Suspension and Permanent Exclusion Policy

2026-2027

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1. Aims

Beechwood School aims to ensure that:

- The exclusions process is applied fairly and consistently
- The exclusions process is understood by governors, staff, parents and pupils
- Pupils in school are safe and happy
- Pupils do not become NEET (not in education, employment or training)
- Make sure all suspensions and permanent exclusions are carried out lawfully

2. Legislation and statutory guidance

This policy is based on statutory guidance from the Department for Education: Suspension and permanent exclusion from maintained schools, academies and pupil referral units (PRUs) in England. (updated 26 July 2026)

It is based on the following legislation, which outline schools' powers to exclude pupils:

- Section 51a of the Education Act 2002, as amended by the Education Act 2011
- The School Discipline (Pupil Exclusions and Reviews) (England) Regulations 2012
- 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 pupils
- Section 579 of the Education Act 1996, which defines 'school day'
- The Education (Provision of Full-Time Education for Excluded Pupils) (England) Regulations 2007, as amended by The Education (Provision of Full-Time Education for Excluded Pupils) (England) (Amendment) Regulations 2014
- The Equality Act 2010
- Children and Families Act 2014
- The Inspection information for state-funded schools, which defines 'off-rolling'

This policy complies with our funding agreement and articles of association, and with statutory regulations applying to academies in relation to exclusions and off-site direction.

3. The decision to exclude

Only the headteacher, or person formally acting as the headteacher, can exclude a pupil from school. A permanent exclusion will be taken as a last resort.

Beechwood School is aware that off-rolling is unlawful. Ofsted defines off-rolling as:

- Remove a pupil from the school admission register without a formal, permanent exclusion, or
- Encourage a parent/carer to remove their child from the school, or
- Encourage a sixth-form student not to continue with their course of study, or
- Retain a pupil on the school admission register but not allow them to attend the school normally, without a formal permanent exclusion or suspension, or
- Move a pupil to alternative provision (AP) where this is not in their best interests, or
- Send a pupil home without formally recording a suspension regardless of whether it occurs with the agreement of parents/carers, or
- Place a pupil on a part-time timetable for behavioural reasons
- Remove a pupil from the school roll without following due process.

We are committed to following all statutory exclusions procedures to ensure that every child receives an education in a safe and caring environment.

The decision to exclude rests with the Headteacher. However, before deciding whether to exclude a pupil, either permanently or for a fixed period, the headteacher will:

- Consider all the relevant facts and evidence, including whether the incident(s) leading to the exclusion were provoked

- Where practical, endeavour to give the pupil an opportunity to present their case before taking the decision to exclude.
- Consider if the pupil has special educational needs (SEN)

4. Definitions

- **Suspension**
  The temporary removal of a pupil from the school on disciplinary grounds for a fixed period. A suspension was previously referred to as a "fixed-term exclusion". A pupil may be suspended for one or more fixed periods, up to a maximum of 45 school days in a single academic year.
- **Permanent exclusion**
  The permanent removal of a pupil from the school on disciplinary grounds. Following completion of the statutory review process, the pupil's name is removed from the school's admission register.
- **Off-site direction**
  A requirement for a pupil to attend another education setting temporarily in order to improve the pupil's behaviour. The pupil remains on the admission register of the directing school, and the placement must be kept under regular review.
- **Managed move**
  The permanent transfer of a pupil from one school to another. A managed move may take place only when the pupil, the pupil's parents or carers, the current school and the admission authority for the receiving school are in agreement. **A managed move must not be used on a trial basis.** If a temporary placement is required, the school must use the appropriate off-site direction or alternative provision arrangements instead.
- **Cancelled exclusion**
  A suspension or permanent exclusion that the headteacher cancels before the governing board has met to consider whether the pupil should be reinstated. A cancellation may relate to an exclusion that has already begun or one that has not yet begun.
- **Parent/carer**
  Any person who has parental responsibility for the pupil and any person who has care of the pupil.
- **School day**
  Any day on which there is a school session. Inset days and staff training days do not count as school days for the purposes of suspension and permanent-exclusion procedures.

5. Roles and responsibilities

5.1 The Headteacher or Representative

Deciding whether to suspend or permanently exclude

Only the headteacher, or person formally acting as headteacher in their absence, can suspend or permanently exclude a pupil from school on disciplinary grounds. The decision can be made in respect of behaviour inside or outside of school. The headteacher will only use permanent exclusion as a last resort.

