



**Mayflower**  
**High School**

**SUSPENSIONS  
AND  
EXCLUSIONS  
POLICY**

# DOCUMENT CONTROL SHEET

Policy	Amendment	Staff Member	Committee/ Date	FGB Approved:	Start Review on:
Suspensions and Exclusions		Assistant Headteacher	CRSM 8 January 2024	8 January 2024	September 2024
Suspensions and Exclusions	Various Updates inc Definitions Examples of unacceptable behaviour Reintegration PEX Cancelling Suspension or PEX Exclusions Process	Assistant Headteacher Student Welfare	Policy Committee 3 March 2025	24 March 2025	1 October 2025
Suspensions and Exclusions	No changes	Senior Assistant Headteacher	Policy 13 October 2025	1 December 2025	1 October 2026

**This Policy is effective until superseded**

## **Intent**

The school does not consider suspension lightly and our approach follows the Department for Education guidance. The government supports headteachers in using suspension and permanent exclusion as a sanction when warranted as part of creating a calm, safe, and supportive environment in which pupils can learn and thrive. Therefore, suspensions and permanent exclusions are sometimes a necessary part of a functioning system.

Suspensions and Permanent Exclusions will always be lawful, reasonable, fair and proportionate considering the facts and applying the civil standard of proof, i.e. 'on the balance of probabilities' it is more likely than not that a fact is true.

Suspensions are decided by the Headteacher in consultation with the Deputy and/or Assistant Headteachers. Permanent exclusion is decided upon by the Headteacher. Suspensions and Exclusions are considered when a serious breach of the school's code of conduct has occurred and the nature of each exclusion will be judged on the incident and the context of an individual student's prior record of behaviour and conduct in their school career.

## **Legislation relating to this guidance**

This policy has due regard to legislation and guidance including, but not limited to:

- Suspension and Permanent Exclusion from maintained schools, academies and pupil referral units in England, including pupil movement' August 2024
- Behaviour in Schools: Advice for Headteachers and School Staff.
- Keeping Children Safe in Education
- Mental Health and behaviour in schools
- Understanding Your Data: a guide for school governors and academy trustees
- The Education Act 2022, as amended by the Education Act 2011
- The School Discipline
- The School Discipline (Pupil Exclusions and Reviews) (England) Regulations 2012;
- The Education and Inspections Act 2006;
- The Education Act 1996
- 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.

Links with other policies

This policy is linked to:

- Behaviour policy
- SEND policy and SEN information report
- Complaints Policy

## **Definitions**

Suspension – when a pupil is removed from the school for a fixed period. This was previously referred to as a 'fixed-term exclusion'.

Permanent exclusion – when a pupil is removed from the school permanently and taken off the school admission register. This is sometimes referred to as an 'exclusion'.

Off-site direction – when a governing board of a maintained school requires a pupil to attend another education setting temporarily, to improve their behaviour.

## **Protocols of Suspensions or Permanent exclusion**

The student's views will be considered before deciding whether to suspend or permanently exclude, considering these in light of their age and understanding.

**The list below is not exhaustive but demonstrates some of the scenarios which could lead to a suspension or permanent exclusion:**

Suspensions and Permanent Exclusions could be used for unacceptable behaviour.

- Persistent disruptive behaviour
- Physical assault against a pupil
- Physical assault against an adult
- Verbal abuse or threatening behaviour towards a student or adult
- Use, or threat of use, of an offensive weapon or prohibited item toward a student or adult
- Bullying
- Racist/Sexual harassment, abuse or assault
- Abuse/assault against sexual orientation or gender reassignment
- Abuse/assault relating to disability
- Harassment or intimidation of staff or students
- Use of inappropriate language (e.g. swearing)
- Misbehaviour causing serious disruption of lessons or school routines
- Damage to school property or theft
- Smoking of cigarettes/vapes
- Drinking alcohol or solvent misuse
- Being under the influence of alcohol or drugs on the school site
- Supplying an illegal drug or drug paraphernalia
- Filming or pretending to film an incident
- Cyber bullying
- Possessions/carrying of a banned item which includes;
  - Knives, blades, or weapons
  - Alcohol
  - Illegal drugs
  - Cigarettes, tobacco, cigarette papers, e-cigarettes/vapes(including the use and sharing), lighters, matches
  - Smoking paraphernalia
  - Stolen items
  - Fireworks
  - Pornographic material
  - Any individual using, in the possession of, or sharing of illegal substances in the school grounds may face immediate suspension.

In cases of repeated offences or severe misconduct, permanent exclusion will be considered. The safety and well-being of all members of the community are of uppermost importance, and actions that undermine this will not be tolerated.

### **Suspension**

A suspension is used within the behaviour strategies to provide a clear indication of unacceptable behaviour.

A student may be suspended for one or more fixed periods. A student may be excluded for up to 45 days in an academic school year. A suspension may be for part of a day, resulting in a half-day suspension.

