



Suspension and Permanent Exclusion Policy

Ludlow Junior School

Date of last review: July 2026

Date of next review: July 2027

Date approved: August 2026

Approved by: Policy Working Party

1. Aims

Ludlow Junior School is committed to providing a safe, supportive and inclusive environment where all pupils can learn, achieve and thrive.

We believe that positive relationships, high expectations and early intervention are the most effective ways of promoting good behaviour. Our aim is always to support pupils to remain successfully engaged in school wherever possible.

Suspension and permanent exclusion are serious sanctions and will only be used when all appropriate alternatives have been considered, or where the circumstances are sufficiently serious to justify their use.

This policy aims to ensure that:

- decisions are fair, consistent and lawful;
- pupils, parents, staff and governors understand the suspension and exclusion process;
- pupils continue to receive appropriate support and education;
- safeguarding, SEND and equality duties are fully considered; and
- the school maintains a safe learning environment for all members of the school community.

Permanent exclusion will only be used as a last resort where allowing a pupil to remain in school would seriously harm the education, welfare or safety of others.

2. Legislation and Statutory Guidance

This policy is based upon the Department for Education's statutory guidance:

Suspension and Permanent Exclusion from Maintained Schools, Academies and Pupil Referral Units in England, including Pupil Movement (effective from 26 July 2026).

It also reflects the requirements of:

- Education Act 2002
- Education Act 2011
- School Discipline (Pupil Exclusions and Reviews) (England) Regulations 2012
- School Standards and Framework Act 1998
- Education Act 1996
- Education and Inspections Act 2006
- Equality Act 2010
- Children Act 1989
- Children Act 2004

3. The Decision to Suspend or Permanently Exclude

Only the Headteacher, or a designated Acting Headteacher, can suspend or permanently exclude a pupil.

The school recognises that off-rolling is unlawful. No child will ever be removed from the school roll, or encouraged to leave the school, in order to improve the school's performance data or for reasons that are not in the child's best interests.

A decision to suspend or 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, welfare or safety of others.

Before making any decision, the Headteacher will carefully consider the circumstances of the case. This will include reviewing all available evidence, considering whether the incident may have been provoked and ensuring that the pupil has an opportunity to share their account of events.

Particular consideration will be given to:

- any SEND needs;
- disabilities and reasonable adjustments;
- safeguarding concerns;
- social care involvement;
- whether the pupil is looked after or previously looked after;
- whether the pupil has a social worker;
- any identified vulnerabilities; and
- any support strategies already in place.

The Headteacher will also consider whether further support or intervention could reasonably prevent the need for suspension or exclusion.

Parents will never be asked to keep a child at home unless a formal suspension has been issued. The school will not use unofficial exclusions or unlawful exclusion practices.

4. Safeguarding Separations

There may be occasions when the school needs to temporarily separate pupils in order to manage a safeguarding risk and protect the welfare of others.

A safeguarding separation is not a suspension and will never be used as a disciplinary sanction.

Where a safeguarding separation is necessary, the school will ensure that education continues, arrangements are reviewed regularly and parents are kept informed. Any arrangements will remain proportionate, carefully considered and focused on the best interests of all pupils involved.

5. Off-Site Direction

In some circumstances, the school may arrange for a pupil to attend alternative educational provision away from the school site to support improvements in behaviour.

Any decision to direct a pupil off-site will be made lawfully, proportionately and in the pupil's best interests. The views of the pupil and their family will be considered, along with any SEND, safeguarding or vulnerability factors that may be relevant.

Parents will be informed of the reasons for the placement, where the provision will take place and how the arrangement will be reviewed.

The school will retain responsibility for the pupil's welfare, safeguarding and educational progress throughout the placement.

6. Managed Moves

The school recognises that a managed move may occasionally provide a positive opportunity for a pupil to make a fresh start in another setting.

Managed moves will only be considered where they are in the pupil's best interests and where all parties agree. The views of both the pupil and their parents will be taken into account before any decision is made.

Managed moves will never be used as an alternative to permanent exclusion where the legal threshold for permanent exclusion has been met.

7. Definition

For the purposes of suspension, a school day means any day on which there is a school session.

INSET days, staff training days and planned school closure days are not counted as school days.

8. Roles and Responsibilities

8.1 The Headteacher

Informing Parents

Parents will be informed of any suspension or permanent exclusion without delay.

Written notification will explain:

- the reason for the decision;
- the length of any suspension or confirmation that the exclusion is permanent;
- parents' rights to make representations;
- details of any governing board meetings;
- any review arrangements that apply.

The school recognises that receiving notice of a suspension or permanent exclusion can be upsetting for families. We will therefore ensure that communication is clear, respectful and supportive throughout the process.