A decision to suspend a pupil will be taken only:

- In accordance with the school's behaviour policy
- To provide a clear signal of what is unacceptable behaviour
- To show a pupil that their current behaviour is putting them at risk of permanent exclusion

Where suspensions have become a regular occurrence, the headteacher will consider whether suspensions alone are an effective sanction and whether additional strategies need to be put in place to address behaviour issues. A decision to exclude a pupil will be taken only:

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

Before deciding whether to suspend or exclude a pupil, the headteacher will:

- Consider all the relevant facts and evidence on the balance of probabilities, including whether the incident(s) leading to the exclusion were provoked
- Allow the pupil to give their version of events
- Consider whether the pupil has special educational needs (SEN)
- Consider whether the pupil is especially vulnerable (e.g. the pupil has a social worker, or is a previously or currently looked-after child (LAC))
- Consider whether all alternative solutions have been explored, such as:
    - For suspensions, detentions or other sanctions provided for in the behaviour policy
    - For exclusions, off-site direction or managed moves

The headteacher will consider the views of the pupil, in light of their age and understanding, before deciding to suspend or exclude, unless it would not be appropriate to do so.

Pupils who need support to express their views will be allowed to have their views expressed through an advocate, such as a parent/carer or social worker.

The headteacher will not reach their decision until they have heard from the pupil, and will inform the pupil of how their views were taken into account when making the decision.

Informing parents/ carers

If a pupil is at risk of suspension or exclusion, the headteacher will inform the parents/carers as early as possible, in order to work together to consider what factors may be affecting the pupil's behaviour, and what further support can be put in place to improve the behaviour.

If the headteacher decides to direct a student's education off-site, fixed term suspend or exclude a pupil, the parents/carers will be informed, in person or by telephone, of the period of the suspension or exclusion and the reason(s) for it, without delay.

The parents/carers will also be provided with the following information in writing, without delay:

- The reason(s) for the suspension
- The length of off-site direction, fixed-term suspension or, for a permanent exclusion, the fact that it is permanent
- Information about parents' right to make representations about the exclusion to the governing board and how the pupil may be involved in this.
- How any representations should be made including the right to request a remote meeting
- Where there is a legal requirement for the governing board to meet to consider the reinstatement of a pupil, and that parents have a right to attend a meeting including remote attendance, be represented at a meeting (at their own expense) and to bring a friend.

If a pupil is of compulsory school age, the headteacher will also notify parents by the end of the afternoon session on the day their child is excluded that:

- for the first 5 school days of an exclusion, 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 exclusion:

- 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 pupil 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

- The headteacher will, without delay, notify the governing board of:
- Any permanent exclusion, including when a suspension is followed by a decision to permanently exclude a pupil
- Any suspension or permanent exclusion that would result in the pupil being suspended or permanently excluded for a total of more than 5 school days (or more than 10 lunchtimes) in a term
- Any suspension or permanent exclusion that would result in the pupil missing a National Curriculum test or public exam
- Any suspension or permanent exclusion that has been cancelled, including the reason for the cancellation

Informing the local authority (LA)

The headteacher will notify the LA of all suspensions and permanent exclusions without delay, regardless of the length of a suspension. The notification will include:

- The reason(s) for the suspension or permanent exclusion
- The length of a suspension or, for a permanent exclusion, the fact that it is permanent

For a permanent exclusion, if the pupil lives outside the LA in which the school is located, the headteacher will also immediately inform the pupil's 'home authority' of the exclusion and the reason(s) for it without delay.

Informing the pupil's social worker and/or virtual school head (VSH)

If a:

- **Pupil with a social worker** is at risk of suspension or permanent exclusion, the headteacher will inform **the social worker** as early as possible
- **Pupil who is a looked-after child (LAC)** is at risk of suspension or exclusion, the headteacher will inform **the VSH** as early as possible

This is so they can work together to consider what factors may be affecting the pupil's behaviour, and what further support can be put in place to improve the behaviour.

If the headteacher decides to suspend or permanently exclude a pupil with a social worker/a pupil who is looked after, they will inform the pupil's social worker/the VSH, as appropriate, without delay, that:

- They have decided to suspend or permanently exclude the pupil
- The reason(s) for the decision
- The length of the suspension or, for a permanent exclusion, the fact that it is permanent
- The suspension or permanent exclusion affects the pupil's ability to sit a National Curriculum test or public exam (where relevant)
- They have decided to cancel a suspension or permanent exclusion, and why (where relevant)

Cancelling suspensions and permanent exclusions

The headteacher may cancel a suspension or permanent exclusion that has already begun, or one that has not yet begun, but only where it has not yet been reviewed by the governing board. Where there is a cancellation:

The parents/carers, LGB and LA will be notified without delay

Where relevant, any social worker and VSH will be notified without delay

The notification must provide the reason for the cancellation

The LGB's duty to hold a meeting and consider reinstatement ceases

Parents/carers will be offered the opportunity to meet with the headteacher to discuss the cancellation, which will be arranged without delay

The pupil will be allowed back in school without delay

Any days spent out of school as a result of any exclusion, prior to the cancellation, will count towards the maximum of 45 school days permitted in any school year.

