



Christ Church Hanham CE Primary School

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Suspension and Exclusion Policy

Author/Person Responsible	Headteacher
Date of Ratification	11 May 2026
Review Group	Core Leadership Team
Ratification Group	Curriculum, Standards and Safeguarding Committee
Review Frequency	Annually
Review Date	By 30 April 2027 (or earlier if national guidance changes)
Previous Review Amendments/Notes	<i>Separation of previous information into two sections- 4 and 5 to add clarity 10.2- new section added to reflect SEND pupils 11- simplified by removing details about specific data collected/ analysed</i>
Related Policies	Behaviour SEND Safeguarding and Child Protection
Chair of CSS Committee Signature	S. Richards



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Equality Impact Assessment (EIA) Part 1: EIA Screening

Policies, Procedures or Practices:	Staff Grievance Policy	DATE:	
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Groups that may be affected:

Are there concerns that the policy could have a different impact on any of the following groups? (please tick the relevant boxes)	Existing or potential adverse impact	Existing or potential for a positive impact
Age (young people, the elderly; issues surrounding protection and welfare, recruitment, training, pay, promotion)	None	None
Disability (physical and mental disability, learning difficulties; issues surrounding access to buildings, curriculum and communication)	None	None
Gender reassignment	None	None
Marriage and civil partnership	None	None
Pregnancy and maternity	None	None
Race	None	None
Religion and belief (practices of worship, religious or cultural observance, including non-belief)	None	None
Gender identity	None	None
Sexual orientation	None	None

Any adverse impacts are explored in a Full Impact Assessment.

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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 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

Our school is aware that off-rolling is unlawful. Ofsted defines off-rolling as:

“The practice of removing a pupil from the school roll without a formal, permanent exclusion or by encouraging a parent to remove their child from the school roll, when the removal is primarily in the interests of the school rather than in the best interests of the pupil.”

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 or formally recording the event, e.g. sending them 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 statutory guidance from the Department for Education: [Suspension and permanent exclusion from maintained schools, academies and pupil referral units in England, including pupil movement](#) (September 2023)

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'

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- 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](#)

3. Definitions

Suspension – when a pupil is removed from the school for a fixed period. This was previously referred to as 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’.

Off-site direction – when a governing board of a maintained school requires a pupil to attend another education setting temporarily, to improve their behaviour.

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

Managed move – the permanent transference of a pupil to another school with the consent of all parties, including parents and the admission authority for the new school.

4. 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 or exclude a pupil will be taken only:

- As a consequence of a persistent or serious violation of the school’s behaviour policy, and
- If a pupil remains in school, this would seriously impact or harm In response to serious or persistent breaches of the school’s behaviour policy, **or**
- If the pupil is displaying behaviour(s) of the type where the Headteacher feels the child’s safety is compromised or the school is unable to keep the child safe **and**
- If allowing the pupil to remain in school would seriously impact or harm the welfare or educational opportunities of others.

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

- Ensure that all evidence and facts are considered, including the possibility of provocation in the lead-up to the incident
- Consider all the relevant facts and evidence on the balance of probabilities, including whether the incident(s) leading to the exclusion were provoked
- Ensure that the pupil has been given the opportunity to tell their version of events
- Ensure consideration is given as to whether the pupil has special educational needs (SEN)

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- Consider whether the pupil is especially vulnerable (e.g. the pupil has a social worker, or is a looked-after child (LAC))
- Consider whether all alternative solutions have been explored, such as off-site direction or managed moves

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.

5. Roles and responsibilities

5.1 Role of the headteacher

The role of the headteacher is to:

Inform parents by writing to the parents of the excluded pupil immediately with the following information provision of information:

- The exclusion reason/s
- For suspensions (fixed-term exclusions)- the length
- For permanent exclusions – the fact it is permanent
- The parent's right to appeal/ make representations about the exclusion to the governing board and the role the pupil can play in this
- Details and information on how any appeal or representations should be made
- The parent's right to attend any meeting where there is a legal requirement for the governing board to meet to consider the reinstatement of a pupil, how they can be represented at a meeting (at their own expense) and their right to bring a friend

By the end of the afternoon session on the day their child is suspended or excluded, the headteacher must also notify parents that they are legally required to ensure that their child is not present in a public place during school hours without a good reason for the first five school days of an exclusion, or until the start date of any alternative provision where this is earlier. Parents who fail to do this may be given a fixed penalty notice or be prosecuted.

The following information must also be included when notifying parents of a suspension or exclusion in the case where an alternative provision is being arranged:

- The date the full-time education provision arranged will start
- The timings of the provision; start and finish times, including the times for morning and afternoon sessions, where relevant
- Where the provision will take place, including the address
- The identity or details of the person the pupil should report to on their first day

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If this information is unavailable by the end of the afternoon session, it must be provided no later than 48 hours before the provision begins. The only exception is when an alternative provision is to be provided before the sixth day of exclusion, and then information can be provided, with parents' consent, with less than 48-hour notice.

