

Suspensions and Permanent Exclusions Policy

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1. Introduction

For the vast majority of pupils, suspensions and permanent exclusions may not be necessary, as other strategies can manage behaviour. However, if approaches towards behaviour management have been exhausted, then suspensions and permanent exclusions will sometimes be necessary as a last resort. This is to ensure that other pupils and teaching staff are protected from disruption and can learn in safe, calm, and supportive environments.'

[DfE \(2023\) 'Suspension and Permanent Exclusion from maintained schools, academies and pupil referral units in England, including pupil movement'](#)

Aldridge Education is committed to providing an environment where all people can feel safe, happy, accepted and integrated. It is important that an orderly framework should exist within which effective teaching and learning can take place.

Our emphasis will be on recognising and celebrating effort and success, so that all pupils feel valued. We will teach pupils to take responsibility for their own actions and to accept the consequences of their choices. We will adopt a zero-tolerance approach to bullying and any such incidents will be dealt with promptly and firmly. As a last resort suspension or permanent exclusion may be considered.

We regularly monitor the number of suspensions and permanent exclusions to ensure that no group of students is unfairly disadvantaged through their use, and that any underlying needs of individuals are being fully met.

This policy applies to all staff across all of Aldridge Education, including support staff, teachers and leadership in all academies, members of the local governing committee, volunteers, and staff directly employed within the Aldridge central team.

2. Legislation and guidance

The principal will be conversant with and will follow the guidance in:

[DfE \(2023\) 'Suspension and Permanent Exclusion from maintained schools, academies and pupil referral units in England, including pupil movement'](#)

This policy has due regard to the related statutory legislation, including but not limited to, the following:

- Education Act 2002 (Amended 2011)
- The School Discipline (Pupil Exclusions and Reviews) (England) Regulations 2012
- Education and Inspections Act 2006
- Education Act 1996
- The latest version of Keeping Children Safe in Education
- The Education (Provision of Full-Time Education for Excluded Pupils) (England) Regulations 2007
- The European Convention on Human Rights (ECHR)
- Equality Act 2010
- Education (Independent School Standards) Regulations 2014

This policy also has due regard to statutory and non-statutory guidance, including, but not limited to, the following:

- [DfE \(2023\) 'Suspension and Permanent Exclusion from maintained schools, academies and pupil referral units in England, including pupil movement'](#)
- DfE (2022) 'Behaviour in schools Advice for headteachers and school staff'
- DfE (2015) 'Special educational needs and disability code of practice: 0 to 25 years'
- DfE (2018) 'Mental health and behaviour in schools'

3. Aims

To provide a fair and easily understood process that will support members of the local governing committee, staff, parents/carers, and students in:

- ensuring that the academy is a safe and happy environment.
- encouraging good behaviour and respect for others within and outside of the academy
- promoting self-discipline and proper regard for authority among students
- to state what is expected of pupils
- to state what is expected from parents and carers
- ensuring students do not become NEET (not in education, employment or training).

4. Who was consulted?

Aldridge Education worked with their academy senior leadership teams and staff to develop this policy in consultation with parents/carers, pupils, and staff. All students are consulted at the beginning of each academic year on the rules, rewards, and sanctions.

5. Scope and publication

This policy is available on the academy website and on request from the academy office. This policy can be made available in large print or other accessible formats if required.

The academy rules (Academy Specific) can be found in the academy behaviour policy, and pupils are made aware of them. The behaviour Policy is available on the academy website and on request from the academy office.

6. Authority to suspend and exclude

Suspensions and permanent exclusions can only be authorised by the Principal, This responsibility will not be delegated to anyone else.

The Principal can consult Aldridge Education Trust and their legal advisors to assist and advise in this decision, but the final decision will always rest with the principal.

The principal will always liaise with Aldridge Education Trust and seek legal advice where any potential permanent exclusion involves a child with special educational needs or a disability (SEND), or a looked-after or previously looked-after child, or a child with an allocated social worker, or for any exclusion where the circumstances are particularly complex.

