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Suspension and Permanent Exclusions Policy

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Suspension and Permanent Exclusion Policy

1. Purpose

This policy sets out how Exceptional Ideas Ltd manages suspensions and permanent exclusions in line with the statutory guidance:

- **Suspension and Permanent Exclusion from maintained schools, academies and pupil referral units in England (DfE, September 2023),**
- **Keeping Children Safe in Education (KCSIE, 2025),**
- **Equality Act 2010, and**
- **Children and Families Act 2014.**

Exceptional Ideas Ltd is committed to maintaining an inclusive, safe, and respectful learning environment where all learners are supported to succeed. Suspension or exclusion will always be a last resort, used only when all reasonable interventions have been exhausted and it is necessary to protect the safety or education of others.

2. Principles

- Decisions will always be lawful, reasonable, proportionate, and procedurally fair.
- Exclusion will never be used for a child's additional needs, mental health difficulties, or disability.
- Staff will consider whether the behaviour may be a result of unmet needs, trauma, or safeguarding concerns.
- The Designated Safeguarding Lead (DSL) will be consulted before a decision to suspend or exclude.
- The school will take account of its Public Sector Equality Duty and ensure that reasonable adjustments have been made.
- The focus will remain on restoration, reflection, and reintegration.

3. Graduated Behaviour Response

Before exclusion is considered, the following will be evidenced:

- Implementation of targeted support or therapeutic intervention.
- Review of risk assessment and reasonable adjustments.
- Multi-agency consultation (where applicable).
- Parental involvement in review meetings.

Where behaviour is persistent or serious despite these measures, suspension or exclusion may be considered.

4. Suspension (formerly Fixed-Term Exclusion)

A *suspension* is a temporary removal from school for up to 10 school days, either consecutively or cumulatively within a term.

Suspension may be used when behaviour:

- Seriously disrupts learning despite support and intervention.
- Involves verbal abuse, racist, sexist, or homophobic language.
- Endangers the safety of others.
- Involves minor damage or theft.

Procedures

1. Decision-Making

The Headteacher, or, in their absence, a formally authorised member of the Senior Leadership Team (SLT), will decide whether a suspension is appropriate after a full review of the evidence and consultation with the Designated Safeguarding Lead (DSL). All decisions will be lawful, reasonable, proportionate, and made only after confirming that appropriate interventions, reasonable adjustments, and de-escalation strategies have been exhausted.

2. Parent/Carer Notification and Welfare Check

Parents or carers will be contacted by telephone on the same day a decision to suspend is made. A home visit will normally take place within 48 hours, led by a suitable member of the SLT, to:

- Discuss the circumstances surrounding the incident;
- Check on the student's wellbeing and welfare; and
- Clarify next steps and expectations for return.

3. Written Confirmation

Parents/carers will receive an initial written notification of the suspension within one school day of the decision being made, in line with statutory requirements.

Written confirmation will include:

The reason for the suspension;

- The length of the suspension and the arrangements for return;
- The parent/carers' right to make representations to the Director;
- Information on how the student's education will continue if the suspension exceeds five school days; and
- Contact details for the Local Authority and relevant support services.

Where appropriate, parents/carers will be provided with access to relevant incident reports and supporting statements to ensure transparency and procedural fairness.

4. Notification to the Local Authority

The Local Authority will be notified without delay of all suspensions, in accordance with statutory guidance and the Education Act 2002.

5. Reintegration Meeting

A reintegration meeting will take place before the student returns to school. This meeting will include the student, parents/carers, and relevant staff, such as the Therapeutic Lead, SEND Lead, or DSL as appropriate.

The meeting will:

- Review the incident and any contributing factors;
- Identify additional support or reasonable adjustments required; and
- Agree on a re-entry plan to promote a positive and successful return to learning.

5. Permanent Exclusion

Permanent exclusion will only be used as a last resort where:

- There has been a serious breach of the school's Behaviour Policy; and
- The student's continued presence would seriously harm the safety or education of others.

Examples may include:

- Possession or use of weapons or illegal substances.
- Serious violence or threats of violence.
- Persistent, unsafe behaviour despite intervention.

Procedures:

1. The Headteacher decides on exclusion after consulting the DSL and relevant staff.
2. Parents/carers are informed immediately and confirmed in writing by the end of the school day.
3. The LA and Director is informed without delay.
4. Education will continue to be provided from day six onwards, coordinated through the LA or agreed alternative provision.
5. The student and family will be supported through transition or onward placement planning.

6. Safeguarding and SEND Considerations

Before deciding to exclude, the Headteacher must:

- Assess the impact on the child's mental health, wellbeing, and safety.
- Confirm that exclusion will not place the child at increased risk of harm or exploitation.
- Consult with the SENCo/Therapeutic Lead to ensure that all reasonable adjustments have been considered.
- Inform the Local Authority SEND and Safeguarding Teams for children with EHCPs or open safeguarding involvement.

7. Right of Appeal

Parents/carers may appeal a decision within 14 calendar days of notification.

Appeals will be heard by:

- The Director. It is important that in this context the director was not involved in the original decision, and
- An independent member of the school's complaints panel.

The appeal meeting will be convened within 10 school days.

The outcome will be communicated verbally after deliberation and confirmed in writing within 48 hours.

The decision of the appeal panel will be final.

8. Recording and Monitoring

- All suspensions and exclusions will be recorded on the school's safeguarding and incident logs.
- The Headteacher and DSL will review patterns regularly to identify emerging risks or disproportionality.
- Data will be reported to the Director and Local Authority as required.

9. Reintegration and Support

Following any suspension or exclusion, a reintegration meeting will take place to:

- Review underlying causes and risk factors.
- Agree a personalised support plan (therapeutic, curriculum, or environmental).
- Set clear expectations and restorative outcomes.

10. Review

This policy will be reviewed annually by the Headteacher in consultation with the DSL, SENCo, and Director to ensure compliance with KCSIE and DfE statutory guidance.