



The Federation of Sacred Heart and St Mary's RC Primary Schools, Battersea

SUSPENSION AND EXCLUSION POLICY

Approved by:	Governing Body
Reviewed on:	February 2026
Review due:	February 2027
Review cycle:	Annually

Contents

1. Rationale
 2. Aims
 3. Legislation and statutory guidance
 4. Key definitions and terminology
 5. The decision to suspend or permanently exclude
 6. Informing parents
 7. Informing the Governing Board and Local Authority
 8. Arranging education for suspended or permanently excluded pupils
 9. Governing Board consideration of reinstatement
 10. Reaching and recording a decision
 11. Notification of decisions
 12. Independent Review Panel (IRP)
 13. Removing permanently excluded pupils from the register
 14. Returning from a suspension (reintegration)
 15. Monitoring arrangements
 16. Links with other policies
- Annex A - Key Local Authority and SEND Support Contacts
- Annex B – Model letters (suspension and permanent exclusion).
- Annex C – Reintegration meeting form.

1. Rationale

In the Federation of Sacred Heart and St Mary's RC Primary Schools, we believe that staff and pupils are entitled to a safe, calm and secure environment in which to learn and succeed. The safety and wellbeing of all members of the school community is paramount. Amongst other disciplinary sanctions, the school recognises that suspension or permanent exclusion of pupils may be necessary where there has been a serious breach, or persistent breaches, of the school's Behaviour Policy. Suspension or permanent exclusion may also be required where allowing a pupil to remain in school would seriously harm the education or welfare of the pupil or others. In all cases, suspension or permanent exclusion will only be used as a last resort, and will be carried out in accordance with statutory guidance.

2. Aims

The Federation aims to ensure that:

- The suspension and exclusion process is applied fairly, lawfully and consistently.
- The suspension and exclusion process is understood by governors, staff, parents and pupils.
- Pupils and staff are safe and able to learn and work in a calm environment.
- The use of suspension and permanent exclusion is reduced through early intervention and support.

3. Legislation and statutory guidance

This policy is based on statutory guidance from the Department for Education (DfE): Exclusion from maintained schools, academies and pupil referral units (PRUs) in England (the 'DfE Exclusions Guidance'). It is also informed by the following legislation and regulations:

- Section 52 of the Education Act 2002, as amended by the Education Act 2011.
- The School Discipline (Pupil Exclusions and Reviews) (England) Regulations 2012.
- The Education (Provision of Full-Time Education for Excluded Pupils) (England) Regulations 2007, as amended by the 2014 Regulations.
- The Equality Act 2010.
- The Children and Families Act 2014 (SEND duties, where applicable).

4. Key definitions and terminology

DfE statutory guidance uses the term Suspension to describe what was previously known as a Fixed-term Exclusion. In this policy, the term Suspension is used throughout.

A Permanent Exclusion means that a pupil is removed from the school roll, subject to the statutory review and appeal processes.

For the purposes of suspension and exclusion, a school day is any day on which there is a school session. INSET days and staff training days do not count as school days.

5. The decision to suspend or permanently exclude

Only the Executive Headteacher can suspend or permanently exclude a pupil. In this Federation, the Executive Headteacher holds this responsibility and may delegate authority to the Associate Headteacher.

All suspensions and permanent exclusions will be issued only on disciplinary grounds and only where:

- There has been a serious breach, or persistent breaches, of the school's Behaviour Policy; and/or
- Allowing the pupil to remain in school would seriously harm the education or welfare of the pupil or others.

The Headteacher will not issue any 'informal' or 'unofficial' suspensions (for example, sending a pupil home to 'cool off'), regardless of whether parents agree. The Headteacher will not use the threat of suspension or exclusion as a means of instructing parents to remove their child from the premises.

The Federation is aware that off-rolling is unlawful. Off-rolling is the practice of removing a pupil from the school roll without a formal permanent exclusion or by encouraging a parent to remove their child from the roll, when the removal is primarily in the interests of the school rather than the pupil.

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

- Consider all relevant facts and evidence, including witness statements where appropriate.
- Allow the pupil to give their version of events.
- Consider whether the incident may relate to unmet need, trauma, disability, safeguarding concerns, or special educational needs.
- Consider what reasonable adjustments have been made (or could be made) to support the pupil.
- Consider whether early intervention strategies, pastoral support plans, SEN support, or external agency involvement have been implemented and reviewed.
- Consider whether exclusion is lawful, reasonable and proportionate in all the circumstances.

The Headteacher will apply the civil standard of proof when establishing the facts relating to a suspension or exclusion, i.e. that 'on the balance of probabilities' it is more likely than not that the facts are true.

All suspensions and permanent exclusions will be formally recorded on the school's pupil information system.