7. Decision to suspend or permanently exclude

The principal will be conversant with and will follow the guidance in:

[DfE \(2023\) 'Suspension and Permanent Exclusion from maintained schools, academies and pupil referral units in England, including pupil movement'](#)

A decision to permanently exclude a pupil will only be taken:

- in response to a serious breach, or persistent breaches, of the academy's behaviour policy; and
- where a pupil's behaviour means that allowing the pupil to remain in the academy would seriously harm the education or welfare of the pupil or others in the academy.

When establishing the facts in relation to a possible exclusion, the principal will always apply the civil standard of proof i.e., on the balance of probabilities it is more likely than not that a fact is true, rather than the criminal standard of 'beyond reasonable doubt.'

A pupil may be suspended for one or more fixed periods, up to a maximum of 45 school days in a single academic year. They can also be excluded permanently.

Before issuing a suspension or permanent exclusion, the principal will:

- **Investigation and evidence:** Ensure that a thorough investigation has been carried out and consider all the relevant facts and evidence on the balance of probabilities, including whether the incident(s) leading to the suspension or exclusion were provoked. As per the academy's Behaviour Policy, the principal may consider the behaviour of a pupil outside the academy as grounds for an exclusion.
- **Pupil voice:** Allow and encourage the pupil to give their version of events. The principal will give the pupil an opportunity to present their case, considering their age and understanding, before taking the decision to suspend or exclude unless it would not be appropriate to do so. Pupils who need support to express their views will be allowed the support of an advocate, such as a parent/carer or social worker.
- **Vulnerable pupil:** Find out whether the pupil comes into a category that is known to be a particularly vulnerable group (e.g., pupils with SEND, free school meal (FSM) pupils; looked after children; pupils with a social worker; certain ethnic groups; (for example traveller children) and consider whether all supportive and preventative strategies have been fully utilised.
- **SEND:** Where a pupil has any SEND, the principal will consider if any reasonable adjustments need to be made and ensure the pupil has been provided with adequate support, and to consider whether any further support can be provided. The principal will seek to understand the underlying cause of the behaviour and consider whether the pupil's SEND influenced their behaviour and if it did, whether it is still appropriate to issue the/a sanction.
- **Social worker/Virtual School Head:** Where a student has a social worker or a Virtual School Head (VSH) the principal will ensure they and, as appropriate, any parents/carers; the Designated Safeguarding Lead; and the designated lead for Looked-After Children are involved as early as possible in relevant conversations.
- **Consider alternatives:** Consider whether all relevant initial intervention strategies set out in the Behaviour in Schools guidance and alternative solutions have been explored, including an off-site direction or managed move.
- **Mitigating circumstances:** Consider whether possible short-term mitigating circumstances such as bereavement, mental health issues etc, could have impacted on the pupils behaviour.
- **Safeguarding:** Consider whether there are any safeguarding concerns and whether the Designated Safeguarding Lead should be consulted.
- **Seek guidance** from Aldridge Education and where appropriate their legal advisors.

The principal will keep a written record of the actions taken including the signed accounts of witnesses. Any suspension or exclusion of a pupil, even for short periods of time, will be formally recorded.

The principal will not:

- exclude any pupil for non-disciplinary reasons
- use suspension or exclusion informally or unofficially. Children will not be sent home to 'cool off' even with parents' or carers permission – this is an illegal suspension
- extend or 'convert' a suspension into a permanent exclusion. In exceptional cases, usually where further evidence has come to light, a further suspension may be issued to begin immediately after the first suspension; or a permanent exclusion may be issued to begin immediately after the end of the suspension.

8. Duty to inform parents or carers

Following the principal's decision to suspend or exclude a pupil, they will immediately inform the parents/**carers**, in person or by telephone, of the period of the suspension / exclusion and the reasons behind this.

