



Suspension and Permanent Exclusion Policy

ALLEN EDWARDS PRIMARY SCHOOL



Contents

Contents

<i>Purpose and Aims.....</i>	<i>2</i>
<i>2. Legislation and statutory guidance.....</i>	<i>4</i>
<i>3. Definitions.....</i>	<i>4</i>
<i>4. Principals and Prevention</i>	<i>5</i>
<i>5. Headteacher Decision-Making</i>	<i>5</i>
5.2 Evidence and individual circumstances	5
5.3 Pupil voice	6
5.4 Cancelling a decision	6
<i>6. Notification Following a Decision.....</i>	<i>6</i>
6.1 Parents and pupil	6
6.2 Governing body and local authority.....	7
6.3 Social worker and Virtual School Head.....	7
<i>7. Education During Suspension or Permanent Exclusion</i>	<i>7</i>
7.1 First five school days	7
7.2 From the sixth school day	7
<i>8. Governing Body Consideration and Reinstatement</i>	<i>7</i>
<i>9. Independent Review Following a Permanent Exclusion.....</i>	<i>8</i>
<i>10. Admission and Attendance Registers.....</i>	<i>8</i>
<i>11. Reintegration following suspension.....</i>	<i>9</i>
<i>12. Off-site direction and managed moves</i>	<i>9</i>
12.1 Off-site direction.....	9
<i>13. Monitoring, equality and staff development</i>	<i>9</i>
<i>14. Complaints and further redress.....</i>	<i>10</i>
<i>15. Monitoring and review arrangements.....</i>	<i>10</i>
<i>16. Links with other policies</i>	<i>10</i>
<i>Appendix One: procedural summary</i>	<i>11</i>

Purpose and Aims

At Allen Edwards we aim to create a positive, safe and secure environment where everyone is treated with dignity and respect so that all members of the school community can excel and enjoy school life to the full. We encourage pupils to be responsible for their own behaviour and treat each other and all members of staff with respect at all times. We aim to build positive relationships with children and their families. We all believe that everyone in school is important and should be valued. We expect each individual to respect one another, their families, culture and beliefs. Our children aspire to be good citizens and demonstrate a strong moral purpose through a values-led school ethos. Our school values honesty, respect, tolerance, kindness and trust, along with the United Nations Convention on the Rights of the Child (UNCRC) Articles are at the heart of all school planning, policies and vision as a Rights Respecting School.

Children take responsibility for their own behaviour, learning from mistakes whilst developing a sense of moral purpose which supports them in making good decisions throughout their lives.

The UNCRC articles which inform this policy are:

Article 2: Non-Discrimination – The Convention applies to every child without discrimination, whatever their ethnicity, sex, religion, language, abilities or any other status, whatever they think or say, whatever their family background.

Article 12: Respect the Views of the Child – Every child has the right to say what they think in all matters affecting them, and to have their views taken seriously.

Article 15: Freedom of Association – Every child has the right to meet with other children and young people and to join groups and organisations, as long as this does not stop others from enjoying their rights.

Article 29: Goals of Education - Education must develop every child's personality, talents and abilities to the full. It must encourage the child's respect for human rights, as well as respect for their parents, their own and other cultures and the environment.

Article 31: Leisure, play and culture – Every child has the right to relax, play and join in a wide range of cultural and artistic activities.

Suspension and permanent exclusion are disciplinary sanctions and will only be used lawfully, fairly and when warranted by the circumstances.

The school aims to:

- apply the statutory process fairly, consistently and without discrimination;
- prevent suspension and permanent exclusion through high-quality teaching, early intervention and appropriate support;
- ensure that the pupil's voice, welfare, safeguarding needs and individual circumstances are considered;



- make reasonable adjustments for disabled pupils and secure appropriate support for pupils with SEND;
- ensure continuity of suitable education during suspension and after permanent exclusion;
- support successful reintegration following suspension;
- provide parents, pupils, staff and governors with clear information about their rights and responsibilities; and
- monitor patterns and disproportionality and use the findings to improve practice.

