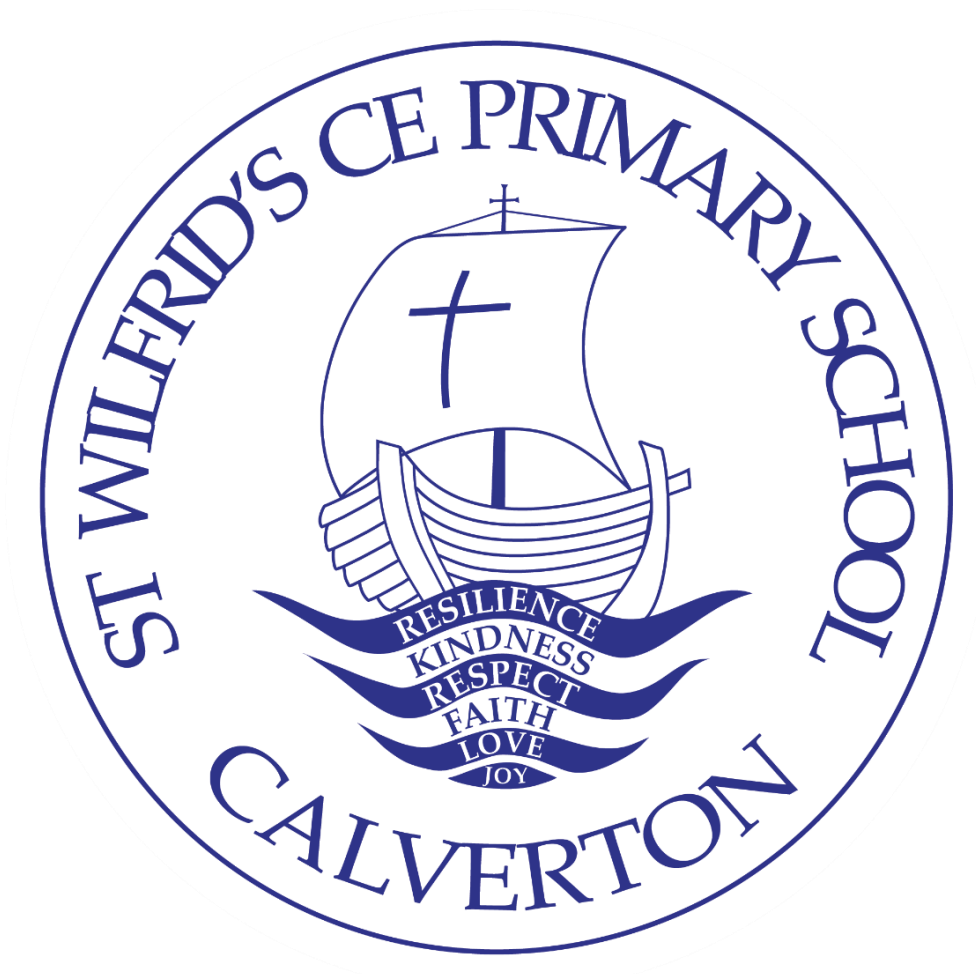




St Wilfrid's CE Primary School

Suspension and Permanent Exclusion Policy

Approved:	20 th July 2026
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1. Aims

St Wilfrid's CE Primary School is committed to maintaining a safe, inclusive and supportive learning environment where suspension and permanent exclusion are used only when necessary and as a last resort.

In line with statutory guidance, this policy aims to:

- Ensure suspension and exclusion are lawful, fair and consistent
- Safeguard the welfare, safety and education of all pupils and staff
- Promote inclusion and reduce avoidable exclusions
- Ensure early intervention and reintegration are prioritised
- Prevent unlawful practices such as off-rolling
- Ensure compliance with statutory duties under equality and SEND legislation

Off-rolling

The school will not engage in off-rolling.

Off-rolling includes:

- Removing a pupil from the school roll without following formal exclusion procedures
- Encouraging parents/carers to withdraw their child
- Informal exclusions or preventing attendance without lawful authority
- Keeping pupils on roll but denying access to education

All removals from roll will follow statutory procedures only.

2. Legislation and statutory guidance

This policy is written in line with and the school will have regard to:

- Department for Education: Suspension and permanent exclusion from maintained schools, academies and pupil referral units in England (statutory guidance, effective from 26 July 2026)
- Education Act 2002 (as amended)
- Education Act 2011
- Education and Inspections Act 2006
- Education Act 1996
- Equality Act 2010
- Children and Families Act 2014
- School Discipline (Pupil Exclusions and Reviews) (England) Regulations 2012
- Education (Provision of Full-Time Education for Excluded Pupils) Regulations 2007

The school will have regard to this statutory guidance when exercising exclusion powers.

3. Definitions

Suspension: A fixed-period exclusion from school. This may include part of a school day, including lunchtime suspension.

Permanent exclusion: A pupil is removed from the school roll and will not return unless reinstated following review procedures.

Off-site direction: A temporary placement at another setting to improve behaviour, with regular review points.

