



PUPIL SUSPENSION AND PERMANENT EXCLUSION POLICY

Adopted:	July 2017
Frequency of review:	1 year
To be reviewed by:	SILG & approved by YCAT Board

REVIEW RECORD

Date of review	Reason for review	Date of next review
April 2021	Cycle of review	April 2022
April 2022	Policy review cycle	April 2023
April 2023	Policy review cycle	April 2024
March 2025	Policy review cycle	March 2026
March 2026	Policy review cycle AND UPDATES	March 2027

Policy based on North Yorkshire Council model and adapted to ensure alignment with DfE statutory guidance (August 2024).

1. Legislative & Statutory Framework

This policy is based on, and must be read alongside:

- **Suspension and permanent exclusion from maintained schools, academies and pupil referral units in England, including pupil movement – DfE, August 2024**
(Statutory guidance applying to all exclusions from **1 September 2024**)
- Education Act 2002
- Education Act 2011
- Education and Inspections Act 2006
(Including duties around discipline, provision, and parental responsibilities)
- School Discipline (Pupil Exclusions and Reviews) (England) Regulations 2012
- Equality Act 2010
- SEND Code of Practice (2015)

2. Related Trust Policies

- Behaviour Policy
- Equality Policy
- Anti-Bullying Policy
- SEND Policy
- Safeguarding and Child Protection Policy

3. Definitions

- **Suspension**
A temporary removal from school for a fixed period. Suspensions may be for part of a day or full days and must not exceed **45 school days in a single academic year**.
- **Permanent Exclusion**
A pupil is removed from the school roll if governors uphold the headteacher's decision following review. Permanent exclusion is a **last resort**, used where behaviour has seriously breached the behaviour policy and allowing the pupil to remain would seriously harm the education or welfare of others.
- **Rescinding / Cancelling an Exclusion**
The headteacher may now **withdraw** a suspension or permanent exclusion **before governors meet**, and must inform parents, governors, and the local authority if they do so.

4. Principles

YCAT schools ensure that:

- Exclusion is always a **last resort** after reasonable adjustments and interventions.
- Pupils are supported through early help, behaviour strategies, pastoral systems and SEND provision before exclusion is considered.
- The process is fair, lawful, non-discriminatory, and procedurally robust.
- Exclusions never occur "informally" (e.g., sending a child home without recording a suspension).

- Accurate attendance coding for suspensions is used as required from September 2024.

5. Decision-Making: Before Suspending or Excluding

The headteacher must consider:

5.1 Evidence and Threshold

- Whether a disciplinary offence has taken place.
- Whether the behaviour seriously breaches the school's behaviour policy.
- Whether remaining in school would seriously harm the education or welfare of the pupil or others.

5.2 Pupil Context

- Has the pupil's SEND, SEMH needs or vulnerabilities been identified?
- What reasonable adjustments have been made?
- Whether the behaviour could be a result of unmet need.

5.3 Interventions Already Attempted

- Graduated response and early help
- Behaviour plan
- Pastoral support
- External agency involvement (Educational Psychologist, Early Help, CAMHS, PRS etc.)

5.4 Safeguarding Considerations

Behaviour resulting from bullying, harassment or coercion must be explored.

6. Protocol: Investigation & Pupil Voice

The headteacher must ensure:

- A fair and thorough investigation
- The pupil has the opportunity to share their account
- Consideration of any contributing contextual factors
- A balanced evaluation of evidence

7. Protocol: Decision & Notification

If the headteacher decides to suspend or permanently exclude:

7.1 Parent Notification

Parents must be notified:

- **By phone immediately**
- **By formal written letter** stating:

- Reason(s)
- Length (for suspensions)
- Right to make representations
- Duty to ensure the child is not in a public place during the first 5 days
- Alternative provision arrangements (from day 6)
- Details about the governing board review process

7.2 LA and Trust Notification

The school must notify:

- Local Authority
- Trust (YCAT)
- Social worker/VSH if the pupil is in care

7.3 Cancelling an Exclusion

If the headteacher withdraws an exclusion before the governing board meets, the school must notify:

- Parents
- Local authority
- Governing board
- Social worker/VSH (where relevant)

8. Governing Board Duties

The governing board must meet to consider:

- **All permanent exclusions**
- **Suspensions totalling more than 15 days in a term**
- **Suspensions where the parents request a meeting**

Governors evaluate:

- Fairness and legality
- Evidence and proportionality
- Consideration of SEND
- Whether reinstatement is appropriate

Governors may:

- Uphold the decision
- Reinstatement the pupil
- Decline reinstatement but make recommendations

9. Independent Review Panel (IRP)

Where governors uphold a permanent exclusion:

- Parents have **15 school days** to request an IRP

- Panels must contain trained members, including a **SEN expert** if requested
- The IRP may:
 - Uphold the exclusion
 - Recommend reconsideration
 - Quash the governing board's decision (if unlawful)

10. Provision for Excluded Pupils

- Schools must provide suitable full-time education from **day 6** of a suspension
- The LA must provide suitable full-time education for permanently excluded pupils from **day 6**

11. Reintegration Following Suspension

Schools must:

- Plan a structured reintegration meeting with parents
- Use a pastoral support plan (PSP) where needed
- Ensure adjustments are made for SEND pupils

12. Equality and SEND Considerations

YCAT schools must:

- Avoid discrimination under the Equality Act 2010
- Consider whether behaviours are a manifestation of SEND
- Record reasonable adjustments
- Seek professional advice where appropriate

13. Monitoring and Reporting

The Trust monitors:

- Patterns of suspension and exclusion
- Trends for vulnerable groups
- School-level compliance
- Attendance coding accuracy

A summary report is provided to the Trust Board each term.