetables will not be used as a tool to manage behaviour. If they are used for an acceptable reason, they will be put in place for the minimum time necessary.

For example where a medical condition prevents a pupil from attending full-time education and a part-time timetable is considered as part of a re-integration package. A part-time timetable must not be treated as a long-term solution. Any pastoral support programme or other agreement must have a time limit by which point the pupil is expected to attend full-time or be provided with alternative provision.

In agreeing to a part-time timetable a school has agreed to a pupil being absent from school for part of the week or day and therefore must record it as authorised absence.

The strategy will be regularly reviewed and adapted where necessary throughout the reintegration process in collaboration with the pupil, parents, and other relevant parties.

8.2 Reintegration meetings

The school will clearly explain the reintegration strategy to the pupil in a reintegration meeting before or on the pupil's return to school. During the meeting the school will communicate to the pupil that they are getting a fresh start and that they are a valued member of the school community.

The pupil, parents, a member of senior staff, and any other relevant staff will be invited to attend the meeting.

The meeting may proceed if parents cannot or do not attend, unless a short postponement or alternative arrangement would be reasonable and likely to support effective reintegration.

The school expects all returning pupils and their parents to attend their reintegration meeting, but pupils who do not attend will not be prevented from returning to the classroom.

9. Remote access to meetings

Parents can request that a Board of Directors meeting or independent review panel be held remotely. If they do not express a preference, the meeting will be held in person.

A request may be refused where, following a risk assessment, a remote format would not allow the meeting to be conducted fairly, transparently or with full participation because of safeguarding considerations.

In case of extraordinary or unforeseen circumstances, which mean it is not reasonably practicable for the meeting to be held in person, the meeting will be held remotely.

Remotely accessed meetings are subject to the same procedural requirements as in-person meetings.

The Board of Directors and the academy trust should make sure that the following conditions are met before agreeing to let a meeting proceed remotely:

- All the participants have access to the technology which will allow them to hear, speak, see and be seen
- All the participants will be able participate fully
- The remote meeting can be held fairly and transparently

Social workers and the VSH always have the option of joining remotely, whether the meeting is being held in person or not, as long as they can meet the conditions for remote access listed above.

The meeting will be rearranged to an in-person meeting without delay if technical issues arise that can't be reasonably resolved and:

- Compromise the ability of participants to contribute effectively, or
- Prevent the meeting from running fairly and transparently

10. Monitoring arrangements

The school will collect data on the following:

- Attendance, permanent exclusions and suspensions
- Use of pupil referral units, off-site directions and managed moves
- Use and duration of safeguarding separations
- Anonymous feedback from pupils, parents, staff and Directors on their experiences of behaviour support, suspension, exclusion and pupil movement, where proportionate
- The senior leadership team will analyse the data at least termly and report it to the Board of Directors, with urgent or significant concerns escalated sooner.

- The data will be analysed from a variety of perspectives including:
- At school level
- By age group
- By time of day/week/term
- By protected characteristic

The school will use the results of this analysis to make sure it is meeting its duties under the Equality Act 2010. If any patterns or disparities between groups of pupils are identified by this analysis, the school will review its policies in order to tackle it.

This policy will be reviewed annually by the senior leadership team and approved by the Board of Directors, or sooner following relevant changes to legislation or statutory guidance.

11. Links with other policies

This policy is linked to our:

- Behaviour Shaping Policy
- Inclusion Policy
- SEND policy
- Child Protection Policy
- Attendance Policy
- Alternative Provision and Off-Site Direction procedures

12. Policy review

This policy has been carefully considered and ratified by the Board of Directors at its meeting on 24th September 2026.

This policy will be reviewed every 3 years, with the next review taking place during September 2029. The review will be brought forward if legislation, statutory guidance or local procedures change.

13. Policy Version History

Date	Comments / Reviewed:
July 2023	- New policy written by acting Headteacher, G Angiolini based on statutory guidance from the DfE 'Suspension and permanent exclusion from maintained schools, academies and pupil referral units in England, including pupil movement' and using the Key template.

August 2025	- Review of the policy by Headteacher, P Ruffle. - Amended to ensure greater emphasis that a measure of last resort. - Also included examples of L3 and 4 behaviours, greater clarity around off-site direction, additional considerations relating to pupils with SEND and use of CCTV and witness statements.
September 2026	- Review of the policy by Headteacher, P Ruffle against the updated DfE statutory guidance effective 26 July 2026 and the 2026 regulations. - Updated off-rolling, academy off-site direction, managed moves, safeguarding separation, SEND, governance oversight, registration and reintegration provisions.

Signed

Date 24.09.26



Chair, Board of Directors

Appendix 1: independent review panel training

The Academy Trust must ensure that all independent review panel members and clerks or governance professionals have received the required training within the two years before the review.

Training must have covered:

- The requirements of the primary legislation, regulations and statutory guidance governing suspensions and permanent exclusions on disciplinary grounds, which would include an understanding of how the principles applicable in an application for judicial review relate to the panel's decision making
- The need for the panel to observe procedural fairness and the rules of natural justice
- The role of the chair and the clerk or governance professional of a review panel
- The duties of headteachers, Board of Directors and the panel under the Equality Act 2010
- The effect of section 6 of the Human Rights Act 1998 (acts of public authorities unlawful if not compatible with certain human rights) and the need to act in a manner compatible with human rights protected by that Act