



LAURUS
TRUST

Suspension and Exclusion Policy

Author: D Brown

Date of Review: January 2025

Date of Next Review: March 2026

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Suspension and exclusion from school

A decision to exclude/suspend a student is a very serious one. Only the Headteacher (or, in the absence of the Headteacher or teacher in charge, the most senior teacher who is acting in that role) can exclude a student.

The decision to exclude/suspend a student should only be taken in a response to serious breaches of the school's Behaviour Policy and if allowing the student to remain in school would seriously harm the education or welfare of the student or others in the school. There will however be exceptional circumstances where, in the Headteacher's judgement, it is appropriate to permanently exclude a child for a first or 'one off' offence.

There are two types of exclusion:

Suspension (Fixed term exclusion)

Permanent Exclusion

Suspension (Fixed term exclusion)

The regulations allow Headteachers to exclude a student for one or more fixed term periods not exceeding 45 days in any one school year. The school is obliged to provide education whilst the student is on roll. In all cases of more than a day's exclusion, work should be set and marked.

When a suspension is given a letter is sent home stating the reason(s) for the suspension, the period of the suspension and the date on which the suspension begins and ends. The letter should also include the date the student is to return to school.

Permanent Exclusion

The school Governors must meet to review the decision of the Headteacher to permanently exclude/expel a student. The Student Disciplinary Committee will consist of 3 Governors. These can be Trustees, or local governing body members from any school within the Laurus Trust. The parents will be invited to attend that

meeting, they can also be accompanied. They can make representations on behalf of their child, challenge the school's case and ask whatever questions they want.

An officer of the Local Authority may also attend this meeting to ensure that correct procedure is adhered to. Parents of students who have been permanently excluded/expelled from school can request an officer from the Local Authority attend the meeting.

What happens to a student once they have been permanently excluded/expelled?

Once a child has been permanently excluded/expelled, they remain on the roll of the school until any review is determined, the time limit for a review has expired without a review being brought, or the parent has told the Local Authority that no review is being brought.

Guidance regarding both permanent and fixed term exclusions is published by the Department for Education [School suspensions and permanent exclusions - GOV.UK](#) This is the document which Headteachers, Governors and the Local Education Authority use for guidance.

Reviewing the decision

Once a decision has been made to permanently exclude a student and subsequently this decision is upheld by the Governors' Discipline Committee the parent/carer will receive a letter from the Governors informing them of its decision, stating the reasons.

Parents/carers have 15 school days in which to ask an independent review panel to review the decision. You should apply for a review, in writing, within 15 school days from the date you receive the decision letter from the governing body.

A meeting will be set up for you with an independent review panel of three or five people. The review panel must meet no later than the 15th school day after the day on which the request was lodged.

Parents can request that a SEN (special educational needs) expert attends the panel. The review panel must seek and have regard to the SEN expert's view of how SEN might be relevant to the student's exclusion.

You will lose your right to put your case to an independent review panel if:

- your request for a review is not received by the expiry date in the letter confirming the decision to uphold the exclusion
- you inform the Local Authority in writing that you do not wish to request a review.

Equality Impact Statement

Names and title of people involved with this assessment	Rachel Robinson Assistant Trust Director of Inclusion D Brown – Executive Head
Impact assessment carried out with regard to identified characteristics	<input checked="" type="checkbox"/> Race <input checked="" type="checkbox"/> Disability <input checked="" type="checkbox"/> Sex <input checked="" type="checkbox"/> Age <input checked="" type="checkbox"/> Religious belief <input checked="" type="checkbox"/> Sexual Orientation <input checked="" type="checkbox"/> Gender Reassignment
Summary of any issue/proposed changes	N/a
Date	13.02.25
Date of next review	March 2026



Laurus Trust

Woods Lane
Cheadle Hulme
Cheshire
SK8 7JY

t: 0161 549 7000

e: enquiries@laurustrust.co.uk

w: laurustrust.co.uk