A permanent exclusion cannot be cancelled if the pupil has already been excluded for more than 45 school days in a school year or if they will have been so by the time the cancellation takes effect.

Temporary removal from the school site for safeguarding reasons

In exceptional circumstances, the headteacher may temporarily prevent a pupil from attending the school site where this is necessary to protect the safety or welfare of the pupil or others.

This is **not a suspension or permanent exclusion on disciplinary grounds**. It will not be used as a sanction, as a response to behaviour alone, or as a way of avoiding the statutory suspension and permanent exclusion procedures.

The measure will be used only where:

- there is an identified safeguarding risk;
- temporary separation is necessary and proportionate;
- there is no reasonable and safe alternative that would allow the pupil to remain on site; and
- the arrangement will be in place for the shortest possible period.

The decision will be made by the headteacher, or a person formally acting as headteacher. It will be led by the designated safeguarding lead and informed by multi-agency advice where appropriate. The school will consider the pupil's views, age, understanding, SEND, vulnerabilities and individual circumstances.

The school will:

- inform the pupil's parents or carers without delay and confirm the reasons and arrangements in writing;
- notify the chair of the local governing body, or another authorised governor, without delay;
- notify relevant agencies or professionals where appropriate;
- provide suitable education, including work that is accessible, supported and marked;
- make reasonable adjustments where required;
- maintain appropriate contact with the pupil and parents or carers;
- record the decision, identified risks and alternatives considered;
- review the arrangement regularly; and
- support the pupil's safe return to school as soon as possible.

The pupil will not be recorded as suspended or permanently excluded unless a separate disciplinary decision has been made under the statutory procedure.

Before the pupil returns, the school will agree an appropriate reintegration plan. The plan will address any continuing safeguarding risks, educational needs, pastoral support and reasonable adjustments.

Providing education during the first 5 days of a suspension or exclusion

If the pupil is not attending alternative (AP) provision, the headteacher will take steps to ensure that achievable and accessible work is set for the pupil. Online pathways may be used for this. If the pupil has a special educational need or disability, the headteacher will make sure that reasonable adjustments are made to the provision where necessary.

If the pupil is looked after or if they have a social worker, the school will work with the LA to arrange AP from the first day following the suspension or permanent exclusion. Where this isn't possible, the school will take reasonable steps to set and mark work for the pupil, including the use of online pathways.

5.2 The governing board

Responsibilities regarding exclusions sit with Beechwood School's local governing body (LGB). This matter will be heard by a designated committee made up of three members of the LGB.

If enough members are not available, members of the Trust can be named in the committee. This committee has a duty to consider the reinstatement of an excluded pupil (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.

For a fixed-period exclusion of more than 5 school days, the governing board will arrange suitable full-time education for the pupil. This provision will begin no later than the sixth day of the exclusion.

Provision does not have to be arranged for pupils in the final year of compulsory education who do not have any further public examinations to sit.

Monitoring and analysing suspensions and exclusions data

The governing board will review, challenge and evaluate the data on the school's use of suspension, exclusion, off-site direction to alternative provision, and managed moves.

The governing board will consider:

- How effectively and consistently the school's behaviour policy is being implemented
- The school register and absence codes
- Instances where pupils receive repeat suspensions

- Interventions in place to support pupils at risk of suspension or permanent exclusion
- Any variations in the rolling average of permanent exclusions, to understand why this is happening, and to make sure they are only used when necessary
- The timing of moves and permanent exclusions, and whether there are any patterns, including any indications that may highlight where policies or support are not working
- The characteristics of suspended and permanently excluded pupils, and whether pupils who share any particular characteristic are suspended or excluded more than others
- Whether the placements of pupils directed off-site into alternative provision are reviewed at sufficient intervals to assure the school that the education is achieving its objectives and that pupils are benefiting from it
- The cost implications of directing pupils off-site

5.3 LGB responsibilities

Scrutiny of pupil movement

The governing board will scrutinise patterns of pupil movement, including suspensions, permanent exclusions, off-site direction, managed moves and temporary separation from the school site for safeguarding reasons. It will review relevant attendance and absence codes and challenge leaders where concerns, disparities or emerging trends are identified.

