

BOXGROVE C of E PRIMARY SCHOOL



***Flourishing a community of
Curious Minds, Kind Hearts and Resilient Learners,
Rooted by God's Love***

EXCLUSIONS (SUSPENSIONS AND PERMANENT EXCLUSIONS)

Monitoring and Review of Policy

Last Update (Reviewed at FGB): July 2026

Next Update Due: July 2027

This policy will be reviewed annually by the Governing Board and updated sooner where there are changes to legislation, statutory guidance, or local circumstances.

1. Policy Statement

At **Boxgrove CE Primary School**, we are committed to creating a safe, calm, inclusive and supportive environment where all pupils can learn and achieve. We promote positive behaviour through clear expectations, restorative approaches, and early intervention.

The school recognises that suspension and permanent exclusion are serious sanctions and will only be used when necessary, lawful, reasonable and proportionate.

In line with Department for Education (DfE) statutory guidance, suspension may be used where necessary, while **permanent exclusion will only be used as a last resort**.

This policy should be read alongside the school's:

- Behaviour Policy
- SEND Policy
- Safeguarding and Child Protection Policy
- Equality Information and Objectives

2. Legal Framework

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

‘Guidance on the suspension and permanent exclusion of pupils from local-authority-maintained schools, academies and pupil referral units.’

Schools must comply with this guidance when making exclusion decisions. [DFE guidance](#)

3. Principles

Before making a decision to suspend or permanently exclude a pupil, the Headteacher will consider:

- The facts and evidence available.
- Whether the incident can be proven on the balance of probabilities.
- The pupil's age, needs and circumstances.
- Any safeguarding concerns.
- Whether the behaviour may be linked to a Special Educational Need or Disability (SEND).
- Whether the sanction is proportionate and consistent with school policies.

The school will not use unofficial or unlawful exclusions and will not send pupils home without formally recording a suspension.

4. Grounds for Suspension or Permanent Exclusion

Examples of behaviour that may lead to suspension or permanent exclusion include:

- Serious actual or threatened violence towards pupils or staff.
- Persistent disruptive behaviour.
- Bullying, including cyberbullying.
- Racist, homophobic, transphobic or discriminatory behaviour.
- Possession of a prohibited item.
- Theft.
- Deliberate damage to property.
- Behaviour that seriously threatens the safety or welfare of others.
- Repeated breaches of the Behaviour Policy despite support and intervention.

Each case will be considered individually and no list can cover every circumstance.

5. Suspension

A suspension is when a pupil is temporarily removed from school for a fixed period.

The Headteacher may suspend a pupil where:

- The pupil has seriously breached the school's Behaviour Policy; and/or
- Allowing the pupil to remain in school would seriously harm the education or welfare of the pupil or others.

Work will be provided during the period of suspension, and arrangements for education beyond statutory timescales will be made in accordance with DfE requirements.

6. Permanent Exclusion

Permanent exclusion is the removal of a pupil from the school roll.

A permanent exclusion will only be used:

- In response to a serious breach or persistent breaches of the Behaviour Policy; and
- Where allowing the pupil to remain in school would seriously harm the education or welfare of the pupil or others.

The school will consider whether alternative strategies and support measures have been implemented before deciding that permanent exclusion is necessary.

Permanent exclusion must be a last resort.

7. Informing Parents

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

Written notification will include:

- The reason for the decision.
- The length of any suspension.
- Information about parents' rights to make representations.
- Details of any governing board meeting.
- Information regarding alternative education arrangements where applicable.

8. Pupils with SEND and Vulnerable Pupils

The school recognises its duties under the Equality Act 2010 and SEND legislation.

Before deciding on a suspension or permanent exclusion, the Headteacher will carefully consider whether:

- A pupil has identified or unidentified SEND.
- Reasonable adjustments have been made.
- Appropriate support strategies have been implemented.
- Other agencies should be involved.

The school will seek to avoid disadvantaging pupils with protected characteristics and will make decisions on a case-by-case basis.

9. Reintegration Following Suspension

Following a suspension, the school will normally hold a reintegration meeting with the pupil and parents/carers.

The purpose of the meeting is to:

- Support a successful return to school.
- Review expectations and support arrangements.
- Identify any additional interventions required.
- Strengthen home-school communication.

Where appropriate, a Pastoral Support Plan may be implemented.

10. Governing Board Responsibilities

The Governing Board will fulfil its statutory duties regarding suspensions and permanent exclusions, including reviewing exclusion decisions where required by law. The Governing Board will ensure decisions are fair, lawful and procedurally correct.

11. Monitoring

The Headteacher will monitor suspension and exclusion data to identify patterns and ensure that the use of exclusion is:

- Fair and proportionate.

- Consistent across the school.
- Free from unlawful discrimination.
- Used only where necessary.

12. Review

This policy will be reviewed annually or sooner if changes are made to DfE statutory guidance or relevant legislation.

Approved by: _____

Headteacher: _____

Chair of Governors: _____

Date: _____

Review Date: _____