The principal will inform the parents in writing (electronically if written permission has been received from the parents for notices to be sent this way) of the following:

- The reason(s) for the suspension or exclusion
- The length of the fixed-period suspension or, for a permanent exclusion, the fact that it is permanent
- Their right to raise any representations about the suspension or exclusion to Aldridge Education, including how the pupil will be involved in this and how the representations will be made
- Their right to attend a meeting where there is a legal requirement for the Academy and Aldridge Education to consider a suspension or permanent exclusion, and the fact that they are able to bring an accompanying individual
- The arrangements that have been made for the pupil to continue their education prior to the organisation of any alternative provision, or the pupil's return to the academy
- Relevant sources of free, impartial information

Where the pupil is of compulsory school age, the principal will inform the parents or carers by the end of the afternoon session that:

- For the first five days of the suspension (or until the start date of any alternative provision or the end of the suspension where this is earlier), parents and carers are legally required to ensure that their child is not present in a public place during academy hours without justification, and that parents or carers may receive a penalty fine if they fail to do so.

Where the principal has arranged alternative provision, they will also inform the parents or carers of the following:

- The start and end date for any provision of full-time education
- The address at which the provision will take place
- Any information necessary for the pupil to identify the person they should report to on the starting date

Where the principal is unable to provide information on alternative provision by the end of the afternoon session, they will provide the information in a subsequent written notice without further delay, and within 48 hours of the pupil beginning the provision.

If the alternative provision is due to begin before the sixth day of the suspension, the principal can give less than 48 hours of notice, with consent from parents or carers.

If the principal has decided to suspend the pupil for a further fixed period following their original suspension, or to permanently exclude them, they will notify the parents or carers without delay and issue a new suspension or permanent exclusion notice to parents or carers.

9. Duty to inform the Local Authority (LA)

When headteachers and principals suspend or permanently exclude a pupil, they must also notify the local authority, without delay. Legislative changes mean that this must be done regardless of the length of a suspension.

[\(DfE \(2023\) 'Suspension and Permanent Exclusion from maintained schools, academies and pupil referral units in England, including pupil movement'.\)](#)

The principal will inform the LA, without delay, of the following:

- Any permanent exclusions (including where a fixed-period suspension is followed by a decision to permanently exclude the pupil)

- Any suspensions which would result in the pupil being excluded for more than five school days in a term (or more than 10 lunchtimes)
- Any suspension or permanent exclusion ~~exclusions~~ which would result in the pupil being absent from an examination or national curriculum test

For any suspensions, other than those above, the principal will notify the LA once per term.

All notifications to the LA will include the reasons for suspension or permanent exclusion and the duration of any fixed-period suspension-

If the pupil who is suspended lives outside the LA in which the academy is located, the principal will notify the pupil's 'home authority'.

10. Duty to inform the pupil's social worker and/or virtual school head (VSH)

As noted above, if a:

- Pupil with a social worker is at risk of suspension or permanent exclusion, the principal will inform the social worker as early as possible.
- Pupil who is a looked-after child (LAC) is at risk of suspension or exclusion, the principal will inform the VSH as early as possible. This is in order to work together to consider what factors may be affecting the pupil's behaviour, and what further support can be put in place to improve the behaviour.

If the principal decides to suspend or permanently exclude a pupil with a social worker/a pupil who is looked after, they will inform the pupil's social worker/the VSH, as appropriate, without delay, that:

- They have decided to suspend or permanently exclude the pupil.
- The reason(s) for the decision.
- The length of the suspension or, for a permanent exclusion, the fact that it is permanent.
- The suspension or permanent exclusion affects the pupil's ability to sit a National Curriculum test or public exam (where relevant).

The pupil's social worker/VSH will be invited to any meeting about the suspension or permanent exclusion. This is so they can provide advice on how the pupil's background and/or circumstances may have influenced the circumstances of their suspension or permanent exclusion. The social worker should also help ensure safeguarding needs and risks and the pupil's welfare are considered.

11. 'Off-rolling'

Our academy is aware that off-rolling is unlawful. Ofsted defines off-rolling as:

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 school roll, when the removal is primarily in the interests of the school rather than in the best interests of the pupil.

We will not suspend or exclude pupils unlawfully by directing them off site, or not allowing pupils to attend the academy:

- Without following the statutory procedure or formally recording the event, e.g. sending them home to 'cool off'.
- Because they have special educational needs and/or a disability (SEND) that the academy feels unable to support.
- Due to poor academic performance.
- Because they have not met a specific condition, such as attending a reintegration meeting.
- By exerting undue influence on a parent or carer to encourage them to remove their child from the academy.