6. Informing parents

The Headteacher will notify parents without delay. Written notification will be provided and will include:

- The reason(s) for the suspension or permanent exclusion.
- The length of a suspension or confirmation that an exclusion is permanent.
- Parents' right to make representations to the Governing Board and how to do so.
- Where applicable, the requirement for the Governing Board to meet to consider reinstatement, and parents' right to attend, be represented (at their own expense) and bring a friend.

Parents will also be notified by the end of the afternoon session on the day of suspension or permanent exclusion that, for the first five school days of a suspension or permanent exclusion (or until the start of alternative provision, if earlier), parents are legally required to ensure their child is not present in a public place during school hours without good reason.

Where alternative provision is arranged, parents will be informed of the start date, times, address, and reporting arrangements. If this information is not reasonably ascertainable by the end of the afternoon session, it will be provided as soon as possible and no later than 48 hours before the provision begins (unless it begins before the sixth day and parents consent).

7. Informing the Governing Board and Local Authority

The Headteacher will notify the Governing Board and the Local Authority without delay of:

- A permanent exclusion, including where a suspension is followed by a decision to permanently exclude.
- Suspensions which would result in the pupil being suspended for more than five school days (or more than ten lunchtimes) in a term.
- Suspensions or exclusions which would result in the pupil missing a public examination or national curriculum test.

For all other suspensions, the Headteacher will notify the Governing Board and Local Authority once a term.

8. Arranging education for suspended or permanently excluded pupils

The school will take reasonable steps to set and mark work for the pupil during the first five school days of any suspension or permanent exclusion.

Where a pupil is suspended for more than five school days, or where the pupil is permanently excluded, suitable full-time education must be arranged to begin no later than the sixth school day.

Where a pupil receives consecutive suspensions, these are regarded as cumulative for the purposes of arranging alternative provision.

Where a pupil has SEND, the Governing Board will ensure that alternative provision is arranged in consultation with parents and that any Education, Health and Care Plan (EHCP) is reviewed or the pupil's needs are reassessed where appropriate.

9. Governing Board consideration of reinstatement

The Governing Board will consider any representations made by parents. Parents may be accompanied by a friend or representative. The Headteacher and a Local Authority representative may also attend.

The Governing Board must consider reinstatement where:

- The exclusion is permanent.
- The suspension would bring the pupil's total number of suspended school days to more than 15 in any term.
- The suspension or exclusion would result in the pupil missing a public examination or national curriculum test.

In the case of a suspension of more than five but not more than fifteen school days in a term, the Governing Board will consider reinstatement if requested by parents.

10. Reaching and recording a decision

When considering reinstatement, the Governing Board will consider whether the Headteacher's decision was lawful, reasonable, proportionate and procedurally fair, taking into account the Headteacher's legal duties, including duties under the Equality Act 2010.

The Governing Board will ensure minutes are taken and the outcome recorded on the pupil's educational record.

11. Notification of decisions

The Governing Board will notify parents, the Headteacher and the Local Authority of its decision in writing and without delay. In permanent exclusion cases where reinstatement is declined, the notification will include details of the parents' right to request an Independent Review Panel (IRP), including timescales and the right to request a SEND expert.

12. Independent Review Panel (IRP)

Parents may request an Independent Review Panel within 15 school days of the Governing Board's decision not to reinstate. The Local Authority will arrange the IRP in accordance with the School Discipline (Pupil Exclusions and Reviews) (England) Regulations 2012 and the DfE Exclusions Guidance.

13. Removing permanently excluded pupils from the register

A pupil's name will not be removed from the admissions register until the statutory review and appeal processes have concluded. This includes the period during which parents may request an Independent Review Panel.

14. Returning from a suspension (reintegration)

Following a suspension, the school will hold a reintegration meeting involving the pupil, parents and appropriate school staff. The purpose of the reintegration meeting is to support a successful return to school, to agree any reasonable adjustments, and to reduce the risk of recurrence. The meeting is intended to be restorative and supportive rather than punitive.

15. Monitoring arrangements

The Executive Headteacher/Associate Headteacher will monitor the number, pattern and reasons for suspensions and exclusions each term and report to the relevant Governing Board committee.

This policy will be reviewed annually, or sooner if statutory guidance changes.

16. Links with other policies

This policy should be read in conjunction with:

- Behaviour Policy
- SEND Policy and Information Report
- Safeguarding and Child Protection Policy
- Anti-bullying Policy
- Equality and Accessibility Plans

Annexes

Annex A - Key Local Authority and SEND Support Contacts

Annex B – Model letters (suspension and permanent exclusion).

Annex C – Reintegration meeting form.