The governing board will seek assurance that:

- decisions are lawful, reasonable and in the pupil's best interests;
- appropriate support and interventions have been considered;
- managed moves are agreed by all relevant parties and are not used on a trial basis;
- temporary safeguarding separation is necessary, proportionate and regularly reviewed; and
- suspension, permanent exclusion, off-site direction and managed moves are used only where appropriate and genuinely as a last resort.

5.4 The Local Authority

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

For pupils who are looked after or have social workers, the LA and the school will work together to arrange suitable full-time education to begin from the first day of the exclusion.

6. Considering the reinstatement of a pupil

The designated LGB committee 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 exclusion which would bring the pupil's total number of school days of exclusion to more than 15 in a term
- It would result in a pupil missing a public examination or national curriculum test

Where the pupil has been suspended, and the suspension does not bring the pupil's total number of days of suspension to more than 5 in a term, the LGB committee must consider any representations made by parents/carers/the pupil (if they are 18 or older). However, it is not required to arrange a meeting with parents/carers/the pupil and it cannot direct the headteacher to reinstate the pupil.

Where the pupil has been suspended for more than 5, but not more than 15 school days, in a single term, and the parents/carers/pupil make representations to the board, [the governing board/name of

committee of the governing board] will consider and decide on the reinstatement of a suspended pupil within 50 school days of receiving notice of the suspension. If the parents/carers/pupil do not make representations, the board is not required to meet and it cannot direct the headteacher to reinstate the pupil.

Where an exclusion would result in a pupil missing a public examination, the committee will consider the reinstatement of the pupil before the date of the examination. If this is not practicable, the committee will consider the exclusion and decide whether or not to reinstate the pupil.

The committee can either:

- Decline to reinstate the pupil, or
- Direct the reinstatement of the pupil immediately, or on a particular date

In reaching a decision, the committee will consider:

- Whether the exclusion was lawful, reasonable and procedurally fair
- Whether the headteacher followed their legal duties.
- The welfare and safeguarding of the pupil and their peers
- Any evidence that was presented to the governing board

In addition, they will decide whether a fact is true 'on the balance of probabilities', which differs from the criminal standard of 'beyond reasonable doubt'.

Minutes will be taken of the meeting, and a record of evidence considered kept. The outcome will also be recorded on the pupil's educational record.

The committee will notify, in writing, the headteacher, parents, social worker, virtual school and the LA of its decision, along with reasons for its decision, without delay.

Where an exclusion is permanent, the committee's 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 pupil's SEN are considered to be relevant to the exclusion
- That, regardless of whether the excluded pupil has recognised SEN, parents have a right to require the 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 exclusion 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

7. An independent review

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

Applications for an independent review must be made within 15 school days of notice being given to the parents by the committee of its decision to not reinstate a pupil. Any application made after this deadline will be rejected, unless it is submitted within 15 school days of the final determination of a discrimination claim under the Equality Act 2010 relating to the permanent exclusion.

A panel of 3 or 5 members will be constituted with representatives from each of the categories below. Where a 5-member panel is constituted, 2 members will come from the school governors category and 2 members will come from the headteacher category.

- A lay member to chair the panel who has not worked in any school in a paid capacity, disregarding any experience as a school governor or volunteer
- School governors who have served as a governor for at least 12 consecutive months in the last 5 years, provided they have not been teachers or headteachers during this time ▪ Headteachers or individuals who have been a headteacher within the last 5 years

A person may not serve as a member of a review panel if they:

- Are a member of the Schelwood Trust, or governing board of the excluding school
- Are the headteacher of Beechwood School, or have held this position in the last 5 years
- Are an employee of the Schelwood Trust or the governing board of Beechwood School (unless they are employed as a headteacher at another school)
- Have, or at any time have had, any connection with the Schelwood Trust, Beechwood School's governing board, parents or pupil, or the incident leading to the exclusion, which might reasonably be taken to raise doubts about their impartiality
- Have not had the required training within the last 2 years (see appendix 1 for what training must cover)

A clerk will be appointed to the panel.

The panel must consider the interests and circumstances of the pupil, including the circumstances in which the pupil was permanently excluded, and have regard to the interests of other pupils and people working at the school.

Taking into account the pupil's age and understanding, the pupil or their parents/carers will be made aware of their right to attend and participate in the review meeting and the pupil should be enabled to make representations on their own behalf, should they desire to.

