



# Suspension statement

## 1. Aims

Our school aims to ensure that:

- The suspension process is applied fairly and consistently
- The suspensions process is understood by governors, staff, parents and students
- Students in school are safe and happy
- Students do not become NEET (not in education, employment or training)

## 2. Other Policies

This policy should be read in conjunction with the following:

- Behaviour policy
- Respect (Anti-Bullying) Policy
- Single Equality Scheme Policy
- Restraint statement (behaviour policy)
- Uniform Policy

## 3. Legislation and statutory guidance

- This policy is based on statutory guidance from the Department for Education:  
[Suspension and permanent exclusion guidance September 2023](https://www.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/812542/suspension-and-permanent-exclusion-guidance-september-2023.pdf)  
[publishing.service.gov.uk](https://www.publishing.service.gov.uk)

This policy is also based on the following legislation, which outline schools' powers to exclude students:

- Section 52 of the [Education Act 2002](#), as amended by the [Education Act 2011](#)
- [The School Discipline \(Student Exclusions and Reviews\) \(England\) Regulations 2012](#)
- Sections 64-68 of the [School Standards and Framework Act 1998](#)

In addition, the policy is based on:

- Part 7, chapter 2 of the [Education and Inspections Act 2006](#), which looks at parental responsibility for excluded students
- Section 579 of the [Education Act 1996](#), which defines 'school day'
- The [Education \(Provision of Full-Time Education for Excluded Students\) \(England\) Regulations 2007](#), as amended by [The Education \(Provision of Full-Time Education for Excluded Students\) \(England\) \(Amendment\) Regulations 2014](#)

## 4. The decision to suspend

Only the head teacher, or acting head teacher, can suspend a student from school. A permanent exclusion will be taken as a last resort.

A decision to suspend a student will be taken only:

- In response to serious or persistent breaches of the school's behaviour policy, **and**
- If allowing the student to remain in school would seriously harm the education or welfare of others

Before deciding whether to suspend a student, either permanently or for a fixed period, the head teacher will:

- Consider all the relevant facts and evidence, including whether the incident(s) leading to the suspension were provoked
- Allow the student to give their version of events
- Consider if the student has special educational needs (SEN)
- Provide clarity for parents on all aspects of behaviour within the Academy and allow parents, staff and students to support each other in creating the best possible learning environment

## 5. Definition

For the purposes of suspensions, school day is defined as any day on which there is a school session. Therefore, INSET or staff training days do not count as a school day.

## 6. Roles and responsibilities

### 6.1 The Head of School

#### Informing parents

The head teacher will immediately provide the following information, in writing, to the parents of an suspended student:

- The reason(s) for the suspension
- The length of a fixed-term suspension or, for a permanent exclusion, the fact that it is permanent  
Information about parents' right to make representations about the suspension to the governing board and how the student may be involved in this
- Where there is a legal requirement for the governing board to meet to consider the reinstatement of a student, and that parents have a right to attend a meeting, be represented at a meeting (at their own expense) and/or to bring a friend
- The headteacher will also notify parents by the end of the afternoon session on the day their child is suspended that for the first 5 school days of an suspension, or until

the start date of any alternative provision where this is earlier, parents are legally required to ensure that their child is not present in a public place during school hours without a good reason. Parents may be given a fixed penalty notice or prosecuted if they fail to do this.

If alternative provision is being arranged, the following information will be included when notifying parents of an suspension:

- The start date for any provision of full-time education that has been arranged
- The start and finish times of any such provision, including the times for morning and afternoon sessions, where relevant  
The address at which the provision will take place  
Any information required by the student to identify the person they should report to on the first day
- Where this information on alternative provision is not reasonably ascertainable by the end of the afternoon session, it may be provided in a subsequent notice, but it will be provided no later than 48 hours before the provision is due to start. The only exception to this is where alternative provision is to be provided before the sixth day of an exclusion, in which case the information can be provided with less than 48 hours' notice with parents' consent.

### **Informing the governing board and local authority**

The head teacher will immediately notify the governing board and the local authority (LA) of:

- A permanent exclusion, including when a fixed-period suspension is made permanent
- Suspensions which would result in the student being excluded for more than 5 school days (or more than 10 lunchtimes) in a term
- Suspensions which would result in the student missing a public examination
- For a permanent exclusion, if the student lives outside the LA in which the school is located, the head teacher will also immediately inform the student's 'home authority' of the exclusion and the reason(s) for it without delay.
- For all other suspensions, the head teacher will notify the governing board and LA once a term.

