

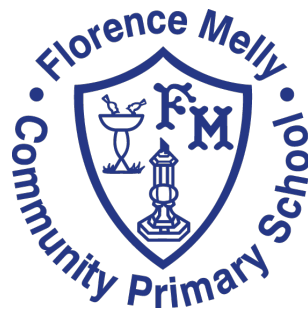
Florence Melly
Community Primary School

Suspensions and Permanent Exclusions Policy

Policy Title:	Suspensions and Permanent Exclusions Policy	Date written:	February 2026
Written by:	Aaron Leach (Headteacher)	New or revised policy:	Revised
Implementation:	Date of ratification:	Date presented to staff:	Date of renewal:
	February 2025	February 2025	February 2026

Date of Update	Overview of changes made
February 2026	Annual update/review.





Suspensions and Permanent Exclusions Policy

February 2026

This policy sets out the school's approach to the use of suspensions and permanent exclusions. It ensures that any decision to suspend or permanently exclude a pupil is lawful, reasonable, fair and proportionate, and is made in accordance with statutory guidance.

Suspensions and permanent exclusions are last-resort sanctions, used only when other strategies and interventions have been unsuccessful or where the seriousness of the incident warrants immediate action.

This policy is to be read in conjunction with our school's Behaviour and Relationships policy.

1. Legal framework

This policy is based on the following legislation and statutory guidance:

- Education Act 2002
- Education and Inspections Act 2006
- DfE statutory guidance: Suspension and Permanent Exclusion from maintained schools, academies and pupil referral units
- Equality Act 2010
- Keeping Children Safe in Education

2. Authority to suspend or permanently exclude

Only the Headteacher (or the acting Headteacher in their absence) has the legal authority to suspend or permanently exclude a pupil.

Any decision to suspend or permanently exclude a pupil will be made in line with the principles of administrative law, meaning it will be:

- Lawful
- Reasonable
- Fair
- Proportionate

3. Circumstances leading to suspension or permanent exclusion

Suspensions

A suspension is where a pupil is temporarily removed from school. A pupil may be suspended:

- In response to a serious breach of the school's Behaviour and Relationships Policy, or
- In response to persistent poor behaviour that has not improved following a range of appropriate sanctions, interventions and support.

A pupil may be suspended for one or more fixed periods, up to a maximum of 45 school days in any one academic year. Suspensions do not have to be for a continuous period.

Permanent exclusion

A permanent exclusion is where a pupil is no longer allowed to attend the school, unless the pupil is reinstated following review.

A decision to permanently exclude will only be taken:

- In response to a serious breach or persistent breaches of the school's Behaviour and Relationships Policy, and
- Where allowing the pupil to remain in school would seriously harm the education or welfare of the pupil or others in the school community.

Permanent exclusion is used only in exceptional circumstances.

4. Behaviour outside school

A pupil's behaviour outside of school may be considered grounds for a suspension or permanent exclusion where it:

- Has a direct impact on the orderly running of the school
- Poses a safeguarding risk
- Brings the school into disrepute
- Affects the welfare of pupils or staff

5. Equality and additional needs

The school will not discriminate against pupils on the basis of protected characteristics under the Equality Act 2010.

Before making a decision to suspend or permanently exclude, the Headteacher will consider:

- Whether the pupil has special educational needs and/or disabilities (SEND)
- Any reasonable adjustments that may be required
- The role of any unmet needs
- Whether the pupil is vulnerable (e.g. looked after children)

Suspension or permanent exclusion will not be used as a response to unmet SEND or safeguarding needs.

6. Informing parents and carers

Parents/carers will be informed without delay of any decision to suspend or permanently exclude their child.

Written notification will include:

- The reason(s) for the suspension or permanent exclusion
- The length of the suspension, or confirmation of permanent exclusion
- The parent/carer's right to make representations
- The role of the governing board
- The arrangements for education during the suspension

- The requirement that parents/carers ensure the child is not in a public place during school hours for the first five school days of a suspension

7. Education during suspension

- Work will be provided for the first five school days of any suspension.
- Where a suspension exceeds five school days, alternative arrangements for full-time education will be explored and negotiated with the parents/carers. This may include providing a tutor.
- In the case of permanent exclusion, suitable full-time alternative education from the sixth school day, by the Local Authority.

8. Governing board responsibilities

The governing body will consider suspensions and permanent exclusions in line with statutory timescales and guidance.

The governing body:

- May reinstate a pupil where appropriate
- Will consider representations from parents/carers
- Will ensure decisions are lawful, reasonable and fair

For permanent exclusions, parents/carers have the right to request an independent review panel.

9. Avoiding informal or unlawful exclusions

The school does not use informal or unofficial exclusions. Pupils will not be sent home without:

- A formal decision by the Headteacher
- Written notification to parents/carers
- Appropriate arrangements for education and review

Any request for a pupil to be collected from school will follow statutory guidance and safeguarding procedures.

10. Monitoring and review

All suspensions and permanent exclusions are:

- Recorded and monitored by the school
- Reported to the governing board
- Analysed for patterns, disproportionality, and safeguarding concerns

This policy will be reviewed **annually** or sooner if statutory guidance changes.