

Suspension and Exclusion Policy

Author:	ABY
Approval Date:	22 September 2025
Approval Body:	Full Governing Board
Review Date:	September 2026
Version:	V2

Version	Date	Updates
V2	September 2025	Various updates throughout document, changes highlighted in yellow.

Associated Policies

- Anti-Bullying Policy
- Behaviour Policy
- Child on Child Abuse Policy
- Exclusion and Suspension Policy
- Learning for All-Equal Opportunities Policy
- Online safety and Acceptable use Policy
- Safeguarding and Child Protection Policy

1.	Policy Statement of Aims
1.1	At Northampton School for Girls (NSG), we are committed to ensuring that all students benefit from a safe, inclusive, and high-quality learning environment. This policy outlines the principles and procedures relating to suspensions and permanent exclusions in line with the Department for Education's statutory guidance updated in August 2024.
1.2	<p>Suspensions and exclusions are used only as a last resort and always in line with legislation. We aim to:</p> <ul style="list-style-type: none"> • Apply procedures fairly and consistently. • Safeguard the wellbeing and education of all students. • Prevent students from becoming NEET (Not in Education, Employment or Training). • Avoid unlawful off-rolling practices.
1.3	<p>We will not suspend or exclude students unlawfully by directing them off site, or not allowing students to attend school:</p> <ul style="list-style-type: none"> • Because they have special educational needs and/or a disability (SEND) • Due to poor academic performance • By exerting undue influence on a parent to encourage them to remove their child from the school
2.	Legislation and statutory guidance
2.1	<p>This policy adheres to the following legislation and guidance:</p> <ul style="list-style-type: none"> • DfE Guidance: Suspension and Permanent Exclusion from maintained schools, academies and pupil referral units in England, including pupil movement (August 2024). • Education Act 2002 (Section 51A) • Education Act 1996 • Education and Inspections Act 2006 • School Discipline (Pupil Exclusions and Reviews) (England) Regulations 2012 • Education (Provision of Full-Time Education for Excluded Pupils) Regulations 2007 & 2014 amendments • Equality Act 2010 • Children and Families Act 2014
3.	Definitions
3.1	<ul style="list-style-type: none"> • Suspension: Temporary removal from school (previously fixed-term exclusion). • Permanent Exclusion: Student is removed permanently and taken off roll. • Off-site Direction: A temporary placement at another educational setting. • Managed Move: A permanent agreed transfer to another school.
4.	The decision to exclude
4.1	<p>Only the Headteacher (or Acting Headteacher) may suspend or permanently exclude a student.</p> <p>Decisions must:</p> <ul style="list-style-type: none"> • Be lawful, reasonable and procedurally fair. • Be based on serious or persistent breaches of the behaviour policy. • Consider all relevant facts and allow the student to share their perspective. • Account for SEND, vulnerability or safeguarding factors. • Use the civil standard of proof: 'on the balance of probabilities'.
4.2	At Northampton School for Girls, we are committed to following all statutory suspension and exclusions procedures to ensure that every child receives an education in a safe and caring environment.

4.3	<p>A decision to exclude a student will be taken only:</p> <ul style="list-style-type: none"> • In response to serious or persistent breaches of the school's behaviour policy, and • If allowing the student to remain in school would seriously harm the education or welfare of others
4.4	The headteacher may consider behaviour outside school to be grounds for a suspension or permanent exclusion in line with the principles of administrative law.
5.	Roles and responsibilities
5.1	The Governors
a)	<p>Governing Board:</p> <ul style="list-style-type: none"> • Must review exclusions where required by law. • Can uphold a decision made by the Headteacher or reinstate the student. • Should monitor exclusion data for patterns and inequality.
5.2	The Headteacher
a)	<p>The Headteacher or Acting Headteacher:</p> <ul style="list-style-type: none"> • May suspend or exclude only after due consideration. • Must inform parents, the Governing Board, and Local Authority (LA) without delay. • Must arrange education provision by the sixth day (or earlier for LAC or those with a social worker). • Must avoid unlawful practices, including informal exclusions and off-rolling.
b)	<p>Before deciding whether to suspend or exclude a student, the Headteacher will:</p> <ul style="list-style-type: none"> • Consider all the relevant facts and evidence on the balance of probabilities, including whether the incident(s) leading to the exclusion were provoked. • Allow the student to give their version of events. • Consider whether the student has special educational needs (SEN) • Consider whether the student is especially vulnerable (e.g. the student has a social worker, or is a looked-after child (LAC)) • Consider whether all alternative solutions have been explored, such as off-site direction or managed moves.
c)	<p>The headteacher will consider the views of the student, taking into consideration their age and understanding, before deciding to suspend or exclude. Students with additional needs will receive support to do this.</p>
5.3	The Local Authority
a)	<p>The LA must arrange suitable provision for permanently excluded students from day six. In the case of a student with a social worker or who is looked after the LA and school will work together to arrange suitable provision from the first day</p>
6.	Notification and Communication
6.1	Informing parents (or the student where they are 18 or older)

