OUR LADY & ST. PHILOMENA'S
CATHOLIC PRIMARY SCHOOL

The Love of Christ Shines Here

Suspensions and Permanent Exclusions Policy

2026 – 2027

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'The Love of Christ Shines Here'

Our School is Christ-centred where Gospel values permeate our daily lives.

We extend our hand of friendship to the wider community in the spirit of love, peace and justice.

We create opportunities to celebrate the uniqueness of every child and nurture them through a stimulating and enriching curriculum.

Suspensions and Permanent Exclusions Policy

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 Relationships, Behaviour and Belonging 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 in England, including pupil movement (effective from 26 July 2026).
- 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

Before making a decision to suspend or permanently exclude, the Headteacher will consider all available evidence and make a decision on the balance of probabilities. Where appropriate, the views of the pupil will be sought and taken into account as part of the decision-making process.

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 Relationships, Behaviour and Belonging 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 Relationships, Behaviour and Belonging 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. Separation for Safeguarding Purposes
There may be exceptional circumstances where a pupil is required to remain away from the school site for safeguarding reasons.

Such arrangements are not suspensions or permanent exclusions and will only be used where necessary to manage an immediate safeguarding risk whilst investigations or risk assessments are completed.

Any decision of this nature will be reviewed regularly and managed in accordance with safeguarding legislation, the Equality Act 2010 and relevant statutory guidance.

5. 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

Where a pupil has a social worker or is a looked after child, the school will ensure that relevant professionals are informed of any suspension or permanent exclusion and are involved in planning appropriate support where necessary.

6. 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.

Where a pupil has a social worker, is looked after, previously looked after or is otherwise vulnerable, the school will work closely with relevant professionals and agencies before and following any suspension or permanent exclusion to ensure appropriate support arrangements are in place.

7. 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

8. Reintegration Following Suspension

Following any suspension, the school will work with the pupil and parents/carers to support a successful return to school.

A structured reintegration meeting will be arranged prior to or on the pupil's return to review the circumstances leading to the suspension, identify appropriate support or intervention, and agree strategies to help prevent further incidents. A parent's inability to attend will not prevent the pupil from returning to school on their expected start date, but alternative communication will be arranged.

Where necessary, additional pastoral support, mentoring, reasonable adjustments or external agency involvement will be implemented.

9. Education during suspension

- Work will be provided for the first five school days of any suspension. The school will set work through the Oak National Academy platform (https://www.thenational.academy/) and provide a device for the child to use at home if requested. In addition to this, we will provide an exercise book, reading books and other appropriate resources to support their learning whilst at home.
- Where a suspension exceeds five consecutive school days, the school has a statutory duty to arrange and fund suitable full-time alternative education from the sixth school day.
- In the case of permanent exclusion, suitable full-time alternative education from the sixth school day, by the Local Authority.

10. Governing board responsibilities

The Governing Body delegates its statutory review functions to a convened Discipline Committee consisting of at least three eligible governors. The Governing Body will consider suspensions and permanent exclusions in line with statutory timescales:

- **5 Days or Fewer in a Term:** The Governing Body will consider any representations made by parents/carers, though it cannot direct reinstatement.
- **6 to 15 Days in a Term:** If parents/carers request a meeting, the Governing Body will convene within 50 school days to consider reinstatement.
- **Over 15 Days or Permanent Exclusions:** The Governing Body must convene within 15 school days of receiving notice of the exclusion to review the decision and consider reinstatement.

The Governing Body may either uphold the Headteacher's decision or direct reinstatement of the pupil.
For permanent exclusions upheld by the Governing Body, parents/carers have the statutory right to apply for an Independent Review Panel (IRP) within 15 school days of receiving written notice of the decision, and may request an independent SEND expert to attend the hearing.

11. Avoiding informal or unlawful exclusions

The school will never remove a pupil from roll or encourage parents/carers to remove a pupil from roll in order to avoid an exclusion, improve attendance data or improve academic outcomes. Any such practice would constitute unlawful off-rolling.

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 decision relating to a pupil leaving the school roll will be made in accordance with statutory requirements and never for the purpose of improving attendance, behaviour or attainment data.

12. Monitoring and review

All suspensions and permanent exclusions are:

- Recorded and monitored by the school
- Reported to the governing board
- Analysed for patterns, trends, disproportionality and potential inequalities, including by year group, SEND, disadvantage, ethnicity, looked after status and other relevant pupil groups.

This information will be used by leaders and governors to evaluate the effectiveness and fairness of the school's behaviour systems and exclusion practices.

The Governing Body will regularly review suspension and exclusion data to ensure that practice remains lawful, fair, proportionate and inclusive. Information gathered through monitoring will be used to identify any emerging trends and inform future school improvement work.

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