

Policy Title:	Exclusions and Suspensions Policy
Version	1.0
Member of Staff Responsible:	Chief Executive Officer
Date adopted by Trust Board:	6 th July 2026
Date for review:	July 2027
Reviewed:	Annually

Change Record		
Version	Date	Description
1.1		
1.2		
1.3		
1.4		

Primitas Learning Partnership promotes the safeguarding and welfare of all children in its care; all policies are developed and formulated with this in mind

EXCLUSIONS & SUSPENSIONS POLICY

Introduction

The aims of our Exclusions & Suspensions Policy are to ensure that:

- The exclusions/suspensions processes are applied fairly and consistently.
- The exclusions/suspensions processes are 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).
- The exclusions/suspensions processes are carried out lawfully.

Off-Rolling

‘Off-rolling’ is a form of gaming and occurs where a school decides, in the interests of the school and not the pupil, to:

- Remove a pupil from the school admission register without a formal, permanent exclusion.
- Encourage a parent/carer to remove their child from the school, or encourage a Sixth Form pupil not to continue with their course of study.
- Retain a pupil on the school admission register but not allow them to attend the school normally, without a formal permanent exclusion or suspension.

Accordingly, we will not suspend or exclude a pupil unlawfully by telling or forcing them to leave, encouraging their parent(s) / carer(s) to remove them from the school, or not allowing them to attend school without following the statutory procedure contained in the DfE’s "School Discipline (Pupils Exclusions and Reviews) (England) Regulations 2012", or formally recording the event.

Any suspension or exclusion will be made on disciplinary grounds, and will not be made:

- Because a pupil has special educational needs and / or a disability (SEND) that the school feels unable to support.
- Because a pupil demonstrates poor academic performance.
- Because the pupil has not met a specific condition, such as attending a reintegration meeting.

If any pupil is suspended or excluded on the above grounds, this will also be considered as ‘off-rolling’.

1. Legislation & 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 in England, including pupil movement \(July 2026\)](#)

It is based on the following legislation, which outline schools’ powers to exclude a pupil:

- Section 52 of the Education Act 2002, as amended by the Education Act 2011
- The School Discipline (Pupil 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 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](#)
- The Children & Families Act 2014
- The School Inspection handbook - which defines off-rolling.

This policy complies with our funding agreement and Articles of Association.

2. Definitions

The following definitions apply in our Exclusions & Suspensions Policy:

- Suspension - when a pupil is removed from the school for a fixed period. This was previously referred to as a 'fixed-term exclusion'.
- Permanent Exclusion - when a pupil is removed from the school permanently and taken off the school admission register. This is sometimes referred to as an 'exclusion'.
- Off-Site Direction - when a Governing Body of a school requires a pupil to attend another education setting temporarily, to improve their behaviour.
- Parent / Carer - any person who has parental responsibility and any person who has care of the child.
- Managed Move - when a pupil is transferred to another school permanently. All parties, including parents/carers and the admission authority for the new school, should consent before a managed move occurs.

3. Roles & Responsibilities

3.1 The Headteacher

Deciding whether to Suspend or Exclude:

Only the Headteacher, or Acting Headteacher, 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.

School leaders will never use informal or unofficial exclusions (Eg - sending a pupil home to 'cool off'). Any removal must be formally recorded as a suspension.

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 was / were provoked.
- Allow the pupil to give their version of events.
- Consider whether the pupil has Special Educational Needs or Disabilities (SEND) and where a pupil has an EHCP, the school will notify the Local Authority (Staffordshire County Council) of the case and liaise over support and consideration of an early annual review, where appropriate.
- Consider whether the pupil is especially vulnerable (Eg - the pupil has a social worker, or is a Looked After Child (LAC).
- Consider, with the Designated Safeguarding Lead (DSL), whether the pupil has demonstrated behaviour which involves safeguarding concerns or potential criminality, and whether there are any wider safeguarding needs or risks. In the case of criminality, the school will make decisions on exclusion based on available evidence, and not wait for the outcome of criminal proceedings, where appropriate.
- 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 reach their decision through consideration of all available evidence and will inform the pupil of how their views/position were taken into account when making the decision.

The Headteacher will ensure that parents are signposted to support services as part of enabling their understanding and handling of this process; including [SENDIAS](#), [Coram Child Law Advice](#), [IPSEA](#) and [Staffordshire County Council](#).

