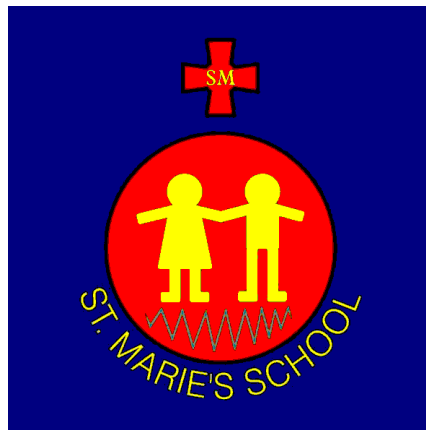


Suspension and Permanent Exclusion Policy



ST CLARE

Catholic Multi Academy Trust



'Jesus is always my friend.'

Adopted by St Maries Local Area Committee: September 2025

Next review by St Maries Local Area Committee: September 2028

Purpose

At St Marie's, we believe that every child is loved by God and deserves understanding, forgiveness and the chance to make a fresh start.

Our mission is to guide, support and educate children so they learn to take responsibility for their behaviour and live out our Gospel values of love, respect, and service.

However, there may be rare occasions when a child's behaviour causes serious harm to the safety or learning of others.

When this happens, we follow this policy to ensure decisions are fair, consistent, and in line with the law.

This policy follows the DfE guidance: Suspension and Permanent Exclusion from maintained schools, academies and pupil referral units in England (September 2024) and the requirements of:

- Education Act 2002 (s. 52)
- School Discipline (Pupil Exclusions and Reviews) (England) Regulations 2012
- Equality Act 2010
- SEND Code of Practice 2015

Aims

- To maintain a safe, calm, and caring environment for all.
- To ensure suspensions and exclusions are only used as a last resort.
- To act fairly and consistently, upholding each child's dignity.
- To work in partnership with families, the Local Authority, and the Trust.
- To support pupils in making better choices and re-engaging positively with school life.

Definitions

- Suspension – when a pupil is temporarily not allowed to attend school for a set number of days. (This was previously called a fixed-term exclusion.)
- Permanent exclusion – when a pupil is removed from the school roll because their behaviour means they can no longer remain safely at the school.

Both are sometimes called “exclusions” in this policy.

Principles

- Exclusion is always a last resort, after other restorative and supportive strategies have been tried.
- Decisions will be made in line with our Relationship Policy and our Catholic ethos.
- We recognise that behaviour can be a sign of unmet need, distress, or trauma, and we will seek to understand the causes.
- Pupils with additional needs, disabilities or vulnerabilities will be supported appropriately.

When a Suspension or Exclusion May Be Considered

Examples include:

- Serious physical or verbal abuse towards another pupil or member of staff.
- Bullying, including discriminatory or hate-based behaviour.

- Possession of dangerous items or substances.
- Persistent disruption that seriously affects others' learning.
- Serious damage to property or theft.

Every incident will be considered individually, taking account of:

- the pupil's age and understanding,
- any special educational needs or disabilities, and
- whether reasonable adjustments could have prevented the incident.

Decision to Suspend or Exclude

If the Headteacher is absent, the power to suspend or permanently exclude a pupil is delegated to the Acting Headteacher or Deputy Headteacher, in line with the Trust's Scheme of Delegation. This delegation must be clearly recorded in writing.

Only the Headteacher can suspend or permanently exclude a pupil. Before making the decision, the Headteacher will:

- investigate the incident thoroughly,
- consider the pupil's version of events,
- check that behaviour strategies have been used where appropriate,
- consult with the Trust and, if relevant, the Local Authority.

If a suspension or exclusion is issued, the Headteacher will notify parents in writing straight away and explain:

- the reason for the decision,
- the length of the suspension (if temporary),
- the right to make representations to governors or request a review, and
- arrangements for the pupil's education during the suspension.

Parents will also be told how to make written representations to the Local Academy Committee and, if their child is permanently excluded, how to request an Independent Review Panel (IRP).

Informing Others

The Headteacher must also inform:

- The Local Academy Committee (governing body),
- The Local Authority, and
- The Trust, within the timescales set out in DfE guidance (immediately for permanent exclusions or for suspensions over 5 days).

Education During a Suspension

The school will provide appropriate work or online learning from day 1.

From day 6 of a suspension, suitable full-time education will be arranged — usually by the Trust or Local Authority — and parents will be informed where and when this will take place.

Reintegration Meeting

When a pupil returns from a suspension, a reintegration meeting will be held with the pupil, their parents or carers, and a senior member of staff.

Together we will:

- reflect on what happened,
- rebuild trust and relationships, and
- agree a support or behaviour plan to help the pupil succeed.

Permanent Exclusion

Permanent exclusion will only be used when:

- all other strategies have failed, or
- allowing the pupil to remain in school would seriously harm the safety or education of others.

The Headteacher will inform parents, the Trust, and the Local Authority immediately in writing. The Local Academy Committee will hold a meeting within 15 school days to review the decision and consider any parental representations.

Parents have the right to request an Independent Review Panel (IRP) if the governors uphold the exclusion.

Where appropriate, the school will work with the Trust and Local Authority to arrange a managed move or alternative provision in the best interests of the child.

The Headteacher and governors will also monitor decisions to ensure compliance with the Equality Act 2010 and that no pupil is treated less favourably because of a protected characteristic such as disability, race, religion, or gender.

Pupils with SEND or Vulnerabilities

Before any suspension or exclusion, staff will check whether the pupil has special educational needs or an Education, Health and Care (EHC) plan.

If the behaviour may be linked to an unmet need, we will hold an urgent review to provide extra support and reasonable adjustments.

Recording and Monitoring

- All suspensions and exclusions are recorded on the school system and reported to the Trust and Local Authority.
- Data is reviewed termly to check for fairness, consistency, and any disproportionate impact on vulnerable groups.
- The Headteacher reports to governors and the Trust Board.

Links with Other Policies

This policy should be read alongside:

- Relationship Policy (Behaviour)
- Safeguarding and Child Protection Policy
- SEND Policy
- Equality Policy

Monitoring and Review

This policy will be reviewed every three years, or sooner if the Department for Education updates its statutory guidance. The Headteacher and Local Academy Committee will check it annually to make sure it still meets current legal requirements.

Faith and Restoration

We believe every child can change and grow.

When mistakes are made, we respond with compassion and justice, seeking reconciliation and renewal. Our goal is always to help each child return to learning, to friendship, and to the love of our school community.