Inform the governing board and local authority by immediately notifying them if it is any of the following:

- A permanent exclusion or a fixed-period exclusion is followed by a decision to permanently exclude a pupil
- An exclusion for more than five school days (or more than ten lunchtimes) in a term
- An exclusion during which the pupil will miss a public examination

For a permanent exclusion, if the pupil lives outside the school's local authority, the headteacher must immediately inform the local authority where the pupil lives of the exclusion and its reason(s).

The headteacher must notify the governing board and LA once a term for all other suspensions and exclusions.

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.

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 pupils ability to sit a National Curriculum test or public exam (where relevant)

The social worker / VSH will be invited to any meeting of the governing board about the suspension or permanent exclusion. This is so they can provide advice on how the pupil's background and/or circumstances 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.

5.2 The role of the governing board

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Exclusion responsibilities are delegated to the Exclusions Panel which must consist of at least three governors.

The Exclusions Panel has a duty to consider the reinstatement of an excluded pupil (see Considering the reinstatement of a pupil section). Likewise, the governing board also has a duty to consider the reinstatement of an excluded pupil (see Considering the reinstatement of a pupil section).

The governing board must provide the Secretary of State and the local authority with any requested information about exclusions in the last 12 months within 14 days of receipt.

The governing board must arrange suitable full-time education for a pupil with a fixed-period exclusion of more than five school days, and this provision must begin no later than the sixth day of the exclusion.

5.3 The role of the local authority (LA)

The LA is responsible for arranging suitable full-time education for any permanently excluded pupils, and this must begin no later than the sixth day of the exclusion.

6.0 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 this will only be done where it has not yet been reviewed by the governing board. Where there is a cancellation:

- The parents, governing board and LA will be notified, by the Headteacher, without delay (the notification must also provide the reason for the cancellation)
- Where relevant, any social worker and VSH will be notified, by the Headteacher, without delay (the notification must also provide the reason for the cancellation)
- The governing board's duty to consider reinstatement ceases, and there is no requirement to hold a meeting to consider reinstatement
- Parents (or the excluded pupil if they are 18 years or older) should be offered the opportunity to meet the Headteacher to discuss the circumstances that led to the exclusion being cancelled which should be arranged without delay
- The pupil must be allowed back into the school from which they were excluded 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
- As referred to above, the Headteacher will report to the governing board once per term on the number of cancellations

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 such as Google Classroom or Oak Academy 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.

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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.

7. Considering suspensions and permanent exclusions

The Exclusions Panel must consider the reinstatement of an excluded pupil within fifteen school days of receiving the notice of the exclusion if:

- It is a permanent exclusion
- It is a fixed-term exclusion, and the pupil's total number of school days of exclusion exceeds fifteen or more in a term.
- A pupil would miss a public examination or national curriculum test

If a pupil would be excluded from school for more than five school days, but less than 15 in a single term, the Exclusions Panel must consider the reinstatement of an excluded pupil within fifty school days of receiving notice of the exclusion when parents request this.

Where an exclusion would result in a pupil missing a public examination, the Exclusions Panel will consider the pupil's reinstatement before the examination date. Where this is impractical, the chair of the governing board (or the vice-chair where the chair cannot make this consideration) must independently decide whether to reinstate the pupil.

The Exclusions Panel can decide to either:

- Refuse to reinstate the pupil, or
- Direct the school to reinstate the pupil immediately or on a specific date.

Following making their decision, the Exclusions Panel must then consider whether the exclusion was fair, lawful and reasonable and if the headteacher followed legal duties. The committee will decide using 'the balance of probabilities,' using any evidence presented concerning the decision to exclude.

This meeting will be recorded in minutes, and all evidence used in the consideration will be kept. Any outcome will then be recorded on the pupil's educational record.

The Exclusions Panel must, without delay, notify the headteacher, parents and the LA of its decision in writing, citing the reasons for its decision.

For a permanent exclusion, the Exclusions Panel must ensure any decision must also include the following:

- That the exclusion is permanent
- The rights of the parents to request for the decision to be reviewed by an independent review panel and:
- When an application for an independent review must be made (date)

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- To whom an application for a review should be submitted (Name and address)
- The necessity to set out the grounds on which the application is being made and reference how the pupil's SEN are considered relevant to the exclusion, where appropriate.
- The rights of the parents to require the LA to appoint an SEN expert to attend the review regardless of whether the excluded pupil has recognised SEN or not- the details of such a role and the fact that this would not incur any costs to the parent/s
- The parents must make it clear in their application for the review if they wish for an SEN expert to be appointed.
- The parents can appoint an independent person to make written and/or oral representations to the panel (at their own expense) and/or bring a friend to the review.
- That parents can make a claim under the Equality Act 2010 to the first-tier tribunal if they believe that the exclusion has occurred as a result of discrimination, make a claim (special educational needs and disability) in the case of disability discrimination, or the county court, in the case of other forms of discrimination. Any such claim must be lodged within six months of the date the discrimination is alleged to have occurred.