12. Criminal investigations

- The Principal will not postpone taking a decision to suspend or permanently exclude a pupil due to a police investigation being underway, or any criminal proceedings that are in place.
- The Principal will give consideration when deciding to suspend or permanently exclude a pupil where evidence is limited by a police investigation, to ensure that any decision made is fair and reasonable.
- If Aldridge Education is required to consider the Principal's decision in these circumstances, they will not postpone the meeting and will make a decision based on the evidence available.

13. Arranging education for suspended pupils

During the first five days of a suspension

- During the first five days of a suspension, if the pupil is not attending alternative (AP) provision, the principal will take steps to ensure that achievable and accessible work is set and marked for the pupil. Online pathways may be used for this.
- If the pupil has a special educational need or disability, the principal will make sure that reasonable adjustments are made to the provision where necessary.
- If the pupil is looked after or if they have a social worker, the academy will work with the LA to arrange AP from the first day following the suspension or permanent exclusion. Where this is not possible, the academy will take reasonable steps to set and mark work for the pupil, including the use of online pathways.

For a suspension of more than five school days

- For a suspension of more than five school days for a pupil of compulsory school age, the academy will arrange suitable full-time education for the pupil to begin no later than the sixth day of the exclusion. However, the academy will attempt to start this provision as soon as possible.
- Where a child receives consecutive suspensions, these are regarded as a cumulative period of suspension for the purposes of this duty. This means that if a child has more than five consecutive school days of suspension, then education must be arranged for the sixth school day of suspension, regardless of whether this is as a result of suspension or more than one suspension.
- Provision does not have to be arranged for pupils in the final year of compulsory education who do not have any further public examinations to sit
- For permanent exclusions, the pupil's home LA has responsibility for arranging suitable full-time education for the pupil.

If a pupil with SEND has been suspended, the Academy and Aldridge Education Trust will ensure that:

- Any alternative provision is arranged in consultation with the pupil's parents or carers, who can request preferences.
- When identifying alternative provision, any EHC plan is reviewed or the pupil's needs are reassessed, in consultation with the pupil's parents or carers.

14. Cancelling a suspension

The principal may cancel a suspension or permanent exclusion that has already begun or not yet started, but this will only be done where it has not yet been reviewed by Aldridge Education. In the event of a cancellation of a suspension or permanent exclusion the principal will notify all parties concerned as to the reason(s) for the cancellation.

Where there is a cancellation:

- The parents or carers; or the pupil (if they are 18 or older); Local Governing Committee and Local Authority will be notified without delay.
- Where relevant, any social worker and Virtual School Head will be notified without delay.
- Parents or carers; or the pupil (if they are 18 or older) will be offered the opportunity to meet with the principal without delay to discuss the cancellation.
- The Principal will report to Aldridge Education once per term on the number of cancellations; and the pupil will be allowed back in the academy

Any days out of school, before a cancelled suspension / exclusion will count towards the maximum of 45 days a pupil can be suspended in any school year. Note that a permanent exclusion can't be cancelled if a pupil has already been suspended for more than 45 days in a school year.

Where a suspension / exclusion has been cancelled the pupil should be reintegrated without delay and offered the same support as a pupil who has been suspended on their return to school.

In the case of a cancelled suspension/exclusion, the organising authorities duty to consider reinstatement stops and it no longer needs to meet.

15. Considering suspensions and permanent exclusions

- Aldridge Education are kept informed by the principal of all suspensions and exclusions.
- Aldridge Education will consider any representations made by parents or carers regarding suspensions or permanent exclusions and where necessary convene a meeting to consider the reinstatement of an excluded pupil (meeting the conditions outlined below).
- Parents or carers and, where requested, a friend or representative, the principal, and a member of the LA will be invited to attend any consideration of exclusions and will be able to make representations.
- Any meeting to consider reinstatement of a pupil will be arranged at a date and time convenient for all parties, and in compliance with any statutory time limits.

