
Brentwood School and College

Suspension and Permanent Exclusion Policy

Document Control	
Title	Suspension and Permanent Exclusion Policy
Owner	Brentwood School
Date Reviewed	June 2026
Related Documents	Behaviour Policy SEN Information Report Safeguarding Policy
Review	Summer 2027 – 1 year



1. Aims

This policy ensures that any suspension or permanent exclusion is carried out lawfully, fairly and proportionately, in line with statutory guidance.

The school aims to:

- Ensure a safe, calm and supportive learning environment
 - Apply exclusion procedures consistently, fairly and transparently
 - Support students to remain in education wherever possible
 - Fulfil all statutory duties under education, safeguarding and equality legislation.
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2. Legislation and Statutory Guidance

This policy is based on:

- *Suspension and Permanent Exclusion from Maintained Schools, Academies and Pupil Referral Units in England, including Pupil Movement* (DfE, July 2026)
 - Education Act 2002 (as amended)
 - Education and Inspections Act 2006
 - School Discipline (Pupil Exclusions and Reviews) (England) Regulations 2012
 - Equality Act 2010
 - Children and Families Act 2014
 - SEND Code of Practice.
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3. Definitions

- **Suspension:** A fixed-period removal from school up to a maximum of 45 school days in a single academic year
 - **Permanent exclusion:** Removal from the school roll
 - **Parent:** Any individual with parental responsibility or care of the child
 - **Managed move:** A voluntary transfer to another school with agreement of all parties.
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4. Roles and Responsibilities

4.1 The Headteacher

Decision-making

Only the headteacher (or acting headteacher) has the authority to suspend or permanently exclude a student.

There is **no requirement for approval from the governing board** prior to a suspension being issued.

Decisions will only be taken:

- In response to serious or persistent breaches of the behaviour policy, and where allowing the student to remain would seriously harm the education or welfare of others.

The headteacher will ensure decisions are:

- Lawful
 - Reasonable
 - Fair and proportionate.
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Considerations before a decision

Before any suspension or exclusion, the headteacher will:

- Consider all relevant facts on the balance of probabilities
- Allow the student to present their views (where appropriate)
- Consider whether the incident was provoked
- Consider safeguarding implications
- Understand whether behaviour is a manifestation of the student's SEN needs
- Understand whether appropriate support and interventions have been implemented
- Understand whether reasonable adjustments have been made.

The headteacher will ensure compliance with the **Equality Act 2010**, ensuring no unlawful discrimination arises.

Where a student has an EHCP and is at risk of suspension or permanent exclusion, the school will consider requesting an early annual review to review the effectiveness of current provision and seek advice from relevant professionals where appropriate.

Off-Site Direction

Off-site direction may be used as a preventative strategy where interventions within school have not been successful or are considered inappropriate. It will only be used to improve behaviour and support reintegration and will not be used as a punishment. Placements will

be time-limited, monitored and reviewed regularly. Parents will be informed in writing of the placement, the reasons for it and the intended outcomes.

Managed Moves

Managed moves may be considered as an alternative to permanent exclusion where this is in the best interests of the student. Managed moves are voluntary and must be agreed by the student's parents, the receiving school and all relevant parties. A student will not be permanently excluded because parents decline a managed move.

Separation of Students for Safeguarding Reasons

In exceptional circumstances the school may temporarily prevent a student from attending the school site for safeguarding reasons. This is not a suspension or permanent exclusion. Such arrangements will only be used where necessary to protect pupils or staff and where alternative safeguarding measures are not practicable.

Use of permanent exclusion

Permanent exclusion will only be used:

- As a **last resort**, where all reasonable support strategies have been implemented, or in response to a **serious one-off incident**
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Notification

The headteacher will notify parents **without delay** of:

- The reason(s) for the suspension or exclusion
 - The duration (or permanence)
 - Their right to make representations
 - Relevant statutory information
 - Independent sources of advice and support available, such as SENDIASS.
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Notification to governing board and LA

The headteacher must notify:

- The **governing board and local authority without delay** of:
 - Any permanent exclusion
 - Any suspension bringing the total above 5 school days in a term.

Other suspensions will be reported **termly**.

The **Chair of Governors will be informed** as part of this oversight process; this does not constitute decision-making authority.

Provision of education

- For the **first 5 school days**, the school will provide work (where appropriate to the student's needs) and support
- For suspensions of more than five school days, the governing board will ensure suitable full-time education is arranged from the sixth school day. For permanent exclusions, the local authority is responsible for arranging suitable full-time education from the sixth school day.