a)	<p>Parents will be informed in person or by telephone of a suspension or exclusion without delay. They will be informed of the period of the suspension or exclusion and the reason for it. This will be followed in writing outlining:</p> <ul style="list-style-type: none"> • The reason for the suspension or permanent exclusion • The length of the suspension • Information about the parent/student's right to make representation to the Governing Board • How any representation can be made • Opportunities for representation where there is a legal requirement for the Governing Board to hold a meeting to consider the reinstatement of a student • Parents' rights to request any meeting be held remotely • Details of the specific educational provision for the student during this first 5 school day period <p>Where appropriate, social workers and Virtual School Heads (VSH) must be informed.</p>
b)	If a student is at risk of suspension or exclusion, the Headteacher will inform the parents/student as early as possible, in order to work together to consider what factors may be affecting the student's behaviour, and what further support can be put in place to improve the behaviour.
c)	If the Headteacher cancels the suspension or permanent exclusion, they will notify the parents/student without delay, and provide a reason for the cancellation.
6.2 Informing the Governing Board	
a)	<p>The Headteacher will, without delay, notify the Governing Board of:</p> <ul style="list-style-type: none"> • Any permanent exclusion, including when a suspension is followed by a decision to permanently exclude a student. • Any suspension or permanent exclusion which would result in the student being suspended or permanently excluded for a total of more than 5 school days (or more than 10 lunchtimes) in a term. • Any suspension or permanent exclusion which would result in the student missing a National Curriculum test or public exam. • Any suspension or permanent exclusion that has been cancelled, including the reason for the cancellation.
6.3 Informing the local authority (LA)	
a)	<p>The Headteacher will notify the LA of all suspensions and permanent exclusions without delay, regardless of the length of a suspension.</p> <p>The notification will include:</p> <ul style="list-style-type: none"> • The reason(s) for the suspension or permanent exclusion • The length of a suspension or, for a permanent exclusion, the fact that it is permanent. <p>The Headteacher must notify the LA without delay of any cancelled exclusions, including the reason the exclusion was cancelled.</p>
6.4 Considering suspensions and permanent exclusions	
a)	The Governing Board has a duty to consider parents'/the student's (if they are 18 or older) representations about a suspension or permanent exclusion. It has a duty to consider the reinstatement of a suspended or permanently excluded student in certain circumstances.
7. Considering the reinstatement of a student	

7.1	<p>Reinstatement Process</p> <p>The Governing Board must review within 15 school days:</p> <ul style="list-style-type: none"> - A student has been permanently excluded. (This is known as a Governing Board exclusion committee) - A suspension exceeds 15 days per term. - A national assessments or exams will be missed <p>The following parties will be invited to a meeting of the panel and allowed to make representations or share information:</p> <ul style="list-style-type: none"> · Parents, · The student, · Where requested, a representative or friend · The Headteacher · The student's social worker, if they have one. · The VSH, if the student is looked after. <p>The committee can be held remotely at the parents' request.</p> <p>Decisions are based on evidence 'on the balance of probabilities and procedural fairness</p> <p>When reaching a decision, the Governing Board exclusion committee will consider</p> <ul style="list-style-type: none"> • Whether the decision was lawful, reasonable and procedurally fair • Headteacher followed their legal duties • Welfare and safeguarding of students and their peers • Any evidence presented • They will make a decision based on the balance of probabilities <p>A committee may reinstate, decline reinstatement, or recommend further consideration. The outcome will be communicated in writing by the clerk</p> <p>Where an exclusion is permanent and the panel has decided not to reinstate the student, details and dates for an application for an independent review will be shared</p>
7.2	<p>A Governing Board exclusion committee must also consider any representations made by parents where the student has been suspended, and the suspension does not bring the student's total number of days of suspension to more than 5 in a term. However, it is not required to arrange a meeting with parents, and it cannot direct the Headteacher to reinstate the student.</p>
8.	<p>An independent review (IRP)</p>
8.1	<p>Parents may request an IRP within 15 school days. The IRP panel must include:</p> <ul style="list-style-type: none"> • A lay chair • A governor or former governor provided they have not been a teacher or headteacher at the school previously • A headteacher or former headteacher (not from the excluding school) <p>Parents may request as SEN expert regardless of formal diagnosis.</p> <p>Independent reviews can be held remotely at the request of parents.</p>

8.2	<p>No new evidence may be presented at an IRP.</p> <p>The panel must consider the interests and circumstances of the student as well as the interests of other students and people working at the school.</p>
8.3	<p>Following its review, the IRP will decide to either:</p> <ul style="list-style-type: none"> • Uphold the Governing Board's decision. • Recommend that the governing board reconsiders reinstatement. • Quash the Governing Board's decision and direct that they reconsider reinstatement (only if it judges that the decision was flawed) <p>Once the IRP has reached its decision, the clerk will notify all parties in writing without delay.</p>
9.	Reporting and School registers
9.1	<ul style="list-style-type: none"> • Students removed from the roll after a permanent exclusion are reported to the LA • Attendance during suspensions is recorded using appropriate codes
10.	Returning from a suspension
10.1	<p>Students returning from suspension must attend a reintegration meeting to:</p> <ul style="list-style-type: none"> • Reinforce expectations • Address support needs and discuss reasonable adjustments • Identify any additional consequences and/or ongoing monitoring <p>Students will not be denied re-entry based in non-attendance to a reintegration meeting.</p>
11.	Safeguarding, Inclusion and Monitoring
11.1	<p>A member of the Senior Leadership Team, typically the Deputy Headteacher, analyses exclusion data to ensure compliance with the Equality Act and identifies areas for improvement.</p> <p>Governors are also regularly updated through the Headteacher's report so that they can review current trends and potential future cost implications.</p>