8. Independent review

On receipt of an application from parents for an independent review, it is the responsibility of the LA to arrange for an independent panel to review the decision of the governing board not to reinstate a permanently excluded pupil.

Applications for an independent review must be made within fifteen school days of the notice being given to the parents by the Exclusions Panel of its decision to not reinstate a pupil.

The independent review panel will consist of three or five members who are representatives from each of the categories below. In the case of a five-member panel, two members must come from the school governors category, and two members will come from the headteacher category. The representatives will come from the following categories:

- The chair of the panel must be a lay person with no previous or current paid connection to the school but may have experience as a school governor or volunteer
- School governors who have served as a governor for at least 12 consecutive months in the last five years but have not been teachers or headteachers during this time
- Current headteachers or previously employed headteachers who have been in a headteacher post within the last five years

A member of a review panel cannot be appointed if they:

- Are a member of the governing board of the excluding school or work for the local authority
- Are the headteacher of the excluding school, or have been within the last five years
- They have had any connection with the LA, school, governing board, parents or pupil, or the incident leading to the exclusion, which might reasonably be taken to raise doubts about their impartiality.
- Have not undertaken the required training within the last two years (see Appendix 1 for coverage of training)

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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 any representation made by the social worker of how any of the child's background, education and safeguarding needs were considered by the Headteacher in the lead up to the permanent exclusion, or are relevant to the pupil's permanent exclusion.

The panel will appoint a clerk.

The independent panel must decide on the following:

- Uphold the decision made by the governing board
- Recommend the governing board reconsider reinstatement
- Overturn the decision of the governing board and, if the decision is judged to be flawed, direct that the board reconsider reinstatement

The panel's decision is decided by a majority vote, with the chair having the casting vote in the event of a tie.

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 governing board does not subsequently decide to offer to reinstate the pupil within 10 school days
- Any information that the panel has directed the governing board to place on the pupil's educational record

9. School registers

9.1 Removal from register

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

- No application has been made by the parents for an independent review panel following the fifteen school days since the parents were notified of the exclusion panel's decision not to reinstate the pupil
- In writing, the parents have stated that they will not be lodging an application for an independent review panel

The governing board must wait before removing a pupil's Name from the register when an application for an independent review has been made and until that review has concluded.

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Code B (education off-site) or code D (dual registration) will be used on the attendance register when an alternative provision has been made for an excluded pupil, and they attend it.

Code E (absent) will be used where an excluded pupil is not attending alternative provision.

9.2 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.

10. Returning from a suspension

10.1 Reintegration strategy

Following suspension, the school will put in place a strategy to help the pupil reintegrate successfully into 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:

- Maintaining regular contact during the suspension via Class Dojo and via Inclusion Team for any child who has been identified as requiring pastoral support
- Welcoming the pupil back to school and reflecting on the reasons for suspension and desired future behaviours through a reintegration meeting
- 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

Part-time timetables will not be used as a tool to manage behaviour and, if used, will be put in place for the minimum time necessary.

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

10.2 Reintegration meetings

A re-integration meeting must be held when a pupil returns from a fixed-term exclusion, involving the pupil, parents, a member of senior staff and other staff, where appropriate.

The school will 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 can proceed without the parents in the event that they cannot or do not attend.

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.

Exceptions will be made for some pupils who have SEND and it would not be in their best interests to attend the meeting before returning to the classroom. In these cases, a member of the Inclusion Team will find a suitable time during the first day of return to school to support the pupil to understand the school's expectations and what support will be put into place.

11. Monitoring arrangements

The number of suspensions and exclusions is monitored and analysed termly by the headteacher. Findings are reported back to the Safeguarding, Curriculum and Standards Committee. The headteacher also consults the local authority to ensure suitable full-time education for excluded pupils.

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.

The governing board will challenge and evaluate the data on the school's use of suspension, exclusion, off-site direction to alternative provision and managed moves.

This policy will be reviewed by the senior leadership team annually. At every review, the policy will be approved by the Curriculum, Standards and Safeguarding Committee.

12. Links with other policies

This exclusions policy is linked to our:

- Behaviour policy
- SEN policy and information report
- Safeguarding and Child Protection Policy

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Appendix 1: independent review panel training

The LA must make sure that all members of an independent review panel and clerks have received training within the 2 years prior to the date of 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 of a review panel
- The duties of headteachers, governing boards 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