Aldridge Education will consider the reinstatement of a pupil, where:

- The exclusion is permanent.
- The suspension is fixed period and would bring the pupil's total number of excluded school days to more than 15 in any given term.
- When pupils have been excluded for more than 15 days within a term the arranging authority must consider reinstatement within 15 days.
- The exclusion would result in the pupil missing a public examination.

In the case of a fixed-period suspension where the pupil's total number of suspended days is more than 5 but less than 15 school days within a term, if requested by the parents or carers, Aldridge Education will consider suspensions within 50 school days of receiving notification.

In the case of a fixed period suspension; where the pupil's total number of suspended school days does not amount to more than five, in the absence of any such representations, Aldridge Education is not required to meet and cannot direct the reinstatement of the pupil.

Where suspension would result in a pupil missing a public examination Aldridge Education will consider the before the test to decide whether the pupil should be reinstated in time to take the examination. Aldridge

Education will also consider whether it would be appropriate to allow the excluded pupil to enter the premises to take the examination.

When considering the reinstatement of a permanently excluded pupil, Aldridge Education will:

- Only discuss the exclusion with the parties present at the meeting.
- Ask for any written evidence prior to the meeting.
- Circulate any written evidence and information to all parties, at least five school days in advance of the meeting.
- Allow pupils and parents or carers to be accompanied by a person of their choice to the meeting.
- Consider what reasonable adjustments need to be made to support the attendance and contribution of parties at the meeting.
- Identify the steps needed to enable and encourage the excluded pupil to attend the meeting and speak on their behalf, or how they may contribute personal views by other means if attendance is not possible.
- Consider the interests and circumstances of the excluded pupil, including the grounds for exclusion.

16. Reaching a decision

After considering permanent exclusions, Aldridge Education will either:

- Decline to reinstate the pupil.
- Direct the reinstatement of the pupil immediately, or on a specified date.

If reinstatement would make no practical difference, e.g., if the pupil has already returned to the academy following a fixed-period suspension or the parents or carers make clear they do not want their child reinstated, Aldridge Education will still consider whether the pupil should be officially reinstated, and whether the principal's decision to exclude the pupil was fair, lawful and proportionate, based on the evidence presented.

Aldridge Education will apply the civil standard of proof when responding to the facts relating to an exclusion, i.e., that on the 'balance of probabilities' it is more likely than not that the facts are true.

To reach a decision, Aldridge Education will:

- Identify the steps they intend to take to ensure that all parties involved will have the opportunity to participate and present their views.
- Ensure that minutes are taken of the meeting as a record of the evidence that was considered.
- Ask all parties to withdraw from the meeting before concluding their decision.
- Consider whether the exclusion of the pupil was lawful, proportionate and fair, considering the principal's legal duties and any evidence that was presented to Aldridge Education in relation to the decision to exclude.
- Record the outcome of the decision on the pupil's educational records, along with copies, which will be kept for at least six months.
- Make a note of their findings, where they have considered an exclusion but cannot reinstate the pupil.

17. Notification of considered permanent exclusions

Aldridge Education will notify the parents or carers of the permanently excluded pupil, the principal and the LA of their decision following the consideration of an exclusion, in writing and without delay.

In the case of a permanent exclusion, where Aldridge Education decides not to reinstate the pupil, they will notify the parents or carers:

- That it is permanent, and their right for it to be reviewed by an independent review panel.
- Of the date by which an application for review must be made.
- Of the name and address of whom the review application should be submitted to.

- That any application should set out the grounds on which it is being made and that, where appropriate, this should include reference to how a pupil's SEND is considered relevant to the exclusion.
- That, regardless of whether a pupil has been identified as having SEND, the parents or carers have a right to require Aldridge Education to ensure a SEND expert attends the review.
- Of the role of the SEND expert that will attend the review, and that the parents or carers will not be charged for this.
- That they are required to make it clear if they wish for a SEND expert to attend the review.
- That they may appoint someone at their own expense to make representations to the panel.

Aldridge Education will also notify parents or carers that, if they believe an exclusion has been issued as a result of discrimination, then they are required to make a claim under the Equality Act 2010 to the First-tier Tribunal (SEND), and that this should be within six months of when the discrimination allegedly took place.