No informal exclusion: A pupil will never be sent home to 'cool off', placed on an unofficial reduced timetable, or prevented from attending without a lawful suspension or permanent-exclusion decision and the required written notification.

2. Legislation and statutory guidance

This policy has regard to current national legislation and statutory guidance, including:

- the Education Act 2002, including section 51A
- the Education and Inspections Act 2006
- the Education Act 1996
- the School Discipline (Pupil Exclusions and Reviews) (England) Regulations 2012, as amended
- the Education (Provision of Full-Time Education for Excluded Pupils) (England) Regulations 2007, as amended
- the School Attendance (Pupil Registration) (England) Regulations 2024;
- the Equality Act 2010
- the Children and Families Act 2014 and SEND Code of Practice: 0 to 25 years;
- the Human Rights Act 1998
- current DfE statutory guidance on suspension and permanent exclusion, including pupil movement
- Keeping Children Safe in Education
- Working Together to Safeguard Children
- Working Together to Improve School Attendance

The school will also follow current Lambeth Council notification, alternative-provision, governing-body review and independent-review arrangements. References to legislation and guidance mean the current version and any subsequent amendment or replacement.

3. Definitions

Suspension: A disciplinary sanction under which a pupil is excluded from the school for a fixed period. A suspension may involve one or more school days or part of a school day. Lunchtime suspension is recorded as a half school day.

Permanent exclusion: A disciplinary sanction under which a pupil is excluded permanently. It does not result in immediate removal from the admission register; removal may only occur when the statutory review process and registration conditions permit it.

Parent: A person who has parental responsibility for the pupil or who has care of the pupil.

Off-site direction: A temporary requirement for a pupil to attend another education setting to improve behaviour, used in accordance with current statutory powers and guidance.

Managed move: A voluntary, permanent transfer to another school agreed by the pupil's parents, the current school and the receiving school.

Reinstatement: The return of a suspended or permanently excluded pupil to the school following a decision of the governing body.

School day: Any day on which there is a school session. In calculating statutory periods, INSET or staff-training days do not count as school days.

4. Principals and Prevention

The school will use its best endeavours to identify and address underlying causes of behaviour. Before suspension or permanent exclusion becomes necessary, the school will consider appropriate preventative and supportive responses, including:

- reasonable adjustments and review of the pupil's SEND provision
- pastoral, safeguarding, mental-health or medical support
- assessment of unmet learning, communication or sensory needs
- early-help or multi-agency support
- restorative and relationship-based work
- changes to curriculum access, environment or staffing
- support from Lambeth services or specialist professionals
- an updated risk assessment or behaviour-support plan
- off-site direction or a managed move where lawful, suitable and in the pupil's best interests

The school will not use suspension or permanent exclusion because it feels unable to meet a pupil's SEND, because of poor academic performance, because a parent has not attended a meeting or to influence a parent to withdraw the pupil. Safeguarding concerns will be addressed through safeguarding procedures and will not be used as a substitute reason for exclusion.

A pupil may be suspended for one or more fixed periods, up to a maximum of 45 school days in a single academic year. A suspension will not be extended or converted into a permanent exclusion. If new evidence justifies a further decision, the headteacher will take a separate lawful decision and issue a new notice.

5. Headteacher Decision-Making

5.1 Authority and Grounds

Only the headteacher may suspend or permanently exclude a pupil. Where the headteacher is unavailable, the deputy headteacher may suspend or exclude. The decision must be made on disciplinary grounds and may relate to behaviour inside or outside school.

