



**St Wilfrid's CE Primary School  
Suspension and Permanent Exclusion  
Policy**

<b>Approved:</b>	<b>9th February 2026</b>
<b>Next Review:</b>	<b>Spring 2027</b>

## **Contents**

1. Aims
2. Legislation and statutory guidance
3. Definitions
4. Roles and responsibilities
5. Considering the reinstatement of a pupil
6. Independent review
7. School registers
8. Returning from a suspension
9. Remote access to meetings
10. Monitoring arrangements
11. Links with other policies
12. Appendix 1: Independent review panel training

## **1. Aims**

St Wilfrid's CE Primary School is committed to following statutory suspension and permanent exclusion procedures to ensure that all pupils receive an education in a safe, supportive and inclusive environment.

This policy aims to:

- Ensure the suspension and exclusion process is applied fairly, consistently and lawfully
- Help governors, staff, parents/carers and pupils understand the procedures involved
- Safeguard the welfare, safety and education of all pupils and staff
- Reduce the risk of pupils becoming NEET (not in education, employment or training)
- Ensure suspensions and permanent exclusions are only used when necessary and as a last resort

### **A note on off-rolling**

Off-rolling is a form of unlawful practice and occurs where a school removes, or encourages the removal of, a pupil from the school roll without following the formal exclusion process, or prevents a pupil from attending school without lawful reason.

This includes:

- Removing a pupil from the admission register without a permanent exclusion
- Encouraging parents/carers to withdraw their child from the school
- Keeping a pupil on roll but not allowing them to attend regularly

The school will not engage in off-rolling. Any suspension or permanent exclusion will be formally recorded and carried out strictly in accordance with statutory guidance.

### **Suspensions and permanent exclusions will not be used:**

- Because of unmet SEND
- Because of poor academic performance
- As a response to parental behaviour
- Because a pupil has not met a condition such as attending a reintegration meeting

## **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

It is underpinned by the following legislation:

- Education Act 2002 (as amended)
- Education Act 2011
- School Discipline (Pupil Exclusions and Reviews) (England) Regulations 2012
- Education and Inspections Act 2006
- Education Act 1996
- Education (Provision of Full-Time Education for Excluded Pupils) Regulations 2007
- Equality Act 2010
- Children and Families Act 2014

### **3. Definitions**

Suspension: A fixed-period removal of a pupil from school.

Permanent exclusion: Removal of a pupil from the school roll.

Parent/carer: Anyone with parental responsibility or care of the child.

Off-site direction: Temporary placement at another education setting to improve behaviour.

Managed move: A voluntary, permanent transfer to another school with agreement of all parties.

### **4. Roles and responsibilities**

#### **4.1 The headteacher**

Only the headteacher (or acting headteacher) may suspend or permanently exclude a pupil, on disciplinary grounds, for behaviour inside or outside school.

Permanent exclusion will only be used as a last resort.

Before making a decision, the headteacher will:

- Consider all relevant evidence on the balance of probabilities
- Allow the pupil to give their version of events
- Consider SEND, vulnerability, safeguarding and contextual factors
- Consider whether reasonable adjustments or alternative strategies are appropriate
- Ensure the decision is proportionate, lawful and fair

Pupils will be supported to express their views, including through an advocate where appropriate.

#### **Informing parents/carers**

Parents/carers will be informed without delay of any suspension or permanent exclusion and will receive written notification including:

- The reason(s) for the decision
- The length and type of exclusion
- Their right to make representations
- Arrangements for alternative provision
- Legal responsibilities during the first 5 school days

#### **Informing governors and the local authority**

The headteacher will notify:

- The governing board of all relevant suspensions and exclusions
- The local authority of all suspensions and permanent exclusions without delay

Where applicable, the pupil's social worker and/or virtual school head will also be informed.

#### **Cancelling suspensions or exclusions**

The headteacher may cancel a suspension or permanent exclusion before it is reviewed by governors. All relevant parties will be notified without delay.

Education during the first 5 days

Work will be set and marked during the first 5 school days. Reasonable adjustments will be made for pupils with SEND. Looked-after pupils and those with social workers will receive provision from day one wherever possible.

#### **4.2 The governing board**

The governing board delegates responsibility for exclusions to a pupil discipline committee of at least 3 governors.

The committee will:

- Consider representations from parents/carers
- Decide on reinstatement where required
- Monitor patterns and data relating to suspensions and exclusions

For suspensions longer than 5 school **days, the governing board will ensure suitable full-time education is arranged from day 6.**

#### **4.3 The local authority**

The local authority will:

- Arrange full-time education for permanently excluded pupils from day 6
- Support early provision for looked-after pupils and those with social workers

### **5. Considering the reinstatement of a pupil**

The pupil discipline committee will meet within statutory timescales to consider reinstatement where required.

The committee will consider:

- Lawfulness and procedural fairness
- Welfare and safeguarding
- Evidence presented
- Whether the decision was reasonable

Decisions will be communicated in writing without delay.

### **6. Independent review**

Parents/carers may request an independent review of a permanent exclusion within 15 school days.

The local authority will arrange an independent review panel which may:

- Uphold the decision
- Recommend reconsideration
- Quash the decision and direct reconsideration

Panels will be constituted and trained in line with statutory requirements (see Appendix 1).

## **7. School registers**

Pupils will only be removed from the admission register once all statutory processes have concluded.

Attendance codes will be applied correctly while pupils remain on roll.

The school will make required returns to the local authority promptly.

## **8. Returning from a suspension**

A reintegration strategy will be implemented following any suspension or cancelled exclusion.

This may include:

- Pastoral support
- Regular review meetings
- External agency involvement

Part-time timetables will not be used to manage behaviour.

## **9. Remote access to meetings**

Meetings may be held remotely at the request of parents/carers or where in-person meetings are impractical.

All meetings will be conducted fairly, transparently and in line with statutory requirements.

## **10. Monitoring arrangements**

The school will monitor:

- Suspension and exclusion data
- Attendance patterns
- Equity and equality impacts

Findings will be reviewed termly by the headteacher and reported to governors.

## **11. Links with other policies**

This policy links with:

- Behaviour Policy
- SEND Policy and Information Report

## **Appendix 1: Independent review panel training**

All panel members and clerks will receive training covering:

- Relevant legislation and statutory guidance
- Procedural fairness and natural justice
- Equality Act duties
- Human Rights Act considerations