The local authority will be informed of all suspensions, regardless of length

Throughout the suspension, work will be provided via Google Classroom. If internet access is

a concern then parents/carers must notify the school and paper copies will be sent home. The school will take all reasonable steps to ensure that work is set and marked for students during any suspension, although for short-term suspensions this will not always be practicable

Parents/carers will be informed in writing of the suspension and their right to appeal to the Student Discipline Committee. This may be sent as an email attachment and followed up with a posted physical copy of the letter.

If the student has a social worker, they will be notified of a suspension. If the student is a Child in Care the virtual school headteacher will be notified.

The Governing Body will be notified at least once per term of all suspensions unless it is more than 5 days where they will be informed without delay

The parent/carer must ensure that the student is not present in a public place at any time during school hours for the days specified on the suspension letter

The school will clearly explain the reintegration strategy to the student in a reintegration meeting before or on the student's return to school. During the meeting, the school will communicate to the students that they are getting a fresh start and that they are a valued member of the school community. The student, parents, a member of senior staff, and any other relevant staff will be invited to attend the meeting.

Parents may appeal against the decision to exclude for a fixed term of more than five consecutive days, in writing to the Governors.

In exceptional circumstances, usually where further evidence has come to light, a further suspension may be issued immediately after the first period ends; or a permanent exclusion may be issued to begin immediately after the first suspension. Notification of this would also be sent in writing.

### **Permanent exclusion**

A permanent exclusion is when a pupil is no longer allowed to attend a school. The decision to exclude a student permanently should only be taken:

- In response to a serious breach or persistent breaches of the school's behaviour policy and
- Where allowing a student to remain in school would seriously harm the education or welfare of the pupil or others such as staff or pupils in the school.

Serious breaches for which permanent exclusion will be considered include but are not limited to: weapons or drug-related incidents; violence, harassment or intimidation; persistent disruptive, abusive, dangerous, and/or defiant behaviour.

Parents will be informed of any exclusion verbally in the first instance, followed by a formal written communication. All children have a right to an education and students on permanent exclusions should continue with their learning for the first 5 days with work being set via Google Classroom. The school will take reasonable steps to set and mark work for students. After this date, the Local Authority will make contact for alternative arrangements.

Parents/carers will be notified in writing of permanent exclusions and their right of appeal and will normally be invited to school to discuss the matter before a permanent exclusion is set.

The Headteacher will notify the local authority at the earliest opportunity of any decision to permanently exclude. Where a student lives outside the local authority area in which the school is located, the 'home authority' will also be notified. If a student has a social worker, they will also be notified of a permanent exclusion. If the student is a Child in Care (CIC) the Virtual School Head (VSH) will be notified.

For permanent exclusions, the LA will arrange suitable full-time education to begin no later than the sixth school day after the first day of the exclusion.

For students who are looked after or have social workers, the LA and the school will work together to arrange suitable full-time education to begin from the first day of the exclusion.

If there is an ongoing safeguarding investigation (whether that includes a criminal investigation or not) that may result in the permanent exclusion of a student, decisions will be made alongside the school's duty to safeguard and support young people.

Within 15 days a meeting of the Governors' Student Related Group will be held to consider the exclusion. Representations will be invited from the Headteacher. If the 15 days would run over a public exam, reasonable steps must be taken before the date of the examination.

Parents may appeal against the decision themselves or take a friend to speak for them. If the student is 18 years or older then they are able to attend.

If the exclusion is not upheld the Governors may request the Headteacher to readmit the child.

If the exclusion is upheld the Governors must inform the Local Education Authority immediately.

### **Cancelling suspensions and permanent exclusions**

The headteacher may cancel a suspension or permanent exclusion that has already begun, or one that has not yet begun, but only where it has not yet been reviewed by the governing board. Where there is a cancellation:

- The parents/carers, governing board, and LA will be notified without delay
- Where relevant, any social worker and VSH will be notified without delay
- The notification must provide the reason for the cancellation
- The governing board's duty to hold a meeting and consider reinstatement ceases
- Parents/carers will be offered the opportunity to meet with the headteacher to discuss the cancellation, which will be arranged without delay
- The student will be allowed back in school without delay

### **INDEPENDENT REVIEW**

If parents/the student (if they are 18 or older) apply for an independent review within the legal timeframe, the school will, at their own expense, arrange for an independent panel to review the decision of the governing board not to reinstate a permanently excluded student.

Independent reviews can be held remotely at the request of parents/students.

A panel of a minimum of 3 members will be constituted with representatives from each of the categories below. At all times during the review process there must be the required representation on the panel.

- 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
- Current or former school governor who have served as a governor for at least 12 consecutive months in the last 5 years, provided they have not been teachers or Headteachers during this time
- Headteachers or individuals who have been a Headteacher within the last 5 years

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

- Are member or trustee of the academy Trust of the excluding school
- Are the Headteacher of the excluding school, or have held this position in the last 5 years

The panel must consider the interests and circumstances of the student, including the circumstances in which the student was permanently excluded, and have regard to the interests of other students and people working at the school.

Taking into account the student's age and understanding, the student or their parents will be made aware of their right to attend and participate in the review meeting and the student should be enabled to make representations on their own behalf, should they desire to.