After any conclusion, Aldridge Education will notify the parents or carers, and all other parties involved, of the decision that was made and the reasoning for this, in sufficient detail.

18. Independent review panels

Full guidance can be found at:

[DfE \(2023\) 'Suspension and Permanent Exclusion from maintained schools, academies and pupil referral units in England, including pupil movement'](#)

Applications for an independent review must be made by the parents or carers within 15 school days of notice being given to the parents or carers by Aldridge Education of its decision to not reinstate a pupil. If parents or carers apply for an independent review, Aldridge Education will arrange for an independent panel to review the decision not to reinstate a permanently excluded pupil.

The Principal must inform parent/carers: pupils (18 or older) of their right to make a request for a remote meeting when notifying them of the exclusion. Where the suspension/exclusion process starts before September 1 2023, but continues into 2023/24: inform parents/carers of their new right to request a remote meeting on 1 September, or as soon as possible afterwards. Meeting can also be remote in unforeseen or extraordinary circumstances. For example, school closure due to:

- Floods
- Fire
- Infectious illness / disease

Note that where these extraordinary circumstances don't apply and parent/carers don't request a remote meeting, then the meeting **must** be held in person.

The arranging authority for the remote meeting should:

- Confirm that all the participants have access to the technology which will allow them to:
 - Hear
 - Speak
 - See
 - Be seen
- Make sure all the participants will be able participate fully
- Make sure that the remote meeting can be held fairly and transparently

If the arranging authority aren't satisfied that a remote meeting can be held fairly and transparently, then they should consult with parents/carers/pupil (if 18 or older) to decide how a face-to-face meeting can be arranged.

If a technical issue occurs that prevent participants holding the meeting fairly or transparently, a face-to-face meeting must be arranged without delay.

Social workers and virtual school heads can be invited to join the meeting remotely even if the meeting is held in person.

The role of the panel is to review the Aldridge Education's decision not to reinstate a permanently excluded pupil. In reviewing the decision, the panel will consider the interests and circumstances of the excluded pupil, including the circumstances in which the pupil was excluded, and have regard to the interests of other pupils and people working at the academy.

If requested by parents or carers with their application for an independent review, Aldridge Education will appoint a SEN expert to attend the review and must cover the associated costs of this appointment. Invitations will be extended to the pupil's social worker and/or a virtual school head (LAC) where appropriate.

A panel of three or five members will be constituted with representatives from each of the categories below. Where a five-member panel is constituted, two members will come from the school governor category and two members will come from the headteacher category.

- A lay member to chair the panel who has not worked in any school in a paid capacity, disregarding any experience as a school governor or volunteer.
- members of the local governing committee who have served as a governor for at least 12 consecutive months in the past five years, provided they have not been teachers or headteachers/principals during this time.
- Headteachers/principals or individuals who have been a headteacher/principal within the past five years.

A person may not serve as a member of a review panel if they:

- Are a member/director of the Trust or members of the local governing committee of the excluding academy.
- Are the principal of the excluding academy or have held this position in the past five years.
- Are an employee of the Trust, or the members of the local governing committee, of the excluding academy (unless they are employed as a principal at another academy).
- Have, or at any time have had, any connection with the Trust, academy, members of the local governing committee parents or pupil, or the incident leading to the exclusion, which might reasonably be taken to raise doubts about their impartiality.
- Have not had the required training within the past two years.

When the organising authority is considering the reinstatement of a pupil, the clerk should be present to make a record of the discussion, which should state clearly how decisions have been reached. The independent panel will decide one of the following:

- Uphold the academy's decision.
- Recommend that the academy reconsiders reinstatement.
- Quash the academy's decision and direct that the academy to reconsider reinstatement (only when the decision is judged to be flawed).

The panel's decision can be decided by a majority vote. In the case of a tied decision, the chair has the casting vote.

