



Salvatorian  
College

# SUSPENSION & PERMANENT EXCLUSIONPOLICY

*"Which of you men if you had one hundred sheep and lost one of them wouldn't leave the ninety-nine in the wilderness and go after the one that was lost until he found it".  
Luke 15:3*

**Reviewed: June 2025**

**Next Review: Jordan Term 2026**

## 1. AIMS

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Salvatorian College aims to ensure that the school remains a well-disciplined learning environment with a reputation for excellent pupil behaviour, providing a safe environment for all.

Suspension and Permanent Exclusion are sanctions within the school's Behaviour Policy and the Governors aim to ensure that:

- the exclusions process is applied judiciously, consistently, and justly;
- records are kept;
- parents are aware of their right to make representations; and
- the exclusions process is understood by governors, staff, parents and pupils.

We aim to include children, not suspend them unnecessarily, and we recognize that behaviour that leads to suspension can sometimes be symptomatic of an underlying need for support and understanding. We will use behaviour data to assess patterns of challenging behaviour and will consider other supportive interventions eg. proposing alternative provision such as off-site intervention at another similar school. In all such disciplinary situations, the safety and wellbeing of pupils will be a paramount consideration.

After every period of fixed-term suspension, the parent(s) / carer(s) and pupil will be offered a re-integration meeting with a senior member of staff. At this meeting a pastoral support plan with targets will be agreed or updated.

## 2. LEGISLATION AND STATUTORY GUIDANCE

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This policy is based on statutory guidance from the Department for Education: [Exclusion from maintained schools, academies and pupil referral units \(PRUs\) in England](#).

In turn, it is based on the following legislation, which outline schools' powers to exclude pupils:

- Section 52 of the [Education Act 2002](#), as amended by the [Education Act 2011](#)
- [The School Discipline \(Pupil Exclusions and Reviews\) \(England\) Regulations 2012](#)
- Sections 64-68 of the [School Standards and Framework Act 1998](#)

In addition, the policy is based on:

- Part 7, chapter 2 of the [Education and Inspections Act 2006](#), which looks at parental responsibility for excluded pupils
- Section 579 of the [Education Act 1996](#), which defines 'school day'
- The [Education \(Provision of Full-Time Education for Excluded Pupils\) \(England\) Regulations 2007](#), as amended by [The Education \(Provision of Full-Time Education for Excluded Pupils\) \(England\) \(Amendment\) Regulations 2014](#)
- Statutory guidance entitled '[Changes to the school exclusion process during the coronavirus \(Covid-19\) outbreak](#)' which was issued 5 October 2020 which gives guidance on remote meetings, delays to exclusion processes because of Covid-19, applications for an independent review and amended timescales to operate up to 24 March 2021.

This policy complies with Salvatorian College's Funding Agreement and Articles of Association.

## 3. WHO TAKES A DECISION TO SUSPEND OR PERMANENTLY EXCLUDE A CHILD?

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Only the Headteacher, or acting Headteacher (in the case of Salvatorian College, this is the Head of School or Deputy Headteacher), can suspend or permanently exclude a pupil from school.

The governors and senior staff are 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 are committed to following all statutory exclusions procedures to ensure that every child receives an education in a safe and caring environment. Suspensions and permanent exclusions will be recorded in the pupil register.

#### **4. WHAT ARE THE GROUNDS FOR SUSPENSION OR PERMANENT EXCLUSION?**

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A decision to suspend a pupil will be taken only on disciplinary grounds. The behaviour of a pupil outside school can be considered grounds for suspension. The school is not a court of law and applies the civil standard of proof, ie. reaching judgements on the balance of probabilities. We are cognisant of our public sector equality duty to eliminate discrimination, harassment, victimization and other conduct that is prohibited and will monitor the pattern of exclusions.

A decision to permanently exclude will only be taken in response to serious or persistent breaches of the school's behaviour policy, and where allowing the pupil to remain in school would seriously harm the education or welfare of others.

Before deciding whether to suspend or permanently exclude a pupil, the Headteacher will take account of whether there are contributing factors which might have caused poor behaviour eg. mental health issues, family problems, whether the child has special educational needs, an EHCP or is Looked after etc.

In certain circumstances it might be appropriate to consult or make use of outside agencies or professionals such as the Traveller Education Services or special educational needs and disability (SEND) services as the school is aware that certain groups of pupils nationally have higher rates of suspension and exclusions than others.

#### **5. THE ROLE OF THE GOVERNING BODY**

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Responsibilities relating to suspensions and permanent exclusions are delegated to a Governors' Disciplinary Committee (GDC), made up of at least three members.

The GDC has a duty to comply with statutory guidance and to consider the facts of each case conscientiously. It must act impartially and ensure that any decision is lawful, proportionate, and reasonable. In doing so, the committee should take into account the welfare of the pupil concerned, while also balancing the needs and wellbeing of other pupils and staff.

The GDC is responsible for considering the reinstatement of any permanently excluded pupil and must follow all relevant statutory guidance.