Informing Parents/Carers (or a Pupil where they are 18 or older)

If a pupils is at risk of suspension or exclusion, the Headteacher will inform the parents/carers / pupils 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.

The Headteacher will ensure communication is accessible, including translation or adapted formats where required, as part of compliance with reasonable adjustments in communication connected to the Equality Act (2010).

If the Headteacher decides to suspend or exclude a pupil, the parents/carers / pupil 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/pupil will also be provided with the following information in writing, without delay:

- The reason(s) for the suspension or permanent exclusion.
- The length of the suspension or, for a permanent exclusion, the fact that it is permanent.
- Information about the parents'/carers'/pupil's right to make representations about the suspension or permanent exclusion to the Governing Body and, whether the pupil is attending alongside parents/carers, how they may be involved in this.
- How any representations should be made.
- Where there is a legal requirement for the Governing Body to hold a meeting to consider the reinstatement of a pupil, and that parents/carers/the pupil have a right to attend the meeting, be represented at the meeting (at their own expense) and bring a friend.
- That parents/carers/pupil have the right to request that the meetings be held remotely, and how and to whom they should make this request.

If the pupil is of compulsory school age, the Headteacher will also notify parents/carers without delay and by the end of the afternoon session on the first day their child is suspended or permanently excluded, that:

- For the first 5 school days of the suspension or exclusion (or until the start date of any alternative provision or the end of the suspension, where this is earlier), the parents/carers are legally required to ensure that their child is not present in a public place during school hours without a good reason. This will include specifying on which days this duty applies.
- Parents/carers 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, if possible:

- 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 the pupil needs in order to identify the person they should report to on the first day.
- That attendance and progress will be specifically monitored.

If the Headteacher does not have all the information about the alternative provision arrangements by the end of the afternoon session on the first day of the suspension or permanent exclusion, they can provide the information at a later date, without delay and 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 a suspension or permanent exclusion, in which case the school reserves the right to provide the information with less than 48 hours' notice, with parents'/carers' consent.

If the Headteacher cancels the suspension or permanent exclusion, they will notify the parents carers/pupil without delay, and provide a reason for the cancellation.

Informing the Governing Body

The Headteacher will, without delay, notify the Governing Body 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 lunch-times) in a term, or one that takes a child to the statutory limit of 45 days in an academic year.
- 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.
- Any use of a quality assured of an Alternative Provision provider.

Informing the Local Authority

The Headteacher will notify the Local Authority 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 Local Authority in which the school is located, the Headteacher will also, without delay, inform the pupil's 'home authority' of the exclusion and the reason(s) for it.

The Headteacher must notify the Local Authority without delay of any cancelled exclusions, including the reason the exclusion was cancelled, and flag up any safeguarding concerns transferring relevant documentation, where appropriate.

Informing the Pupil's Social Worker and / or Virtual School Head

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 Virtual School Head 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 Virtual School Head, 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).

The social worker/Virtual School Head will be invited to any meeting of the Governing Body about the suspension or permanent exclusion. This is so they can provide advice on how the pupil's background and/or circumstances may have influenced the circumstances of their suspension or permanent exclusion. The social worker should also help ensure safeguarding needs and risks, and the pupil's welfare are taken into account.

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 Body. Where there is a cancellation:

- The parents/carers (or the pupil if they are 18 or older), Governing Body 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 Governing Body's duty to hold a meeting and consider reinstatement ceases.
- Parents/carers (or the pupil if they are 18 or older) 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.

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

If the pupil is not attending Alternative Provision (AP), the Headteacher will take steps to ensure that achievable and accessible work is set and marked for the pupil. Online pathways, such as Satchel One, 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 a Looked After Child, or if they have a social worker, then the school will work with the Local Authority to arrange quality-assured Alternative Provision from the first day following the suspension or permanent exclusion. Where this is not possible, the school will take reasonable steps to set and mark work for the pupil, including the use of online pathways.

3.2 The Governing Body

Considering suspensions and permanent exclusions

Responsibilities regarding exclusions are delegated to the Exclusions Panel which can be made up of 2 or more governors.

