



1. Aims	3
2. Legislation and statutory guidance	3
3. Factors to consider before making a decision to suspend.....	4
4. Managed moves.....	5
5. The decision to suspend or permanently exclude.....	5
6. Definition of suspension	5
7. Roles and responsibilities	5
8. Considering the reinstatement of a pupil	7
9. An independent review	8
10. School registers	8
11. Returning from a fixed-term exclusion	8
12. Monitoring arrangements	9
13. Policy review	9
Appendix 1: A summary of the Academy Council's duties to review the principal's exclusion decision.....	10
Appendix 2: Setting up a Permanent Exclusion Panel	11
Appointing Permanent Exclusion Panel Members....	11



Good behaviour in schools is essential to ensure that all pupils benefit from the opportunities

Managed moves within TPLT can be temporary or permanent and offered as part of planned intervention. Managed moves are voluntary and agreed with all parties

Only the Principal, or acting Principal, can suspend or permanently exclude a pupil from school. A permanent exclusion will be taken as a last resort.

Our schools 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 suspension and permanent exclusions procedures to ensure that every child receives an education in a safe and caring environment.

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

- in response to serious or persistent breaches of the school's behaviour policy,
- if 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 Principal will:

- consider all the relevant facts and evidence, including whether the incident(s) leading to the exclusion were provoked
- allow the pupil to give their version of events
- consider if the pupil has special educational needs (SEN).

A headteacher's ability to cancel an exclusion before the governing board has met to consider whether the pupil should be reinstated. This practice is sometimes known as withdrawing or rescinding an exclusion. If this occurs, the parents, the governing board and the local authority, must be notified and, if relevant, the social worker and VSH. Further information on other actions that should take place following a cancelled exclusion is set out in paragraph 13 of the DFE guidance.

A suspension, where a pupil is temporarily removed from the school, is an essential behaviour management tool that should be set out within a school's behaviour policy.

A pupil may be suspended for one or more fixed periods¹⁴ (up to a maximum of 45 school days in a single academic year). A suspension does not have to be for a continuous period.

For the purposes of suspensions, school day is defined as any day on which there is a school session. Therefore, INSET or staff training days do not count as a school day.

The Principal

The Principal will immediately provide the following information, in writing, to the parents, and if applicable a social worker or Headteacher of Virtual School for Looked After

Suspensions which would result in the pupil missing a public examination

For all other exclusions, the Principal will notify the Academy Council at the full Academy Council meetings.

The Academy CouncilThe Academy Council is legally required to consider reinstating a suspended or permanently excluded pupil, and must consider both the interests and circumstances of the suspended or permanently excluded pupil, and that of other pupils

the name and address to whom an application for a review should be submitted

that any application should set out the grounds on which it is being made and that, where appropriate, reference to how the pupil's SEN, Looked After Children and Previously Looked After Children are considered to be relevant to the exclusion

that, regardless of whether the excluded pupil has recognised SEN, parents have a right to require the Trust to appoint an SEN expert to attend the review

details of the role of the SEN expert and that there would be no cost to parents for this appointment

that parents must make clear if they wish for an SEN expert to be appointed in any application for a review

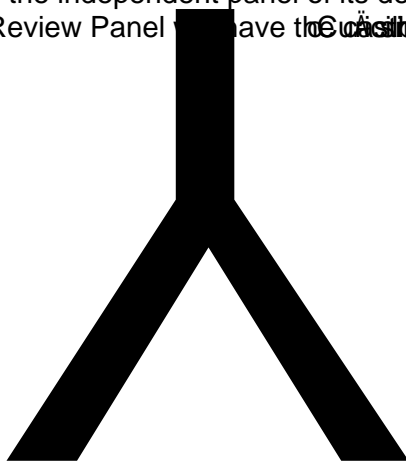
that parents may, at their own expense, appoint someone to make written and/or oral representations to the panel, and parents may also bring a friend to the review.

Governing board reinstatement meetings and IRPs can now be held via the use of remote access (for example, live video link) for suspension and permanent exclusions if requested by the parents, provided certain criteria are satisfied. Meetings held via the use of remote access should not be a default option and face to face meetings should always be encouraged. Further information is set out in Part Eleven of DFE guidance document.

If parents believe that the exclusion has occurred as a result of discrimination, they may make a claim under the Equality Act 2010 to the first-tier tribunal (special educational needs and disability), in the case of disability discrimination, or the county court, in the case of other forms of discrimination. A claim of discrimination made under these routes should be lodged within 6 months of the date on which the discrimination is alleged to have taken place.

If parents apply for an independent review, the Trust or the LA will arrange for an independent panel to review the decision of the Academy Council not to reinstate a permanently excluded pupil.

Applications for an independent review must be made within 15 school days of notice being given to the parents by the independent panel of its decision to not reinstate a pupil. The Chair of the Independent Review Panel will have the casting vote.



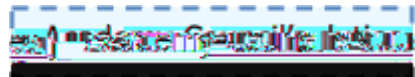
Where an application for an independent review has been made, the governing board will wait until that review has concluded before removing a pupil's name from the register.

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.

Where excluded pupils are not attending alternative provision, code E (absent) will be used.

Following a suspension, a re-integration meeting will be held involving the pupil, parents, a member of senior staff and other staff, where appropriate.

The Pastoral Vice Princ



Does the exclusion meet any of the following conditions?

It is a permanent exclusion
 It is a suspension in which the total number of days out of school have... suspensions will take the pupil's total... for a term...
 It is a suspension in which the pupil will be sitting a public exam or national curriculum test... pupil, m.ss

↓ Yes ↓



Have the pupil's parents requested a governing board meeting?

↓ Yes ↓

The Academy Council must convene a



A panel of 3 or 5 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 governor's category and 2 members will come from the Principal category providing that the following criteria are met:

- a lay member to chair the panel who has not worked in any school in a paid

have not had the required