If a suspension brings the pupil's total number of suspended school days to more than 15 in a single term, the GDC must consider any representations made by parents within 50 school days and decide whether to hold a meeting.

In the case of a permanent exclusion, a GDC meeting will be held within 15 school days of the exclusion being issued. If the exclusion is upheld and the pupil is not reinstated, parents have the right to appeal to an Independent Review Panel within 15 school days of receiving written notice of the governors' decision.

For suspensions totalling more than 5 but fewer than 15 days in a term, parents may make representations to the GDC. If requested, the GDC must consider reinstatement within 50 school days. If the total number of suspension days exceeds 15 in a term, the GDC must consider reinstatement.

When a GDC meeting is convened, the Headteacher (or their representative) will attend to represent the school. Parents may attend and may bring a single adviser, provided the school is informed at least 24 hours in advance.

If appropriate the Virtual School Head (VSH) or attached social worker may request to join a meeting remotely (even if everyone else is attending in person). The governing board or the arranging authority must decide whether to accept the request. Exclusion Guidance confirms that face to face meetings are encouraged and the availability of virtual/remote meetings does not make it the default option. However, if a virtual meeting is to be held, the Chair will take pains to ensure that parents, carers and advisors understand the proceedings and how to raise any issues.

## **6. INFORMING PARENTS AND CARERS**

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After a decision to suspend or permanently exclude parents/carers will be provided with the following information, in writing in relation to their child:

- 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
- Information about parents' right to make representations about the exclusion to the governing board and how the pupil may be involved in this process
- Where there is a legal requirement for the governing board to meet to consider the reinstatement of a pupil, and that parents have a right to attend a meeting, be represented at a meeting (at their own expense) and to bring a friend.
- The school will co-operate with the organisation of an Independent Appeal Panel following a permanent exclusion, should parents exercise their right to appeal.

The school will also notify parents by the end of the afternoon session on the day their child is suspended that for the first five school days of a suspension, or until the start date of any alternative provision where this is earlier, parents are legally required to ensure that their child is not present in a public place during school hours without a good reason. Parents may be given a fixed penalty notice or prosecuted if they fail to do this.

In the rare event that a child is suspended for more than five days, the school will arrange suitable full-time education. 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.

## **7. INFORMING THE GOVERNING BODY AND LOCAL AUTHORITY**

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The school will, within 24 hours, notify the governing board and the local authority (LA) of:

- A permanent exclusion, including when a suspension is made permanent.
- Suspensions which would result in the pupil being excluded for more than 5 school days (or more than 10 lunchtimes) in a term
- Suspensions which would result in the pupil missing a public examination
- For a permanent exclusion, if the pupil lives outside the LA in which the school is located, the Headteacher will also inform the pupil's 'home authority' of the exclusion and the reason(s) for it without delay.

For all other suspensions, the governing board and LA will be informed once a term.

## **8. CANCELLING SUSPENSION OR PERMANENT EXCLUSION**

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The headteacher has the legal power to cancel (rescind) an exclusion that has already begun, or one that has not yet been heard, before the school's governing body has had the opportunity to consider it. eg it could be applied where new evidence comes to light after the headteacher has decided to suspend or permanently exclude the student. Formal notification of a cancellation will be sent to the parents, governing board, LA and any social worker and VSH as appropriate. Secondly, any days the pupil was excluded, before it was cancelled, count towards the maximum 45 days of suspension in any school year.

If the exclusion is cancelled, the requirement for the governing board to consider reinstatement no longer applies. The student's parent(s)/guardian(s) may be offered the opportunity to discuss the circumstances that resulted in the exclusion being cancelled.

The ability to cancel an exclusion is not available if a pupil has been excluded for more than 45 school days in a school year (or if this will have been the case when the cancellation takes effect).

**This policy will be reviewed annually with the School's Behaviour Policy**

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<sup>1</sup> **Rescinded permanent exclusions** Under the current DfE guidance, when a permanent exclusion is rescinded, there is no provision for the governors to hold the school to account, to ensure that it has acted reasonably and that the interests of the pupil and the parent(s)/carer(s) are protected. So that the governors can fulfil their responsibilities, the following will apply when the Headteacher decides to rescind a permanent exclusion: (i) a governors panel will meet as soon as possible after the rescinding of the exclusion to consider whether or not the school's reason for the permanent exclusion was reasonable; (ii) the school will present its case to the panel; (iii) the hearing will be minuted by the Clerk to the governors; (iv) the panel will consider the grounds advanced by the school for the exclusion and record its decision. It will not have the power to overturn the school's decision, but in the event of the panel concluding that the school was unreasonable, the Chair of the panel will communicate this in writing to the Headteacher with its reasons. A review of procedures and decision-making may result. The panel will see the form signed by the pupil's parent(s)/carer(s) agreeing to the alternative provision offered, as evidence that the agreement was freely made.

**Signed:**

**A Bryant – Head of School**

A handwritten signature in black ink, appearing to read 'Alan Bryant', written in a cursive style.