The Exclusions Panel has a duty to consider parents'/carers'/pupil's (if they are 18 or older) representations about a suspension or permanent exclusion. It has a duty to consider the reinstatement of a suspended or permanently excluded pupil (see Sections 5 and 6) in certain circumstances.

Within 14 days of receiving a request, the Governing Body will provide the Secretary of State with information about any suspensions or exclusions within the last 12 months.

For any suspension of more than 5 school days, the Governing Body will arrange suitable full-time education for the pupil. This provision will begin no later than the sixth day of the suspension.

The Governing Body does not have to arrange such provision for pupils in their final year of compulsory education who do not have any further public exams to sit.

The Governing Body 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 Body 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 other.
- 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.

4.3 The Local Authority (Staffordshire County Council)

For permanent exclusions, the Local Authority will arrange suitable full-time education to begin no later than the sixth school day after the first day of the exclusion.

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

4. Considering the Reinstatement of a Pupil

The Exclusions Panel will consider and decide on the reinstatement of a suspended or permanently excluded pupil within 15 school days of receiving the notice of the suspension or exclusion if:

- The exclusion is permanent.
- It is a suspension that would bring the pupil's total number of days out of school to more than 15 in a term.
- It would result in a pupil missing a public exam 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 Exclusions Panel 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/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 Exclusion Panel 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 a suspension or permanent exclusion would result in a pupil missing a public exam or National Curriculum test, the Exclusion Panel will, as far as reasonably practicable, consider and decide on the reinstatement of the pupil before the date of the exam or test. If this is not practicable, the Exclusion Panel may consider the suspension or permanent exclusion and decide whether or not to reinstate the pupil.

The following parties will be invited to a meeting of the Exclusion Panel and allowed to make representations or share information:

- Parents/carers, or the pupil if they are 18 or older (and, where requested, an appropriate representative or friend).
- The pupil, if they are aged 17 or younger and it would be appropriate to their age and understanding (and, where requested, an appropriate representative or friend).
- The Headteacher (or their designated representative if appropriate).
- The pupil's social worker, if they have one.
- The Virtual School Headteacher if the pupil is a Looked After Child.
- A representative of the Local Authority (if Staffordshire County Council choose to provide one)

The meeting can be held remotely at the request of parents/carers, or pupil if they are 18 or older. See Section 9 for more details on remote access to meetings. The Governing Body will try to arrange the meeting within the statutory time limits set out above and must try to have it at a time that suits all relevant parties. However, its decision will not be invalid simply on the grounds that it was not made within these time limits.

The Exclusions Panel can either:

- Decline to reinstate the pupil.
- Direct the reinstatement of the pupil immediately, or on a particular date (except in cases where the board cannot do this - see earlier in this section).

In reaching a decision, the Exclusions Panel will consider:

- Whether the decision to suspend or permanently exclude 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 Body.

They will decide whether or not a fact is true 'on the balance of probabilities'.

The clerk / governance professional will be present when the decision is made.

Minutes will be taken of the meeting, and a record kept of the evidence that was considered. The outcome will also be recorded on the pupil's educational record, and copies of relevant papers will be kept with this record.

The Exclusions Panel will notify, in writing, the following stakeholders of its decision, along with reasons for its decision, without delay:

- The parents/carers, or the pupil, if they are 18 or older.
- The Headteacher.
- The pupil's social worker, if they have one.
- The Virtual School Headteacher, if the pupil is Looked After Child.
- The Local Authority.
- The pupil's home Local Authority, if it differs from the school's.

Where an exclusion is permanent and the Exclusions Panel has decided not to reinstate the pupil, the notification of decision will also include the following:

- The fact that it is a permanent exclusion.
- Notice of parents'/carers'/the pupil's (if they are 18 or older) right to ask for the decision to be reviewed by an Independent Review Panel.
- The date by which an application for an independent review must be made (15 school days from the date on which notice in writing of the Governing Body's decision is given to parents/carers).
- The name and address to which an application for a review and any written evidence should be submitted.
- That any application should set out the grounds on which it is being made and that, where appropriate, it should include reference to how the pupil's special educational needs and/or disabilities (SEND) are considered to be relevant to the permanent exclusion/suspension.