Annex A

Key Local Authority and SEND Support Contacts

Wandsworth SENDIAS (Special Educational Needs and Disabilities Information Advice and Support Service)

Telephone: 020 8871 8065

Email: wiass@wandsworth.gov.uk

Website: <https://wiass.org.uk>

Address: Room 223, Wandsworth Town Hall, Wandsworth High Street, London SW18 2PU

Wandsworth Council – Pupil Services (Admissions / Exclusions)

Telephone: 020 8871 7316

Email: admissions@wandsworth.gov.uk

Address: Wandsworth Borough Council, Town Hall, Wandsworth High Street, London SW18 2PU

Annex B – Model Letters (Updated Terminology and Contacts)

Model Letter 1 – Suspension of 5 school days or fewer

Dear [Parent/Carer's Name],

I am writing to inform you of my decision to suspend [Child's Name] for a period of [number] school days, beginning on [date] and ending on [date]. During this time, [Child's Name] will not attend school.

This decision has not been taken lightly. The suspension has been issued due to [brief reason], which constitutes a breach of the school's Behaviour Policy.

You are required by law to ensure that your child is not present in a public place during school hours for the first five school days of the suspension, unless there is reasonable justification.

Work will be set for your child to complete at home. Please ensure it is returned promptly for marking.

You have the right to make representations about this decision to the governing body. If you wish to make representations please contact **[Name of Contact]** on/at **[contact details — address, phone number, email]**, as soon as possible. Whilst the governing body has no power to direct reinstatement, they must consider any representations you make and may place a copy of their findings on your child's school record.

You **[and your child or pupil's name]** are requested attend a reintegration interview with me **[alternatively, specify the name of another staff member]** at **[place]** on **[date]** at **[time]**. If that is not convenient, please contact the school **[within the next ten days]** to arrange a suitable alternative date and time. The purpose of the reintegration interview is to discuss how best your child's return to school can be managed.

You should also be aware that if you think the suspension relates to a disability your child has, and you think disability discrimination has occurred, you have the right to appeal, and/or make a claim, to the Special Educational Needs and Disability Tribunal (SENDIST). The address to which appeals should be sent is SENDIST, Mowden Hall, Staindrop Road, Darlington DL3 9DN. Website: www.sendist.gov.uk

Yours sincerely,

[Name]
Headteacher

Model Letter 2 – Suspension of more than 5 and up to 15 school days in one term

Dear [Parent/Carer's Name],

I am writing to inform you of my decision to suspend [Child's Name] for a period of [number] school days, beginning on [date] and ending on [date]. During this time, [Child's Name] will not attend school.

This decision has not been taken lightly. The suspension has been issued due to [brief reason], which constitutes a breach of the school's Behaviour Policy.

You are required by law to ensure that your child is not present in a public place during school hours for the first five school days of the suspension, unless there is reasonable justification. From the sixth school day, suitable full-time education will be arranged.

Work will be set for your child to complete at home. Please ensure it is returned promptly for marking.

You have the right to make representations about this decision to the governing body. If you wish to make representations please contact **[Name of Contact]** on/at **[contact details — address, phone number, email]**, as soon as possible. Whilst the governing body has no power to direct reinstatement, they must consider any representations you make and may place a copy of their findings on your child's school record.

You **[and your child or pupil's name]** are requested attend a reintegration interview with me **[alternatively, specify the name of another staff member]** at **[place]** on **[date]** at **[time]**. If that is not convenient, please contact the school **[within the next ten days]** to arrange a suitable alternative date and time. The purpose of the reintegration interview is to discuss how best your child's return to school can be managed.

You should also be aware that if you think the suspension relates to a disability your child has, and you think disability discrimination has occurred, you have the right to appeal, and/or make a claim, to the Special Educational Needs and Disability Tribunal (SENDIST). The address to which appeals should be sent is SENDIST, Mowden Hall, Staindrop Road, Darlington DL3 9DN. Website: www.sendist.gov.uk.

Yours sincerely,

[Name]
Headteacher

Model Letter 3 – Suspension bringing total to more than 15 school days in one term

Dear [Parent/Carer's Name],

I am writing to inform you of my decision to suspend [Child's Name] for a period of [number] school days, beginning on [date] and ending on [date]. During this time, [Child's Name] will not attend school.

This decision has not been taken lightly. The suspension has been issued due to [brief reason], which constitutes a breach of the school's Behaviour Policy.

You are required by law to ensure that your child is not present in a public place during school hours for the first five school days of the suspension, unless there is reasonable justification. From the sixth school day, suitable full-time education will be arranged.

Work will be set for your child to complete at home. Please ensure it is returned promptly for marking.

