Suspension and Permanent Exclusion Policy

Hazrat Khadijatul Kubra Girls School

Approved by:	Board of trustees
Last reviewed on:	May 2026
Next review due by:	May 2028

Contents

Suspension & Permanent Exclusion Policy....3

1. Aims....3
2. Definition....3
3. Roles & Responsibilities....4
4. Communication and Notification....5
5. Education During a Suspension or Permanent Exclusion....6
6. Role of the Board of Trustees....6
7. Reintegration Following Suspension....6
8. Remote Access to Meetings....7
9. Links to other policies....7

Suspension and Permanent Exclusion Policy

This policy has regard to:

- School suspensions and permanent exclusions, statutory guidance issued by the Department for Education (DfE) and updated in July 2026.
- Keeping Children Safe in Education 2026.
- The Equality Act 2010.
- The Education (Independent School Standards) Regulations 2014.

1. Aims

The school is committed to maintaining a safe, calm and respectful learning environment in which all pupils can thrive. Suspension and permanent exclusion will only be used where necessary, lawful, proportionate and as a last resort. Permanent exclusion will only be considered in the most serious circumstances or where allowing a pupil to remain in school would seriously harm the education, welfare or safety of others.

The aims of this policy are to:

- Ensure suspension and permanent exclusion procedures are applied fairly, consistently and transparently.
- Support high standards of behaviour, attendance and conduct.
- Safeguard the welfare, education and wellbeing of all pupils.
- Ensure decisions take account of individual circumstances, including safeguarding needs, SEND, disability and any vulnerabilities.
- Promote early intervention and supportive strategies to prevent exclusion wherever possible.
- Ensure pupils and parents/carers understand the school's procedures and their rights.
- Prevent unlawful practices, including off-rolling, informal or unofficial exclusions, and inappropriate use of part-time timetables.
- Support pupils to successfully reintegrate following any suspension.

The school will not exclude a pupil solely because of:

- Poor academic attainment.
- Special Educational Needs or disability.

- A medical condition.
- The actions or behaviour of parents/carers.
- A failure by parents/carers to attend meetings.
- Circumstances that can be addressed through reasonable adjustments, pastoral support or appropriate interventions.

The school recognises that exclusion decisions must be made carefully and lawfully, taking account of the school's safeguarding responsibilities, equality duties and obligation to act in the best interests of all pupils.

2. Definitions

Suspension

A suspension is a fixed-period exclusion where a pupil is temporarily removed from school for disciplinary reasons. A pupil may not be suspended for more than **45 school days in any academic year**.

Permanent Exclusion

A permanent exclusion is the removal of a pupil from the school roll. It will only be used as a last resort in response to a serious breach, or persistent breaches, of the school's Behaviour Policy where allowing the pupil to remain in school would seriously harm the education, welfare or safety of others.

Managed Move

A managed move is a voluntary and agreed transfer to another school as an alternative to permanent exclusion. Managed moves will only take place with the informed agreement of the pupil, parents/carers and all schools involved.

Parent/Carer

A parent/carer is any person with parental responsibility for, or care of, a child.

Off-Rolling

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

- Removing a pupil from the school roll without following the appropriate legal process.
- Encouraging or pressuring parents/carers to remove a pupil from the school.
- Preventing a pupil from attending school without a lawful suspension or permanent exclusion.
- Using unofficial or informal exclusions.

The school will not use suspension or permanent exclusion:

- Because of a pupil's special educational needs, disability or medical condition.
- To avoid providing appropriate support or reasonable adjustments.
- As a response to poor academic attainment alone.
- For non-disciplinary reasons.

The school is committed to ensuring that all suspension and permanent exclusion decisions are lawful, reasonable, fair and proportionate, taking account of the school's duties under the Equality Act 2010, safeguarding responsibilities and current Department for Education (DfE) guidance

3. Roles and Responsibilities

The Headteacher

Only the Headteacher, or a person acting with the authority of the Headteacher, may suspend or permanently exclude a pupil on disciplinary grounds.

The Headteacher will ensure that any decision to suspend or permanently exclude is:

- Lawful, fair, reasonable and proportionate.
- Based on a thorough consideration of the facts.
- Informed by the pupil's age, SEND, disability, safeguarding needs and any other relevant circumstances.
- Communicated to parents/carers promptly and clearly.

Permanent exclusion will only be used as a last resort where there has been a serious breach, or persistent breaches, of the school's Behaviour Policy and where allowing the pupil to remain in school would seriously harm the education, welfare or safety of others.

Before making a decision, the Headteacher will:

- Consider all available evidence.
- Consider the pupil's account, where appropriate.
- Take account of individual circumstances, including SEND, safeguarding, vulnerability and mental health.
- Consider whether alternative strategies or interventions have been explored.

The school will not exclude a pupil for non-disciplinary reasons, including academic attainment, disability, medical needs, parental behaviour or an inability to meet school fees.

4. Communication and Notification

Where a suspension or permanent exclusion is imposed, parents/carers will be informed without delay and provided with:

- The reason for the decision.
- The length of the suspension or confirmation of permanent exclusion.
- Information about their right to make representations to the Board of Trustees.
- Details of any relevant review procedures.

The Headteacher will also notify the Board of Trustees of any permanent exclusion and any suspension that meets the statutory threshold for review.

Where required, the school will notify the relevant Local Authority and other professionals involved with the pupil, including social workers.

If a suspension or permanent exclusion is withdrawn or cancelled, parents/carers and relevant parties will be informed promptly.

5. Education During a Suspension or Permanent Exclusion

During a suspension, the school will provide suitable work to support the pupil's continued learning. Where appropriate, online learning platforms and reasonable adjustments will be used to support access to education.

Following a permanent exclusion, the school will cooperate with the relevant Local Authority and parents/carers to support appropriate educational arrangements and transition planning.

- Internal or external support

6. Role of the Board of Trustees

The Board of Trustees will:

- Consider representations from parents/carers following a permanent exclusion.
- Review whether the Headteacher's decision was lawful, reasonable, fair and proportionate.
- Monitor exclusion data, trends and any disproportionality amongst pupil groups.
- Ensure the school fulfils its statutory duties relating to suspension and permanent exclusion.

The Board will provide its decision and reasons in writing without delay.

7. Reintegration Following Suspension

Following a suspension, the school will support the pupil's successful return to education.

A reintegration meeting will normally be offered with the pupil and parents/carers to:

- Review the circumstances leading to the suspension.
- Identify any support required.

- Agree strategies to promote positive behaviour and engagement.

Support may include:

- Pastoral support and mentoring.
- Regular communication with parents/carers.
- Targeted interventions or behaviour support.
- Additional safeguarding, wellbeing or SEND support where appropriate.

Attendance at a reintegration meeting is encouraged but will not prevent a pupil from returning to school.

8. 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

9. 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