- That, regardless of whether the excluded pupil has recognised SEND, parents/carers / the pupil have a right to require the academy trust to appoint a SEND expert to advise the review panel.
- Details of the role of the SEND expert and that there would be no cost to parents /carers / the pupil for this appointment.
- That parents/carers/the pupil must make clear if they wish for a SEND expert to be appointed in any application for a review.
- That parents/carers/the pupil may, at their own expense, appoint someone to make written and/or oral representations to the panel, and parents/carers may also bring a friend to the review.
- That, if parents/carers/the pupil believe that the permanent exclusion has occurred as a result of unlawful 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. Also, that any 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.

5. Independent Review

If parents/carers / the pupil (if they are 18 or older) apply for an independent review within the legal timeframe, the academy trust will, at their own expense, arrange for an independent panel to review the decision of the Governing Body 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/carers/pupil by the Exclusions Panel of its decision to not reinstate the pupil or, if after this time, within 15 school days of the final determination of a claim of discrimination under the Equality Act 2010 regarding the permanent exclusion. Any applications made outside of this timeframe will be rejected. Independent reviews can be held remotely at the request of parents/carers/the pupil. See Section 9 for more details on remote access to meetings.

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 governor category and 2 members will come from the Headteacher category.

At all times during the review process there must be the required representation on the panel:

- 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
- Current or former 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 academy trust of the excluding school
- Are the Headteacher of the excluding school, or have held this position in the last 5 years

- Are an employee of the academy trust, or the Governing Body, of the excluding school (unless they are employed as a Headteacher at another school)
- Have, or at any time have had, any connection with the academy trust, school, Governing Body, parents/carers 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)

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 SEND expert is present, the panel must seek and have regard to the SEND expert's view of how SEND 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 Virtual School Head is present, the panel must have regard to any representation made by them 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.

Following its review, the independent panel will decide to do 1 of the following:

- Uphold the Governing Body's decision
- Recommend that the Governing Body reconsiders reinstatement
- Quash the Governing Body's decision and direct that they reconsider reinstatement (only if it judges that the decision was flawed)

New evidence may be presented, though the school cannot introduce new reasons for the permanent exclusion or the decision not to reinstate. The panel must disregard any new reasons that are introduced.

In deciding whether the decision was flawed, and therefore whether to quash the decision not to reinstate, the panel must only take account of the evidence that was available to the Governing Body at the time of making its decision. This includes any evidence that the panel considers would, or should, have been available to the Governing Body and that it ought to have considered if it had been acting reasonably.

If evidence is presented that the panel considers it is unreasonable to expect the Governing Body to have been aware of at the time of its decision, the panel can take account of the evidence when deciding whether to recommend that the Governing Body reconsider reinstatement.

The panel's decision can be decided by a majority vote. In the case of a tied decision, the chair has the casting vote.

Once the panel has reached its decision, the panel will notify all parties in writing without delay.

This notification will include:

- The panel's decision and the reasons for it

- Where relevant, details of any financial readjustment or payment to be made if the Governing Body does not subsequently decide to offer to reinstate the pupil within 10 school days
- Any information that the panel has directed the Governing Body to place on the pupil's educational record

6. School Registers

A pupil's name will be removed from the school admission register if:

- 15 school days have passed since the parents/carers/pupils (if they are 18 or older) were notified of the Governing Body's decision to not reinstate the pupil, and no application has been made for an Independent Review Panel.
- The parents/carers/pupil 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 within 15 school days, the Governing Body will wait until that review has concluded before removing a pupil's name from the register.

While the pupil's name remains on the school's admission register, the pupils' attendance will still be recorded appropriately. Where alternative provision (of an approved educational activity that does not involve the pupils being registered at any other school) has been made for an excluded pupils and they attend it, code B (education off-site) will be used on the attendance register. During off-site direction to another school or educational establishment, code D (dual registration) will be used.

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

Making a Return to the Local Authority

Where a pupil's name is to be removed from the school admissions register because of a permanent exclusion, the school will make a return to the Local Authority. The return will include:

- The pupil's full name.
- The full name and address of any parent/carer with whom the pupil normally resides.
- At least 1 telephone number at which any parent/carer with whom the pupil normally resides can be contacted in an emergency.
- The grounds upon which their name is to be deleted from the admissions register (ie - permanent exclusion).
- Details of the new school the pupil will attend, including the name of that school and the first date when the pupil attended or is due to attend there, if the parents/carers have told the school the pupil is moving to another school.
- Details of the pupil's new address, including the new address, the name of the parent / carer(s) the pupil is going to live there with, and the date when the pupil is going to start living there, if the parents/carers have informed the school that the pupil is moving house.