As the length of the suspension is more than 15 school days in total in one term the governing body must meet to consider the suspension. At the review meeting you may make representations to the governing body if you wish. The latest date on which the governing body can meet is **[date here — no later than 15 school days from the date the governing body is notified]**. If you wish to make representations to the governing body and wish to be accompanied by a friend or representative please contact **[name of contact]** on/at **[contact details — address, phone number, email]**, as soon as possible. You will, whether you choose to make representations or not, be notified by the Clerk to the governing body of the time, date and location of the meeting. Please advise if you have a disability or special needs which would affect your ability to attend or take part in a meeting at the school. Also, please inform **[contact]** if it would be helpful for you to have an interpreter present at the meeting.

You have the right to make representations about this decision to the governing body. If you wish to make representations please contact **[Name of Contact]** on/at **[contact details — address, phone number, email]**, as soon as possible. Whilst the governing body has no power to direct reinstatement, they must consider any representations you make and may place a copy of their findings on your child's school record.

You **[and your child or pupil's name]** are requested attend a reintegration interview with me **[alternatively, specify the name of another staff member]** at **[place]** on **[date]** at **[time]**. If that is not convenient, please contact the school **[within the next ten days]** to arrange a suitable alternative date and time. The purpose of the reintegration interview is to discuss how best your child's return to school can be managed.

You should also be aware that if you think the suspension relates to a disability your child has, and you think disability discrimination has occurred, you have the right to appeal, and/or make a claim, to the Special Educational Needs and Disability Tribunal (SENDIST). The address to which appeals should be sent is SENDIST, Mowden Hall, Staindrop Road, Darlington DL3 9DN. Website:

www.sendist.gov.uk.

Yours sincerely,

[Name]
Headteacher

Model Letter 4 – Permanent Exclusion

Dear [Parent/Carer's Name],

I regret to inform you of my decision to permanently exclude [Child's Name] with effect from [date]. This means that **[Child's Name]** will not be allowed in this school unless he/she is reinstated by the governing body/the discipline committee.

You are required by law to ensure your child is not present in a public place during school hours for the first five school days following this exclusion.

The school will provide work for the first five days. From the sixth school day, Wandsworth Council will arrange suitable full-time education and will contact you regarding these arrangements.

As this is a permanent exclusion the governing body must meet to consider it. At the review meeting you may make representations to the governing body if you wish and ask them to reinstate your child in school. The governing body have the power to reinstate your child immediately or from a specified date, or, alternatively, they have the power to uphold the exclusion in which case you will be advised of your right *to apply for a review of their decision by an independent review panel*.

The latest date by which the governing body must meet is **[specify the date — the 15th school day after the date on which the governing body was notified of the exclusion]**. If you wish to make representations to the governing body and wish to be accompanied by a friend or representative please contact **[name of contact]** on/at **[contact details — address, phone number, email]**, as soon as possible. You will, whether you choose to make representations or not, be notified by the Clerk to the governing body of the time, date and location of the meeting. Please let us know if you have a disability or special needs which would affect your ability to attend the meeting. Also, please inform **[contact]** if it would be helpful for you to have an interpreter present at the meeting.

You should also be aware that if you think the suspension relates to a disability your child has, and you think disability discrimination has occurred, you have the right to appeal, and/or make a claim, to the Special Educational Needs and Disability Tribunal (SENDIST). The address to which

appeals should be sent is SENDIST, Mowden Hall, Staindrop Road, Darlington DL3 9DN. Website:
www.sendist.gov.uk.

Yours sincerely,

[Name]
Headteacher

Annex C - Reintegration Meeting Form

Date of Meeting:

People Present:

PUPIL DETAILS
Pupil's Name:
Date of Birth:
Class Teacher:
Name of Parent/Guardian:
Is the Pupil LAC? Yes/no
Is the Pupil subject to a child protection plan? Yes/no
Is the Pupil identified as having special educational needs (SEN)? Yes/no
If yes, please give details:

DETAILS OF FIXED-TERM EXCLUSION	
Date of Exclusion:	Number of Days Excluded:
Date of Return to School:	

DETAILS OF FIXED-TERM EXCLUSION	
Reason for Exclusion:	

REVIEW OF CURRENT ATTENDANCE	
Attendance this year Number of days Absent: Attendance (%):	

REVIEW OF ACADEMIC PROGRESS		
Subject:	Current TA:	Comments:

TARGETS FOR BEHAVIOUR AND LEARNING				
Area for development	Support from home	Support from school	How will we achieve this?	Timescale/review date
e.g. Come prepared to work	e.g. Use tick list at home to ensure prepared	e.g. Check ins with designated member of staff eg LM	e.g. Arrive on time Bring equipment	e.g. 3 weeks from meeting
Other Actions Agreed Restorative meeting ☐ Pupil on repor ☐ Additional SEN support ☐ Other (please specify) ☐				

Signed (Pupil)	Signed (Parent/Guardian)	Signed (School)
--------------------------	------------------------------------	---------------------------