## **6.2 The governing board**

Responsibilities regarding permanent exclusions is delegated to the local governing body consisting of at least 3 governors.

- The local governing body has a duty to consider the reinstatement of a permanently excluded student (see section 6).
- Within 14 days of receipt of a request, the governing board will provide the secretary of state with information about any exclusions in the last 12 months.
- Provision does not have to be arranged for students in the final year of compulsory education who do not have any further public examinations to sit.

- For permanent exclusions, the LA is responsible for arranging suitable full-time education to begin no later than the sixth day of the exclusion.

## 7. Considering the reinstatement of a student

The local governing body will consider the reinstatement of an excluded pupil within 15 school days of receiving the notice of the exclusion if:

- The exclusion is permanent
- It is a fixed-term suspension which would bring the student's total number of school days of suspension to more than 15 in a term
- It would result in a student missing a public examination
- If requested to do so by parents, the local governing body will consider the reinstatement of an suspension student within 50 school days of receiving notice of the suspension, if the student would be suspended from school for more than 5 school days, but less than 15, in a single term.
- Where a suspension would result in a student missing a public examination, the local governing body will consider the reinstatement of the student before the date of the examination. If this is not practicable, the local governing body will consider the suspension and decide whether or not to reinstate the student.

The local governing body can either:

- Decline to reinstate the student, or
- Direct the reinstatement of the student immediately, or on a particular date
- In reaching a decision the local governing body will consider whether the suspension was lawful, reasonable and procedurally fair and whether the head teacher followed their legal duties. They will decide whether or not a fact is true 'on the balance of probabilities', which differs from the criminal standard of 'beyond reasonable doubt', as well as any evidence that was presented in relation to the decision to suspend.
- Minutes will be taken of the meeting, and a record of evidence considered kept. The outcome will also be recorded on the student's educational record.
- The local governing body will notify, in writing, the head teacher, parents and the LA of its decision, along with reasons for its decision, without delay.
- Where an exclusion is permanent, the local governing body decision will also include the following:
  - The fact that it is permanent
  - Notice of parents' right to ask for the decision to be reviewed by an independent review panel, and:
    - The date by which an application for an independent review must be made
    - The name and address to whom an application for a review should be submitted
    - That any application should set out the grounds on which it is being made and that, where appropriate, reference to how the student's SEN are considered to be relevant to the suspension

- That, regardless of whether the suspended student has recognised SEN, parents have a right to require the Academy trust to appoint an SEN expert to attend the review
- Details of the role of the SEN expert and that there would be no cost to parents for this appointment
- That parents must make clear if they wish for an SEN expert to be appointed in any application for a review
- That parents may, at their own expense, appoint someone to make written and/or oral representations to the panel, and parents may also bring a friend to the review
- That if parents believe that the suspension has occurred as a result of discrimination, they may make a claim under the Equality Act 2010 to the first-tier tribunal (special educational needs and disability), in the case of disability discrimination, or the county court, in the case of other forms of discrimination. A claim of discrimination made under these routes should be lodged within 6 months of the date on which the discrimination is alleged to have taken place

## 8. An independent review

If parents apply for an independent review, the Academy trust will arrange for an independent panel to review the decision of the governing board not to reinstate a permanently excluded student.

Applications for an independent review must be made within 15 school days of notice being given to the parents by the local governing body of its decision to not reinstate a student.

## 9. School registers

A student's name will be removed from the school admissions register if:

- 15 school days have passed since the parents were notified of the exclusion panel's decision to not reinstate the student and no application has been made for an independent review panel, or
- The parents have stated in writing that they will not be applying for an independent review panel

Where an application for an independent review has been made, the governing board will wait until that review has concluded before removing a student's name from the register.

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

Where excluded students are not attending alternative provision, code E (absent) will be used.

## 10. Returning from a fixed-term suspension

Following a fixed-term suspension, a re-integration meeting will be held involving the student, parents, a member of senior staff and other staff, where appropriate.

The following measures may be implemented when a student returns from a fixed-term suspension:

- *Agreeing a behaviour contract*
- *Agreeing additional provision within the school (pathway change)*
- *Agreeing the opportunity of a managed move*
- *Directing to the use of Alternate Provision*

## 11. Monitoring arrangements

The Deputy Head of School monitors the number of exclusions every term and reports back to the head teacher and governors. They also liaise with the local authority to ensure suitable full-time education for excluded students.

This policy will be reviewed by the Deputy Head of School every 2 years. At every review, the policy will be shared with the governing board.