This return must be made as soon as the grounds for removal is met and no later than the removal of the pupil's name.

7. Returning from a Suspension

7.1 Reintegration Strategy

Following suspension, or cancelled suspension or exclusion, the school will put in place a strategy to help the pupil reintegrate successfully into school life and full-time education.

Where necessary, the school will work with third-party organisations to identify whether the pupil has any unmet special educational and/or health needs.

The following measures may be implemented (if appropriate), as part of the strategy, to ensure a successful reintegration into school life for the pupil:

- Maintaining regular contact during the suspension or off-site direction and welcoming the pupil back to school.
- Regular contact in school with a designated pastoral professional.
- Mentoring by a trusted adult or a local mentoring charity.
- Regular reviews with the pupils and parents/carers to praise progress being made and raise and address any concerns at an early stage.
- Informing the pupils, parents/carers and staff of potential external support.

Part-time timetables will not be used as a tool to manage behaviour and, if used, will be put in place for the minimum time necessary.

The strategy will be regularly reviewed and adapted where necessary throughout the reintegration process in collaboration with the pupil, parents/carers and other relevant parties.

7.2 Reintegration Meetings

The school will clearly explain the reintegration strategy to the pupil in a reintegration meeting before or on the pupil's return to school. During the meeting the school will communicate to the pupil that they are getting a fresh start and that they are a valued member of the school community.

The pupil, parents/carers, a member of senior staff, and any other relevant staff will be invited to attend the meeting.

The meeting can proceed without the parents/carers in the event that they cannot or do not attend.

The school expects all returning pupils and their parents/carers to attend their reintegration meeting, but pupils who do not attend will not be prevented from returning to the classroom.

8. Remote Access to Meetings

Parents/carers, or pupil if they are 18 or older, can request that a Governing Body meeting, or independent review panel be held remotely. If the parents/carers / pupil do not express a preference, the meeting will be held in person.

In case of extraordinary or unforeseen circumstances, which mean it is not reasonably practicable for the meeting to be held in person, the meeting will be held remotely.

Remotely accessed meetings are subject to the same procedural requirements as in-person meetings.

The Governing Body and the academy trust should make sure that the following conditions are met before agreeing to let a meeting proceed remotely:

- All the participants have access to the technology that will allow them to hear, speak, see and be seen.
- All the participants will be able participate fully.

- The remote meeting can be held fairly and transparently.
- Social workers and the VSH always have the option of joining remotely, whether the meeting is being held in person or not, as long as they can meet the conditions for remote access listed above.

The meeting will be rearranged to an in-person meeting without delay if technical issues arise that cannot be reasonably resolved and:

- Compromise the ability of participants to contribute effectively.
- Prevent the meeting from running fairly and transparently.

9. Monitoring Arrangements

The school will collect data on the following:

- Attendance, permanent exclusions and suspensions.
- Use of pupils referral units (PRUs), off-site directions and managed moves.
- Anonymous surveys of staff, pupils, governors/trustees and other stakeholders on their perceptions and experiences (where appropriate).

The data will be analysed every term by the Headteacher who will report back to the Governing Body via formal reports where appropriate.

The data will be analysed from a variety of perspectives including:

- At school level.
- By age group.
- By time of day/week/ term.
- By protected characteristic.

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.

The multi-academy trust will work with its academies to consider this data, and to analyse whether there are patterns across the trust, recognising that numbers in any one academy may be too low to allow for meaningful statistical analysis.

This policy will be reviewed by the Trust annually. At every review, the policy will be approved by the Board of Trustees and be disseminated to schools via their Governing Body.

10. Links with Other Policies

This policy is linked to our:

- Behaviour Policy
- SEND Policy

- SEND Information Report

Appendix 1: Independent Review Panel Training

Full details on the role of Independent Review Panel can be reviewed in ['Suspension and Permanent Exclusion from Maintained Schools, Academies and Pupil Referral Units in England, including Pupil Movement - Guidance for Maintained Schools, Academies, and Pupil Referral Units in England \(July 2026\)'](#).

The academy trust must make sure that all members of an independent review panel and clerks/governance professionals 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 Bodies 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 .