For the first five school days of a suspension, parents are legally responsible for ensuring that their child is not present in a public place during school hours without reasonable justification. Failure to comply may result in a Fixed Penalty Notice or prosecution.

Where alternative provision is arranged, parents will be provided with details of the location, start date, timings and reporting arrangements.

Informing Governors and the Local Authority

The Headteacher will notify the governing board and local authority of suspensions and exclusions in accordance with statutory requirements.

The school will maintain accurate records of all suspensions and permanent exclusions and will monitor whether particular groups of pupils are disproportionately affected.

Records will also demonstrate how SEND needs, safeguarding considerations, equality duties and reasonable adjustments were considered during the decision-making process.

Where a pupil is looked after, previously looked after or has a social worker, the school will involve relevant professionals wherever appropriate and will seek to work collaboratively with those already supporting the child.

8.2 The Governing Board

The governing board has a statutory responsibility to consider reinstatement decisions when required and to ensure that exclusions are carried out fairly and lawfully. Responsibilities may be delegated to a panel of governors in accordance with legislation.

8.3 The Local Authority

For permanent exclusions, the local authority is responsible for arranging suitable full-time education from the sixth school day following the exclusion.

9. Considering the Reinstatement of a Pupil

Where legislation requires governors to meet and consider reinstatement, they will do so within the statutory timescales.

Governors will consider whether the decision was lawful, reasonable, fair and procedurally correct. They will also consider:

- the school's Behaviour Policy;
- safeguarding responsibilities;
- equality duties;
- the circumstances of the pupil;
- any SEND considerations;
- any reasonable adjustments;
- the impact on staff and other pupils; and
- whether all relevant procedures were followed.

Minutes will be retained as part of the pupil's educational record.

10. Independent Review

Parents may request an Independent Review Panel following a governing board decision not to reinstate a permanently excluded pupil.

Panels may:

- uphold the governing board's decision;
- recommend reconsideration; or
- quash the decision and direct the governing board to reconsider.

Applications must be made within the statutory timescales.

11. School Registers

The school will manage admissions and attendance records in accordance with all statutory requirements relating to suspension and permanent exclusion.

Attendance coding and register procedures will comply with current attendance regulations and Department for Education guidance.

12. Returning from Suspension

Following a suspension, the school will normally arrange a reintegration meeting involving the pupil, their parents or carers and an appropriate member of staff.

The purpose of the meeting is to help the pupil make a successful return to school. Discussions will focus on understanding what happened, identifying any support that may be required and agreeing positive next steps.

Where appropriate, a reintegration plan may include additional pastoral support, behaviour targets, SEND provision, attendance support, safeguarding measures, external agency involvement or other reasonable adjustments.

Our aim is always to help pupils rebuild positive relationships, re-engage with learning and reduce the likelihood of further suspensions.

13. Monitoring Arrangements

The Headteacher will regularly review suspension and exclusion data to identify patterns and trends.

Governors will receive regular reports and will monitor whether any groups of pupils are disproportionately represented within exclusion data. Particular attention will be given to:

- pupils with SEND;
- disadvantaged pupils;
- children in care;
- previously looked after children;
- pupils with social workers; and
- other vulnerable groups.

Governors will provide appropriate challenge and support where concerns are identified.

This policy will be reviewed annually or sooner if legislation or guidance changes.

14. Safeguarding and Vulnerable Pupils

The school recognises that pupils who are suspended or permanently excluded are often among the most vulnerable members of the school community.

Where suspension or permanent exclusion is being considered, the school will carefully review any safeguarding concerns, social care involvement, attendance history, mental health needs, SEND needs and wider family circumstances.

The Designated Safeguarding Lead will be involved where appropriate.

Wherever possible, the school will work collaboratively with parents, the local authority, social care professionals and external support agencies to reduce the likelihood of exclusion and improve outcomes for pupils.

The school is committed to balancing the needs of individual pupils with the safety, wellbeing and education of the wider school community.

15. Equality Impact Considerations

The school is committed to treating all pupils fairly and without discrimination.

When considering suspension or permanent exclusion, decision-makers will take account of the Equality Act 2010, disability discrimination legislation, the Public Sector Equality Duty, safeguarding responsibilities and any reasonable adjustments that may be required.

Records will be maintained to demonstrate how relevant factors were considered and how statutory duties were fulfilled.

Appendix 1 – Independent Review Panel Training

The local authority must ensure that Independent Review Panel members and clerks have received appropriate training within the previous two years.

Training will include:

- statutory legislation and guidance;
- procedural fairness and natural justice;
- equality duties;
- SEND and disability considerations;
- judicial review principles; and
- current suspension and permanent exclusion requirements.