Permanent exclusion will normally only be used as a last resort and only where:

- there has been a serious breach or persistent breaches of the Behaviour Policy
- allowing the pupil to remain in school would seriously harm the education or welfare of the pupil or others in the school

5.2 Evidence and individual circumstances

Before deciding, the headteacher will:

- establish the facts on the balance of probabilities and consider all relevant evidence, including evidence that may support the pupil
- give the pupil an appropriate opportunity to explain what happened and ensure communication support or an advocate is available where needed
- consider whether the behaviour may be connected with SEND, disability, communication difficulty, trauma, bereavement, bullying, mental or physical ill health, safeguarding concerns or unmet need

- consult the SENCO and DSL where relevant and consider existing plans, reasonable adjustments and professional advice
- consider whether school policies and reasonable adjustments were implemented consistently
- consider the pupil's age, understanding, vulnerability and relevant protected characteristics
- consider whether the pupil is looked after, previously looked after, has a social worker or is otherwise vulnerable
- consider alternatives and whether further support could safely and reasonably prevent exclusion; an
- keep a clear written record of the evidence, reasoning and decision

The headteacher will not discriminate unlawfully and will comply with the school's Equality Act duties. A disabled pupil will not be sanctioned for disability-related behaviour without proper consideration of reasonable adjustments, causation and proportionality.

5.3 Pupil voice

The pupil's views will be sought and taken seriously, having regard to age and understanding. A pupil who needs help to communicate may use a parent, social worker, advocate, interpreter or other suitable support. The decision record will explain how the pupil's views were considered.

5.4 Cancelling a decision

The headteacher may cancel a suspension or permanent exclusion before the governing body has met to consider whether the pupil should be reinstated. Where a decision is cancelled, the school will notify the parent, governing body, Lambeth Council and, where relevant, the pupil's home authority, social worker and Virtual School Head without delay. The parent will be offered an opportunity to meet the headteacher, the pupil will be permitted to return, and cancellations will be reported to governors once per term.

6. Notification Following a Decision

6.1 Parents and pupil

The headteacher or deputy headteacher will notify the parent without delay of the decision, reasons and duration. Written notification will state:

- the reason for the suspension or permanent exclusion
- the start date and duration, or that the exclusion is permanent
- the parent's right to make representations to the governing body and how the pupil may be involved
- how and by when representations should be made
- where applicable, the right to attend a governing-body meeting, be represented at the parent's own expense and bring a friend
- the arrangements for education and return of school work
- the days on which the parent must ensure the pupil is not present in a public place during school hours without reasonable justification
- the possible penalty notice or prosecution for breach of that public-place duty

Where alternative provision is arranged, the parent will receive the start date, session times, location and reporting arrangements as soon as possible and normally no later than 48 hours before it begins.

6.2 Governing body and local authority

The headteacher will notify the governing body without delay of:

- every permanent exclusion, including one following an earlier suspension
- any suspension that takes the pupil's total above five school days
- any suspension or permanent exclusion that would cause the pupil to miss a national curriculum test or public examination

Other suspensions and all cancelled decisions will be reported to the governing body at least once per term. Lambeth Council will be notified without delay of every suspension and permanent exclusion, including the reason and duration. For a permanently excluded pupil living outside Lambeth, the pupil's home authority will also be notified without delay.

6.3 Social worker and Virtual School Head

Where a pupil has a social worker, the social worker will be informed as early as possible when exclusion is being considered and without delay if a decision is made. Where a pupil is looked after, the relevant Virtual School Head will be informed on the same basis. They will be invited to governing-body consideration and their representations about safeguarding, welfare, background and educational need will be considered.

7. Education During Suspension or Permanent Exclusion

7.1 First five school days

For the first five school days, the school will take reasonable steps to set, provide and mark work that is achievable, accessible and suitable. Reasonable adjustments will be made and pupils without suitable online access will receive an appropriate alternative. The school will maintain necessary safeguarding contact and continue to fulfil relevant child-protection responsibilities.

7.2 From the sixth school day

For a suspension lasting more than five school days, the governing body will arrange suitable full-time education from the sixth school day. Following permanent exclusion, the local authority will arrange suitable full-time education from the sixth school day. The school will provide information needed to make the placement safe, suitable and accessible.

For a looked-after pupil or a pupil with a social worker, the school, local authority, social worker and Virtual School Head will work together to arrange suitable education from the first day wherever possible.