This provision will:

- Be suitable to the student's needs, including SEND
 - Begin no later than day 6 where suitable provision is available.
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Support for vulnerable students

Where a student has:

- A social worker, or
- Is looked after

the Headteacher will notify, without delay, the student's social worker (where applicable) and the Virtual School Head for looked-after children. The notification will include the reason for the exclusion and its duration.

4.2 The Governing Board

Role

The governing board:

- **Does not take part in exclusion decisions**
 - Provides **strategic oversight and review**.
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Considering suspensions and exclusions

The governing board will:

- Consider representations from parents where appropriate
- Review suspensions/exclusions in line with statutory thresholds
- Decide on reinstatement **only where required by law**

A meeting is:

Not required for suspensions totalling 5 days or fewer in a term (unless parents make representations).

For suspensions totalling 5 school days or fewer in a term, the governing board will consider any representations made by parents but cannot direct reinstatement.

For suspensions totalling more than 5 but fewer than 16 school days in a term, the governing board must consider representations from parents if these are made and do so within 50 school days of receiving notice of the suspension.

Monitoring

The governing board will regularly review:

- Patterns and trends in suspension and exclusion
- Impact on vulnerable groups
- Effectiveness of behaviour and inclusion strategies.

This forms part of the school's **safeguarding and equality oversight during governor meetings**.

4.3 The Local Authority

The local authority must:

- Arrange suitable full-time education from day 6 following a **permanent exclusion**.

For students with social workers or who are looked after:

- The school and LA will work together to secure provision from **day 1 where possible**.
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5. Considering Reinstatement

The governing board will review exclusions where required:

- **Permanent exclusions**
- Suspensions exceeding **15 cumulative days in a term**.

The board may:

- Reinstatement the student
- Decline reinstatement.

Decisions will consider:

- Lawfulness, reasonableness and fairness

- Evidence presented
- The students' safeguarding and welfare.

Not needed for statutory purposes but recommended for our setting as we don't have public exams: Where a suspension or permanent exclusion would result in a student missing an externally accredited assessment, examination, moderation activity or qualification requirement, the school and governing board will take reasonable steps to consider the impact on the student's accreditation pathway and make arrangements where possible to minimise disadvantage.

Cancellation of Exclusions

The Headteacher may cancel any suspension or permanent exclusion that has not yet been considered by the governing board. Where an exclusion is cancelled, parents, the governing board, local authority, social worker and Virtual School Head (where applicable) will be notified without delay and provided with the reason for the cancellation. The student will be allowed to return to school without delay.

6. Independent Review

For permanent exclusions, parents may request an independent review within **15 school days**.

The panel may:

- Uphold the decision
- Recommend reconsideration
- Quash and require reconsideration.

A SEN expert may be requested at no cost to parents.

Parents may request that governing board reinstatement meetings or Independent Review Panel hearings are conducted via remote access. Such requests will be accommodated where statutory conditions are met and the meeting can be conducted fairly and transparently. Face-to-face meetings remain the preferred option.

7. School Registers

Students will be removed from roll, only in line with statutory requirements.

Attendance codes will reflect:

- Alternative provision attendance

- Absence due to exclusion.

Unlawful Exclusions and Off-Rolling

The school will not use informal or unofficial exclusions. Any removal of a student from school on disciplinary grounds will be recorded and managed through the formal suspension or permanent exclusion process. The school will not place students on part-time timetables for behavioural reasons except where permitted by law and supported through a clearly reviewed plan.

8. Reintegration Following Suspension

Reintegration Strategy

A tailored reintegration plan will be developed, including:

- Identification of triggers for behaviour
- Adjustments to support plans
- Consideration of SEND needs
- External agency involvement where appropriate.

Reintegration plans will be reviewed regularly and adapted where required. The school will ensure that students understand they remain valued members of the school community and that previous behaviour should not be viewed as a barrier to future success.

Reintegration Meeting

A reintegration meeting will be held involving:

- The student where appropriate
- Parents/carers
- Relevant staff.

The focus will be on:

- Supporting a successful return
 - Reinforcing expectations
 - Ensuring the student feels valued.
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9. Monitoring Arrangements

The school will monitor:

- Suspension and exclusion data
- Repeat suspensions
- Patterns by student group.

Analysis will include:

- Protected characteristics
- Vulnerability indicators.

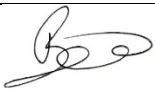
This monitoring will:

- Inform school improvement
 - Support compliance with the Equality Act 2010
 - Contribute to safeguarding oversight
 - Be shared with governors termly during governor meetings.
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10. Links with Other Policies

- Behaviour Policy
 - SEN Policy and Information Report
 - Safeguarding Policy
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Signed by Brentwood School:

Chair of Governors:		Date:	28.07.26
Headteacher:		Date:	28.07.26