



Suspension and Exclusions Process

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Exclusion from School

Guidance regarding, suspension, permanent exclusions and safeguarding separation, is published by the Department for Education: 'Suspensions and Permanent Exclusion from maintained schools, academies and pupil referral units in England, including pupil movement' (date of issue July 2026). This is the document which Headteachers, Governors and the Local Education Authority use for guidance. Decisions to suspend, permanently exclude or safeguarding separate will take account of 'Keeping Children Safe in Education (KCSIE) 2026.

A decision to exclude a pupil 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) may:

- Suspend a pupil
- Permanently exclude a pupil
- Authorise safeguarding separation

The decision to exclude a pupil should only be taken in a response to serious breaches of the school's behaviour policy and if allowing the pupil to remain in school would seriously harm the education or welfare of the pupil 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.

Fixed Term Suspension from School

The regulations allow Headteachers to exclude a pupil 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 pupil is on roll. In all cases of more than a day's exclusion, work should be set and marked.

When a fixed term 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 pupil is to return to school.

When a fixed term suspension is given a reintegration meeting should be arranged on the day the student is set to return to school. This meeting should be attended by the student and where possible the students' parent(s)/carers and a member of the senior and or pastoral team. A student should not be prevented from returning to school if a parent/carers is unable to make the meeting.

Safeguarding Separation (Non-Exclusion)

In exceptional circumstances, a pupil may be temporarily removed from school, or prevented

from attending, for safeguarding reasons. This may be used where:

- There is a risk to the safety or welfare of pupils or staff
- There are ongoing safeguarding investigations
- It is necessary to prevent contact between individuals

This is not a disciplinary sanction and will not be recorded as an exclusion.

In all cases:

- A clear safeguarding rationale will be set out
- Parents/carers will be informed
- Suitable education will be arranged where appropriate
- The arrangement will be reviewed regularly

A reintegration plan will be agreed before the pupil returns.

Permanent Exclusion from School

The school Governors must meet to review the decision of the Headteacher to permanently exclude a pupil. The parents will be invited and should attend that meeting, they can also be accompanied. They can make representations on behalf of their child, challenge the school's case and ask any questions they wish. For all community, voluntary controlled and voluntary aided schools an officer of the Local Authority may also attend this meeting to ensure that correct procedure is adhered to. Parents of pupils who have been permanently excluded from Academies can request that an officer from the local authority attends the meeting.

What happens to a pupil once they have been permanently excluded?

Once a child has been permanently excluded, he/she remains on 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.

Reviewing the decision

Once a decision has been made to permanently exclude a pupil and subsequently this decision is upheld by the Governor's 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 an 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 pupil'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 Trust Director of Inclusion
Impact assessment carried out with regard to identified characteristics	☒ Race ☒ Disability ☒ Sex ☒ Age ☒ Religious belief ☒ Sexual Orientation ☒ Gender Reassignment
Summary of any issue/proposed changes	Revision made in line with 2026 updated guidance
Date	04.09.26
Date of next review	September 2027



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