Where a SEN expert is present, the panel must seek and have regard to the SEN expert's view of how SEN may be relevant to the pupil's permanent exclusion.

Where a social worker is present, the panel must have regard to any representation made by the social worker of how the pupil's experiences, needs, safeguarding risks and/or welfare may be relevant to the pupil's permanent exclusion.

Where a VSH is present, the panel must have regard to any representation made by the VSH of how any of the child's background, education and safeguarding needs were considered by the headteacher in the lead up to the permanent exclusion, or are relevant to the pupil's permanent exclusion.

The independent panel will decide one of the following:

- Uphold the governing board's decision

- Recommend that the governing board reconsiders reinstatement
- Quash the governing board's decision and direct that they reconsider reinstatement (only when the decision is judged to be flawed)
- The panel's decision can be decided by a majority vote. In the case of a tied decision, the chair has the casting vote.

8. School registers

A pupil's name will be removed from Beechwood School's admissions register if:

- 15 school days have passed since the parents were notified of the exclusion panel's decision to not reinstate the pupil 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 pupil's name from the register.

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

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

Where a pupil's name is to be removed from the school admissions register because of a permanent exclusion, the school will make the required return to the LA

9. Returning from a fixed-term suspension, off-site direction or safeguarding separation.

Following a fixed-term exclusion, off-site direction or safeguarding separation, a reintegration meeting will be held involving the pupil, parents, a member of senior staff and other staff, where appropriate. A record of the meeting will be kept on Provision Maps. Parent or carer failure to attend the meeting cannot prevent the student's return to school.

The following measures may be implemented when a pupil returns:

- Agreeing a safety plan
- Return to school through our internal provision
- Agreeing a behaviour contract/a way forward to stop further breaches
- Considering whether therapeutic interventions are required
- Considering whether a SEND assessment is needed
- Considering whether external agencies may be required to further support the pupil
- Putting a pupil on report
- Internal isolation - time in Core

Any part-time reintegration programme will be in place for the minimum period necessary.

10 Remote access to meetings

Parents or carers, or the pupil if aged 18 or over, may request that a governing board meeting or independent review panel is held remotely. Where no preference is expressed, the meeting will normally be held in person.

Before agreeing to a remote meeting, the governing board, academy trust or review panel will ensure that:

- all participants have access to suitable technology and can hear, speak, see and be seen;
- all participants can contribute fully;
- the meeting can be conducted fairly and transparently; and
- any safeguarding risks associated with remote participation have been assessed.

A request may be refused where a safeguarding risk assessment determines that a remote meeting would not allow the meeting to be conducted safely, fairly, transparently or with full participation. The reasons for any refusal will be explained to the person making the request.

The pupil's social worker and virtual school head, where applicable, may participate remotely whether the main meeting is held remotely or in person, provided that the requirements for effective participation are met.

Remote meetings are subject to the same procedural requirements as meetings held in person. If technical problems cannot be resolved and prevent a participant from contributing effectively, or otherwise compromise the fairness or transparency of the meeting, the meeting will be adjourned and rearranged as an in-person meeting without delay.

11. Monitoring arrangements

The attendance and inclusion officer, under the line management of a member of the senior leadership team, monitors the number of suspensions, permanent exclusions, PRU use, off-site direction, and managed moves every term and reports back to the headteacher and the LGB. They also liaise with the local authority to ensure suitable full-time education for excluded pupils.

The school will use the results of this analysis to make sure it is meeting its duties under the Equality Act 2010. If any patterns or disparities between groups of pupils are identified by this analysis, the school will review its policies in order to tackle it.

This policy will be reviewed by The LGB annually.

12. Links with other policies

This exclusions policy is linked to our

- Behaviour policy
- SEND policy
- Safeguarding and Child Protection Policy
- Equality Statement
- Supporting students with medical conditions policy
- Children Missing in Education procedures

Appendix 1: Independent review panel training

The Schelwood Trust must ensure that all members of an independent review panel and clerks have received training within the 2 years prior to the date of the review.

Training must have covered:

- The requirements of the primary legislation, regulations and statutory guidance governing suspensions and permanent exclusions on disciplinary grounds, which would include an understanding of how the principles applicable in an application for judicial review relate to the panel's decision making
- The need for the panel to observe procedural fairness and the rules of natural justice
- The role of the chair and the clerk/governance professional of a review panel
- The duties of headteachers, governing boards and the panel under the Equality Act 2010

- The effect of section 6 of the Human Rights Act 1998 (acts of public authorities unlawful if not compatible with certain human rights) and the need to act in a manner compatible with human rights protected by that Act.