19. Guidance on Aldridge Education's duty to reconsider reinstatement following a review

Full guidance can be found at:

[DfE \(2022\) 'Suspension and Permanent Exclusion from maintained schools, academies and pupil referral units in England, including pupil movement'](#)

Where the panel directs or recommends that Aldridge Education reconsider whether a pupil should be reinstated, Aldridge Education must do so within ten school days of being given notice of the panel's decision.

Notice is deemed to have been given on the day of delivery if it is delivered directly or on the second working day after posting if it is sent by first class mail.

Aldridge Education will conscientiously reconsider whether the pupil should be reinstated, whether the panel has directed or merely recommended it to do so. Whilst Aldridge Education may still reach the same conclusion as it first did, it may face challenge in the courts if it refuses to reinstate the pupil, without strong justification.

In the case of either a recommended or directed reconsideration, the governing board must notify the following people of their reconsidered decision, and the reasons for it, in writing and without delay:

- the parents or carers
- the principal
- the local authority; and, where relevant, the 'home authority'
- the social worker (where appropriate)
- the virtual school head (where appropriate)

20. Reintegration

The academy will explain the reintegration strategy to the pupil in a reintegration meeting before or on the pupil's return to the academy.

During the meeting the academy will communicate to the pupil that they are getting a fresh start and that they are a valued member of the academy community. The pupil, parents or carers, a member of senior staff, and any other relevant staff will be invited to attend the meeting. The meeting can proceed without the parents or carers if they cannot or do not attend.

This meeting will seek to establish practical ways in which further exclusion can be avoided and behaviour modified to acceptable standards in partnership between student, parents or carers, and academy.

21. Academy registers

A pupil's name will be removed from the academy admissions register if:

- 15 school days have passed since the parents or carers were notified of Aldridge Education's decision to not reinstate the pupil and no application has been made for an independent review panel, or
- The parents or carers have stated in writing that they will not be applying for an independent review panel.

Where an application for an independent review has been made, the principal/Aldridge Education will wait until that review has concluded before removing a pupil's name from the register.

Where alternative provision has been made for an excluded pupil and they attend it, code B (education off-site) or code D (dual registration) will be used on the attendance register.

22. Reporting, monitoring and analysing suspensions and exclusions data

In addition to regular updates relating to suspensions and exclusions the principal will evidence this information in their formal termly report to Aldridge Education. This will include:

- the number and type of suspensions and/or permanent exclusions
- the reasons, gender, ethnicity, and age of pupils and whether they were already on Individual Education Programmes or Pastoral Support Programmes
- repeated suspensions and the academy's response to them
- links with parents and carers

- truancy punctuality and attendance figures
- the number of suspensions and exclusions which have been cancelled, including the circumstances and reasons for the cancellation
- follow-up action, including what has subsequently happened to permanently-excluded pupils.

Aldridge Education will challenge and evaluate the data on the academy's use of suspension, exclusion, off-site direction to alternative provision and managed moves.

Aldridge Education will consider:

- How effectively and consistently the academy's behaviour policy is being implemented
- The academy attendance register and absence codes
- Instances where pupils receive repeat suspensions
- Interventions in place to support pupils at risk of suspension or permanent exclusion
- Any variations in the rolling average of permanent exclusions, to understand why this is happening, and to make sure they are only used when necessary
- Timing of moves and permanent exclusions, and whether there are any patterns, including any indications which may highlight where policies or support are not working
- The characteristics of suspended and permanently excluded pupils, and why this is taking place
- Whether the placements of pupils directed off-site into alternative provision are reviewed at sufficient intervals to assure that the education is achieving its objectives and that pupils are benefiting from it
- The cost implications of directing pupils off-site

Aldridge Education Trust will also work with all academies to consider this data, and to analyse whether there are patterns across Aldridge Academies, recognising that numbers in any 1 academy may be too low to allow for meaningful statistical analysis.

23. Links to other policies and procedures

This Policy is linked to the following policies:

- Behaviour Policy
- Child Protection and Safeguarding Policy
- Anti-bullying Policy
- Special Educational Needs and Disabilities (SEND)
- Equality Policy and Objectives

APPENDIX I – Permanent Exclusion Letter to Parents – Template

Permanent Exclusion: Template letter from the Principal notifying parent/carer of a pupil's permanent exclusion.