8. Governing Body Consideration and Reinstatement

A committee of at least three governors will consider parents' representations and, where required, decide whether the pupil should be reinstated.

- For permanent exclusion, a suspension taking the total above 15 school days in a term, or a decision causing a pupil to miss a national curriculum test or public examination, the committee will meet and decide within 15 school days of notice.
- For a suspension taking the total to more than five but no more than 15 school days in a term, the committee will meet and decide within 50 school days if the parent makes representations.

- For a suspension totaling five school days or fewer in a term, the committee will consider any written representations but is not required to meet and cannot direct reinstatement.

Where a test or examination will be missed, the committee will consider the case before the date wherever reasonably practicable. Meetings may be held remotely where permitted by current regulations and guidance and the applicable conditions are met.

The parent, pupil where appropriate, headteacher, local-authority representative, social worker and Virtual School Head where applicable will be invited. The committee will consider whether the decision was lawful, reasonable and procedurally fair, applying the balance of probabilities and having regard to safeguarding, equality and the interests of other pupils and staff.

The committee may decline to reinstate or direct reinstatement immediately or on a specified date where it has power to do so. Minutes and evidence will be retained. The decision and reasons will be notified in writing without delay to all required parties.

9. Independent Review Following a Permanent Exclusion

If the governing body declines to reinstate a permanently excluded pupil, its decision letter will explain the parent's right to apply for an independent review, the address and deadline for applying, the right to request a trained SEN expert at no cost, and routes for an Equality Act claim.

An application must normally be made within 15 school days after written notice of the governing body's decision, or within the alternative statutory period following final determination of a related discrimination claim. Lambeth Council will arrange the independent review for this maintained school.

The independent review panel may:

- uphold the governing body's decision
- recommend that the governing body reconsiders reinstatement
- quash the decision and direct reconsideration where the decision was flawed when assessed using judicial-review principles

The panel will consider the pupil's interests and circumstances and the interests of other pupils and staff. It will have regard to representations from the pupil, parent, SEN expert, social worker and Virtual School Head where applicable. The panel cannot direct reinstatement itself.

10. Admission and Attendance Registers

A permanently excluded pupil will remain on the admission register until the applicable statutory ground in regulation 9 of the School Attendance (Pupil Registration) (England) Regulations 2024 is met.

- If no independent review is requested, removal may occur after the 15-school-day application period has expired
- If the parent states in writing that no independent review will be requested, removal may occur in accordance with the statutory ground
- If an independent review is requested in time, the school will wait until the review process has concluded before removing the pupil

Deletion will not be backdated. Attendance will continue to be recorded until the pupil's name is lawfully removed. The school will use the current national attendance code that accurately reflects the pupil's circumstances, including code D for dual registration, code B for a qualifying supervised approved educational activity or code K for qualifying education provision arranged by a local authority. Code E will be used where the pupil is suspended or permanently excluded and no alternative provision is being attended.

When the pupil's name is deleted, the school will make the required deletion return to Lambeth Council, stating the pupil and parent details prescribed by regulation 13, the exact regulation 9 ground and available destination information. Records and safeguarding information will be transferred securely.

11. Reintegration following suspension

The school will prepare a proportionate reintegration strategy designed to give the pupil a fresh start and support successful return to full-time education. It may include:

- a welcoming return and named trusted adult
- review of SEND provision, reasonable adjustments and risk assessments
- pastoral, mentoring, restorative or therapeutic support
- clear, achievable expectations
- regular review with the pupil and parent
- support from external services

The strategy will be explained before or on return. The pupil, parent and relevant professionals will be invited to a reintegration meeting but absence of a parent or failure to attend the meeting will never be used to delay or prevent the pupil's return. A part-time timetable will not be used to manage behaviour and may only be used as a temporary, exceptional arrangement in accordance with attendance guidance.

