



Suspension and Permanent Exclusion Policy

Hazrat Khadijatul Kubra Girls School

Approved by: Board of trustees

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Suspension and Permanent Exclusion Policy

This policy is based on statutory guidance from the Department for Education (DfE):

Suspension and permanent exclusion from maintained schools, academies and pupil referral units in England, including pupil movement (effective from 1 September 2023, updated August 2024).

1. Aims

Our school is committed to using suspension and permanent exclusion **lawfully, fairly, and only as a last resort**. We aim to:

- Ensure suspension and permanent exclusion procedures are applied fairly, consistently, and transparently
- Help trustees, staff, parents/carers, and pupils understand the statutory exclusion process
- Maintain a safe, calm, and supportive learning environment for all pupils
- Ensure decisions are proportionate and based on individual circumstances
- Safeguard pupils' education and wellbeing and reduce the risk of pupils becoming NEET
- Prevent unlawful practices, including off-rolling, inappropriate reduced timetables, or informal exclusions

Exclusion is **never** used in response to:

- Poor academic performance alone
- A pupil's special educational needs or disability
- A parent's failure to attend a meeting
- Issues that can be addressed without removal from school

2. Definitions

Suspension

A fixed-period exclusion where a pupil is temporarily removed from school for disciplinary reasons, up to a **maximum of 45 school days in one academic year**.

Permanent Exclusion

The permanent removal of a pupil from the school roll following a **serious or persistent breach** of the behaviour policy, where remaining in school would seriously harm the education or welfare of the pupil or others.

Off-site Direction

A maintained school governing board's power to direct a pupil to attend another setting temporarily to improve behaviour. This is **not an exclusion** and must not replace lawful suspension or exclusion.

Managed Move

A voluntary, agreed permanent transfer to another school as an alternative to exclusion, with informed consent of all parties.

Parent/Carer

Any person with parental responsibility or who has care of the child.

Off-rolling

Off-rolling is unlawful and strictly prohibited. It includes:

- Removing a pupil from roll without a permanent exclusion
- Pressuring parents/carers to remove a child from roll
- Keeping a pupil on roll but not allowing normal attendance without lawful suspension or exclusion

Suspension or permanent exclusion will **never** be used:

- Because the school feels unable to meet SEND needs
- To avoid additional support, intervention, or scrutiny

In line with the **Education Act 2002**, the **School Discipline (Pupil Exclusions and Reviews) (England) Regulations 2012**, and **DfE statutory guidance on suspension and permanent exclusion** (effective from 1 September 2023), the school will not exclude pupils unlawfully, either formally or informally.

3. Roles and Responsibilities

The Headteacher

Only the Headteacher (or Acting Headteacher) may suspend or permanently exclude a pupil on disciplinary grounds.

Behaviour considered may occur:

- On school premises
- Off-site, where it impacts the school community or safety

Permanent exclusion is used **only as a last resort**, where:

- There has been a serious or persistent breach of the behaviour policy; and
- Remaining in school would seriously harm the education or welfare of others

Repeated suspensions will trigger a review of effectiveness and additional support strategies.

All decisions will be:

- Lawful, reasonable, fair, and proportionate
- Informed by SEND, safeguarding, vulnerability, and age
- Clearly communicated to parents/carers without delay

Decision-Making Process

A pupil may be suspended or permanently excluded **only on disciplinary grounds**.

Examples (non-exhaustive) include:

- Physical assault of a staff member or pupil
- Persistent, deliberate disruption affecting safety or learning

- Serious breaches of the behaviour policy

Exclusion will **not** be used for:

- Failure to pay school fees
- Breach of contractual conditions
- Parental behaviour
- Personal beliefs or values
- SEND or academic performance alone

Before making a decision, the Headteacher will:

- Consider all evidence on the balance of probabilities
- Give the pupil an opportunity to be heard (where appropriate)
- Consider provocation, mental health, SEND, safeguarding, and vulnerability
- Consider pupil views directly or through an advocate

Informing Parents and Carers

Parents/carers will be informed **as early as possible** if a pupil is at risk of exclusion.

If a suspension or permanent exclusion is imposed, parents/carers will be notified **without delay**, verbally and in writing, including:

- Reason(s) for the decision
- Length of suspension or confirmation of permanence
- Right to make representations to the Board of Trustees
- How meetings may be requested (including remotely)

Parents/carers will be informed that:

- For the first **5 school days**, they must ensure the child is not in a public place during school hours
- Failure to do so may result in a penalty notice or prosecution

If an exclusion is cancelled, parents/carers will be informed without delay and given reasons.

4. Informing the Board of Trustees and Local Authority

The Headteacher will notify, without delay:

- The **Board of Trustees** of any permanent exclusion, cancelled exclusion, or exclusion affecting a public examination
- The **Local Authority** of any permanent exclusion and, where applicable, the pupil's home authority
- The pupil's **social worker**, where relevant

Cancelling Suspensions or Permanent Exclusions

Where an exclusion is cancelled:

- Parents/carers, the Board, and the Local Authority will be notified without delay
- Reasons will be provided
- Parents/carers will be offered a meeting without delay
- The pupil will return to school immediately

Education During the First Five School Days

Suspension

The school will provide and mark suitable work during the first five days. Online platforms may be used, with reasonable adjustments for SEND pupils.

Permanent Exclusion

The school will set and mark work during the first five school days. From **day 6**, the Local Authority is responsible for arranging full-time education.

5. Role of the Board of Trustees

The Board will:

- Consider representations in permanent exclusions
- Review whether decisions were lawful, reasonable, fair, and proportionate
- Monitor patterns, trends, and disproportionality in exclusions

Attendance at Meetings

Participants may include:

- Parents/carers
- The pupil (where appropriate)
- Headteacher
- Social worker or other professionals (if relevant)

Board Decisions

The Board may:

- Decline reinstatement, or
- Direct reinstatement where permitted

Written notification with reasons will be provided without delay.

6. Reintegration from a Suspension

A reintegration meeting will be offered before or shortly after return. Attendance is encouraged but **not a condition** of return.

Support may include:

- Regular parental contact
- Review meetings
- Internal or external support

7. Remote Access to Meetings

Meetings may be held remotely where requested or necessary.

All remote meetings must:

- Meet statutory procedural requirements
- Allow full participation
- Be fair and transparent

8. Links with Other Policies

This policy should be read alongside:

- Behaviour Policy
- SEND Policy
- SEN Information Report
- Safeguarding and Child Protection Policy
- Anti-Bullying Policy