Where a SEN expert is present, the panel must seek and have regard to the SEN expert's view of how SEN may be relevant to the student's permanent exclusion. Where a social worker is present, the panel must have regard to any representation made by the social worker of how the student's experiences, needs, safeguarding risks and/or welfare may be relevant to the student's permanent exclusion.

Where a VSH is present, the panel must have regard to any representation made by the social worker of how any of the student's background, education and safeguarding needs were considered by the Headteacher in the lead up to the permanent exclusion or are relevant to the student's permanent exclusion.

Following its review, the independent review panel (IRP) will decide to do one of the following:

- 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 the IRP judges that the original decision was flawed)

New evidence may be presented, though the school cannot introduce new reasons for the permanent exclusion or the decision not to reinstate. The panel must disregard any new reasons that are introduced.

In deciding whether the decision was flawed, and therefore whether to quash the decision not to reinstate, the panel must only take account of the evidence that was available to the governing board at the time of making its decision. This includes any evidence that the panel considers would, or should, have been available to the governing board and that it ought to have considered if it had been acting reasonably.

If evidence is presented that the panel considers it is unreasonable to expect the governing board to have been aware of at the time of its decision, the panel can take account of the evidence when deciding whether to recommend that the governing board reconsider reinstatement. The panel's decision can be decided by a majority vote. In the case of a tied decision, the chair has the casting vote.

Once the panel has reached its decision, the panel will notify all parties in writing without delay.

This notification will include:

- The panel's decision and the reasons for it
- Where relevant, details of any financial readjustment or payment to be made if the governing board does not subsequently decide to offer to reinstate the student within 10 school days
- Any information that the panel has directed the governing board to place on the student's educational record

## SCHOOL REGISTERS

A student's name will be removed from the school admission register if:

- 15 school days have passed since the parents/student were notified of the governing boards decision to not reinstate the student and no application has been made for an independent review panel, or
- The parents/student 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 within 15 school days, the governing board will wait until that review has concluded before removing a student's name from the register.

While the student's name remains on the school's admission register, the student's attendance will still be recorded appropriately.

Where alternative provision has been made for an excluded student and they attend it, code B (education off-site) or code D (dual registration) will be used on the attendance register. Where excluded students are not attending alternative provision, code E (absent) will be used.

## **Investigations regarding Criminal Offences**

Any investigation where we believe a criminal offence has occurred, the school will inform the police.

The Headteacher need not postpone taking a decision to suspend or permanently exclude solely because a police investigation is underway and/or any criminal proceedings may be brought. In such circumstances, the Headteacher will need to take a decision on the



evidence available to them at that time

Where the evidence is limited by a police investigation or criminal proceedings, the Headteacher should consider any additional steps they may need to take to ensure the decision is fair. However, the final decision on whether to suspend or permanently exclude is for the Headteacher to make

Police investigations do not change the 15-day requirement of the governing body to convene regarding permanent exclusions, who must make their decisions based on the evidence available, applying the civil standard of proof

### Exclusion Process

	HOY and YM	AHT
<b>Step 1</b>	Incident reported to HOY or YM: <ul style="list-style-type: none"> <li>· Decide to investigate</li> <li>· Inform parents of key stakeholders that an incident has occurred.</li> <li>· If safeguarding concern then inform the safeguarding lead immediately or DSL</li> <li>· Implement appropriate support for students concerned, e.g. internal or external pastoral support</li> </ul>	HOY or YM informs AHT of the incident.
<b>Step 2</b>	Written statements taken from victim, perpetrator, and witnesses of the incident. These are all dated/signed and quality assured.	
<b>Step 3</b>	Write a timeline/table to summarise the information provided within the statements.  Reference <a href="#">Behaviour Policy</a> to ensure the process is followed.	HoY or YM present timeline/table and relevant documents to AHT  Reference Behaviour Policy to ensure process is followed.
<b>Step 4</b>		If the incident has met the threshold to meet suspension AHT consults with Headteacher or Senior Pastoral AHT. AHT informs HOY or YM of the decision.  Depending on length of suspension AHT informs YM or HOY of reintegration timing.

<b>Step 5</b>	<p>If <b>no</b> exclusion:</p> <p>HOY or YM issues appropriate sanctions, restorative conversations and communicate to parents</p> <p>If <b>yes</b> to exclusion:</p> <p>HOY or YM phone parent to inform of decision.  Meet with child  Email teachers to set work  Check that the student has access to a computer to complete work.  Complete <a href="#">suspension paperwork</a> and if student has reached 3 suspensions complete <a href="#">safeguarding risk assessment</a>  Confirm meeting time with AHT</p> <p>All paper work is placed on student file with notes updated.</p>	<p>If a student is to exceed 5 days then AHT arranges alternative education.</p> <p>If suspensions exceed 15 days in one term or receives a permanent exclusion then a Governors panel is arranged.</p> <p>Complete a risk assessment if any safeguarding concerns.</p>
<b>Stage 6</b>	HOY/YM to implement <a href="#">reintegration procedure</a>	AHT, HOY to hold reintegration meeting