12. Off-site direction and managed moves

12.1 Off-site direction

Off-site direction will only be used temporarily to improve a pupil's behaviour and in accordance with current legislation and statutory guidance. It will not be used as an informal exclusion or to avoid the statutory permanent-exclusion process.

Before directing a pupil off site, the school will consider the pupil's views, the parent's views, safeguarding, SEND, medical needs, travel, suitability and whether the placement can meet the pupil's needs. The school will give required written notification, share necessary information securely and ensure the placement is safe and suitable. The governing body will keep the placement under regular review, invite the required parties and end it when its objectives have been achieved or it is no longer appropriate.

13. Monitoring, equality and staff development

The school and governing body will monitor at least termly:

- number, duration and reason for suspensions
- permanent exclusions and cancellations

- repeat suspensions and total days lost
- off-site directions and managed moves
- alternative-provision quality and outcomes
- reintegration outcomes
- pupil and parent views
- timing and patterns
- differences by year group, sex, ethnicity, SEND, disability, pupil premium, looked-after status and social-worker involvement

Where patterns or disproportionality are identified, leaders will investigate causes, review policy and practice, and record improvement actions. Governors will examine whether the Behaviour Policy is applied consistently, whether reasonable adjustments and support are effective, and whether pupil movement is lawful and in pupils' best interests.

Relevant staff and governors will receive training on lawful decision-making, equality and SEND duties, safeguarding, pupil voice, notification, governing-body review, reintegration and preventing off-rolling.

14. Complaints and further redress

Concerns about general implementation of this policy may be raised under the school's Complaints Procedure. The complaints process cannot overturn a suspension or permanent exclusion where legislation provides a specific representations or review route.

The decision letter will explain the applicable rights to make representations to governors and, after permanent exclusion, to seek an independent review. A parent who believes unlawful discrimination occurred may pursue an Equality Act claim through the First-tier Tribunal (Special Educational Needs and Disability) for disability discrimination or the county court for other prohibited discrimination. Strict time limits apply and parents should seek independent advice promptly.

Safeguarding allegations about staff will be handled under safeguarding and allegations procedures, not the ordinary complaints process.

15. Monitoring and review arrangements

The headteacher is responsible for implementation. The governing body will review suspension, permanent-exclusion and pupil-movement information at least termly and will review this policy at least annually. The policy will be reviewed earlier following legislative or guidance changes, a serious incident, a complaint revealing a weakness or evidence of disproportionality or unlawful practice.

At each review, the school will check current DfE guidance, Lambeth notification and review arrangements, contact details, template letters and statutory timescales. The governing body will approve the policy and record the approval, implementation and next review dates.

16. Links with other policies

This policy should be read alongside the school's:

- Behaviour Policy
- Child Protection and Safeguarding Policy

- Attendance and Punctuality Policy
- Children Absent from Education and Children Missing Education Policy
- SEND Policy and SEN Information Report
- Accessibility Plan and Equality Policy
- Supporting Pupils with Medical Conditions Policy
- Anti-Bullying Policy
- Complaints Procedure.

Appendix One: procedural summary

Stage	Required action
Headteacher decision	Confirm disciplinary ground; investigate fairly; hear pupil; consider safeguarding, SEND, equality, reasonable adjustments and alternatives; record reasons.
Immediate notification	Notify parent, Lambeth, governors where required, home authority for out-of-borough permanent exclusion and social worker/VSH where applicable.
First five days	Set and mark accessible work; maintain safeguarding; tell parent about public-place duty.
Sixth day	Governing body arranges provision for suspension over five days; local authority arranges provision after permanent exclusion.
Governor review	Apply 15-day, 50-day or representations-only route according to statutory thresholds; provide reasoned written outcome.
Independent review	For permanent exclusion not reinstated, give full review rights, 15-school-day deadline and right to request SEN expert.
Register	Keep pupil on roll until regulation 9 ground is met; use correct attendance code; do not backdate deletion; make deletion return.
Reintegration	Plan a fresh start and support; do not make return conditional on parent attending a meeting.