Managed move: A voluntary, planned permanent transfer to another school agreed by all parties.

Parent/carer: Any person with parental responsibility or who has care of the child.

4. Roles and responsibilities

4.1 Headteacher

Only the headteacher (or acting headteacher) may suspend or permanently exclude a pupil.

The headteacher will ensure decisions are:

- Lawful, reasonable and proportionate
- Based on the balance of probabilities and all available evidence
- Non-discriminatory in line with the Equality Act 2010
- Fully informed by context, including SEND and safeguarding considerations

Before making a decision, the headteacher will:

- Allow the pupil to present their account where appropriate
- Consider whether underlying needs (including SEND) have contributed
- Consider alternative strategies and interventions
- Ensure exclusion is a last resort

Informing parents/carers

Parents/carers will be informed without delay.

Written notification will include:

- Reasons for suspension/exclusion
- Duration and dates (for suspensions)
- Start and return date
- Their right to make representations
- Arrangements for education during exclusion
- Relevant meeting rights and procedures

Informing others

The headteacher will notify:

- The governing board
- The local authority (without delay)
- The pupil's social worker (if applicable)
- The virtual school head (if applicable)

4.2 Cancelling suspensions or exclusions

The headteacher may cancel a suspension or exclusion before it is considered by the governing board.

Where this occurs:

- All relevant parties will be informed without delay
- The pupil will be reinstated on the school roll
- The decision will be recorded and reported appropriately

4.3 Education during the first 5 school days

During the first 5 school days of a suspension or permanent exclusion:

- Work will be set and marked
- The school will take reasonable steps to support access to learning
- SEND needs will be taken into account

From day 6:

- For permanent exclusions, the local authority must arrange suitable full-time education

5. Suspension and permanent exclusion: decision-making

Suspension or permanent exclusion will only be used where:

- A serious breach of the behaviour policy has occurred
- Allowing the pupil to remain in school would seriously harm education or welfare
- No appropriate alternative intervention is available

The headteacher will ensure:

- A fair and proportionate investigation of facts
- Consideration of mitigating circumstances
- Consistency with similar cases
- Consideration of support already in place

6. Governing board discipline committee

The governing board delegates exclusion decisions to a discipline committee of at least 3 governors.

The committee will consider:

- Whether the decision was lawful, reasonable and procedurally fair
- Whether the decision was proportionate
- Whether SEND and safeguarding duties were properly applied
- Any representations made by parents/carers

Timescales

The committee will meet in line with statutory requirements:

- Permanent exclusions: within 15 school days
- Suspensions: where statutory thresholds are met (including cumulative suspension thresholds)

Outcomes

The committee may:

- Uphold the exclusion
- Direct reinstatement
- Recommend reconsideration where appropriate

All decisions will be communicated in writing without delay.

7. Independent review panel (IRP)

Parents/carers have the right to request an Independent Review Panel within 15 school days of receiving notification of a governing board decision not to reinstate a permanently excluded pupil.

The IRP may:

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

The IRP will consider:

- Procedural fairness and legal compliance
- Equality Act 2010 duties, including discrimination claims
- Evidence presented by all parties
- Safeguarding considerations

8. School registers and attendance coding

The school will:

- Maintain accurate admission and attendance registers
- Use correct attendance codes for suspensions, exclusions and off-site provision
- Ensure pupils remain on roll until all statutory processes are complete
- Submit required notifications to the local authority promptly

9. Provision of education for excluded pupils

Suspensions

During suspension:

- Work will be set and marked for the duration
- The school retains responsibility for education in the first 5 school days

Permanent exclusions

From the sixth school day:

- The local authority is responsible for arranging suitable full-time education
- The school will cooperate fully with transition arrangements

10. Returning from suspension and reintegration

All suspensions will include a reintegration strategy.

This will include:

- A formal reintegration meeting with parents/carers, pupil and school staff (normally on or before return)
- Review of expectations and behaviour support
- Identification of any unmet SEND or pastoral needs
- Agreement of support strategies to reduce risk of recurrence

Part-time timetables will not be used as a behaviour management tool.

11. Remote access to meetings

Meetings may be held remotely where appropriate, including:

- Parent/carers request
- Accessibility needs
- Practical barriers to attendance

All meetings will ensure:

- Fairness
- Transparency
- Equal participation

12. Monitoring and review

The school will monitor:

- Suspension and exclusion data
- Patterns relating to vulnerable groups
- SEND and equality impacts
- Attendance trends following exclusion

Findings will be reported to governors at least termly and used to inform school improvement.

13. Links with other policies

This policy should be read alongside:

- Behaviour Policy
- SEND Policy and Information Report
- Safeguarding and Child Protection Policy
- Equality Policy

14. Appendix 1: Independent review panel training

Panel members and clerks will receive training covering:

- Current statutory exclusions guidance (2026 framework)
- Procedural fairness and natural justice
- Equality Act 2010 duties, including disability discrimination
- Human rights considerations
- Role, powers and limits of the IRP