



Love



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Mottram Church of England Primary School

## **Suspensions and Permanent Exclusions Policy**

*At the heart of our small school is family. We believe that every child is unique and has the potential to change our communities for the better. We encourage children to show compassion for others and to embrace our Christian values and the love of Jesus.*

*“Staff set high expectations for pupils’ behaviour. Pupils respond by being polite and respectful towards each other and adults. They behave well in lessons. Pupils listen attentively to their teachers and work hard.” (Ofsted September 2022)*



A decision to suspend or 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) can exclude a pupil.

The decision to exclude a pupil should only be taken in a response to serious breaches of the school's Behaviour and Relational Inclusion 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.

There are two types of exclusion:  
Suspension  
Permanent Exclusions

Where a child has a social worker, they would need to be included in any correspondence regarding a suspension or an exclusion.

### Suspensions from School

The regulations allow Headteachers to suspend 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 suspension is given, a letter is sent home stating the reason(s) for the suspension, the period of the suspension and the dates on which the suspension begins and ends. The letter should also include the date the pupil is to return to school.

Where a pupil has accumulated more than 15 days of suspensions in a term, a Governor's disciplinary panel will take place.

After a suspension, a reintegration meeting should take place between the Headteacher, pupil and parent(s) or carer(s).

### Permanent Exclusion from School

The Department for Education (DfE) does not provide a list of specific behaviours which mean a child can or cannot be suspended or permanently excluded and the government trusts headteachers to use their professional judgement based on the individual circumstances of the case when considering whether to exclude a pupil.

The reasons below are only examples of the types of circumstances that may warrant a suspension or permanent exclusion:

Presented at the Governors meeting on 09 July 2024 .....



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- Physical assault against a pupil
- Physical assault against an adult
- Verbal abuse or threatening behaviour against a pupil
- Verbal abuse or threatening behaviour against an adult
- Use, or threat of use, of an offensive weapon or prohibited item that has been prohibited by a school's behaviour policy
- Bullying
- Racist abuse
- Abuse against sexual orientation or gender reassignment
- Abuse relating to disability

For serious breaking of the school rules, or persistent disruptive behaviour, your child may be permanently excluded which means they must leave their school on a permanent basis and receive their full-time education somewhere else.

The decision to exclude a pupil permanently should only be taken:

- in response to a serious breach or persistent breaches of the school's behaviour policy; and
- where allowing the pupil to remain in school would seriously harm the education or welfare of the pupil or others such as staff or pupils in the school

This list is not exhaustive and is intended to offer examples rather than be complete or definitive.

The school Governors must meet to review the decision of the Headteacher to permanently exclude a pupil. The parents/carers 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 whatever questions they want. 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.

The decision to permanently exclude a pupil lies with the Headteacher. Headteachers can only exclude a pupil for a disciplinary reason (e.g. because their behaviour violates the school's behaviour policy). They cannot, for example, exclude a pupil for academic performance/ability, or simply because they have additional needs or a disability that the school feels it is unable to meet. A Headteacher can exclude for behaviour outside of school, or for repeatedly disobeying academic instructions.

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

Once a child has been permanently excluded, he/she remains on the register of the school until any review is determined, the time limit for a review has expired without a review being brought, or the parent/carer has told the Local Authority that no review is being brought.

Guidance regarding both fixed term and permanent exclusions is published by the Department for Education: [Gov UK School Suspensions and Permanent Exclusions](#)



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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 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. Parents/carers 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 parents/carers 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/carers 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.

Parents/carers will lose the right to put a case to an independent review panel if:

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

Headteachers have the option to cancel an exclusion.

### Can the school send my child to be educated elsewhere?

Schools have the power to send a pupil to another education provider at a different location to improve their behaviour without the parents/carers having to agree.

Schools may also direct pupils off-site for education to help improve their behaviour.

A school can also transfer a pupil to another school – a process called a 'managed move' - if they have the agreement of everyone involved, including the parents/carers and the admission authority for the new school.

Schools cannot force a parent/carer to remove their child permanently from the school or to keep their child out of school for any period of time without formally excluding. The threat of exclusion must never be used to influence parents/carers to remove their child from the school.



This Suspensions and Permanent Exclusions Policy takes into consideration:

Behaviour and Relational Inclusion Policy

[Keeping Children Safe in Education 2023](#)

[Working together to safeguard children 2023: statutory guidance](#)

[Child Protection and Safeguarding Policy](#)

[Alternative Provision](#)

[School Suspensions and Permanent Exclusions](#)

**This policy is reviewed annually by the Governing Body.**