NB: If the pupil lives in a Local Authority area that differs from the Academy's Local Authority, this letter should also be sent to both Local Authorities.



[Parent / Carer Name and Address]

[DATE]

Re: **[PUPIL'S FULL NAME AND YEAR GROUP]**

Dear **[PARENT/CARER]**,

I am writing to inform you of my decision to permanently exclude **[PUPIL]** with effect from **[DATE]**. This means that **[HE/SHE]** will not be allowed into Sudell Primary School unless reinstated by a panel on first review, or following a referral from a subsequent independent review panel whose recommendation or direction is agreed by the panel.

My decision to exclude has been taken following the receipt of evidence that has led me to decide on a balance of probabilities that **[PUPIL]** has broken the Academy Behaviour Policy by:

[If it is a one-off serious breach, use exact wording of the breach from the behaviour policy/procedure, worded the same way.]

[If persistent breaches, just say 'persistent breaches of the behaviour policy' - more detailed explanation will be provided in the Principal's Statement and document pack prepared for the panel review meeting.]

This breach / These breaches mean that allowing **[PUPIL]** to return to the Trust would seriously harm the education or welfare of the pupil or others at the school and has determined my decision to permanently exclude.

I realise that this exclusion may well be upsetting for you and your family, but the decision to exclude **[PUPIL]** has not been taken lightly. Unless arrangements are made for **[PUPIL]** to attend a place of alternative education from the first day of exclusion, we will set work for during the first five days of this exclusion. Please ensure that work set by the Academy is completed and returned to us promptly for marking. You have a duty to ensure that your child is not present in a public place during Academy teaching hours, unless there is reasonable justification. If this requirement is not followed, you may be prosecuted or receive a penalty notice from the Local Authority. If so, it will be for you to show reasonable justification or you will be required to pay a penalty fine.

It is the responsibility of the Local Authority where the pupil lives to provide alternative education from day 6 of a permanent exclusion. I have notified them, and they will advise you of the arrangements that have been made.

All decisions to permanently exclude must be reviewed by a panel. At that meeting, you have the right to make representations to them about my decision to exclude. Your child is encouraged to attend that meeting, if appropriate for their age, and make written and/or oral statements about the exclusion. Please inform me if it would be helpful for you to have an interpreter present at the meeting and we will do our best to accommodate your request. The details of your rights and the timescales contained in government guidelines are set out in the **attached note**.

The Clerk to the Local Governing Committee (LGC) will notify you when arrangements have been made for the panel to meet and you will be told at that time about your rights of attendance and representation.

If you think this exclusion 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, 1st Floor, Darlington Magistrates Court, Parkgate, Darlington DL1 1RU or send@justice.gov.uk.

You can request to see a copy of **[PUPIL]**'s academic record. Due to confidentiality restrictions, however, you will need to notify me in writing if you wish to be supplied with a copy of **[PUPIL]**'s record.

Please refer to [the guide for parents on school behaviour and exclusion](#) for an explanation of your rights from 1 September 2023. You may also wish to contact the school inclusion officers at your Local Authority education service to discuss this exclusion. They can be contacted on

(Tony Brown) telephone 01254 666606; email tony.brown@blackburn.gov.uk. You may also find it helpful to contact the [Coram's Child Law Advice](#) service through their website or by contacting them on 0300 330 5485 from Monday to Friday, 8am – 6pm. Alternatively, you may contact [ACE Education](#) and their advice line service on 03000 115 142 on Monday to Wednesday from 10am to 1pm during term time. The Independent Provider of Special Education Advice, known as [IPSEA](#), is a registered charity. It offers free and independent information, advice and support to help get the right education for children and young people with all kinds of special educational needs (SEN) and disabilities. Advice can also be obtained from SEN Information Advice & Support Services Network (formerly known as the local parent partnership). A copy of the government guidance relating to exclusions can be found on the [Department for Education website](#).

If you have any questions or requests relating to the information in this letter, please contact Mrs Harty.

Yours sincerely,

Mrs Harty

Sudell Primary School

CC: Social worker and/or Virtual School Head