

Stoke Park Infant School

Suspensions & Exclusions Policy 2026-2027



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Responsible person	Headteacher
Committee responsible	FGB
Regularity of review	Annual

Suspensions & Exclusions Policy 2025-2026

At Stoke Park Infant School we recognise that the decision to suspend a child from school is a serious one. Suspensions should only be given in response to serious breaches of the school's behaviour policy and/or if allowing the pupil to remain in school would seriously harm the education/welfare of the pupil or others in the school.

Types of Exclusions

Suspension (previously known as fixed period exclusions)

Fixed period exclusions are split, procedurally, into:

- suspensions of 5 days or less;
- suspensions of between 5.5 and 15;
- suspensions of 15.5 days and more

Schools are responsible for the setting and marking of work during the first 5 school days of a suspension. The set work should be available at the beginning of the suspension and be appropriate for the pupil concerned. Some will not be able to manage to work independently, either with printed or IT based work, so will need additional clear guidelines and prompts.

During this period, parents/carers are responsible for ensuring that the pupil is not present in a public place during normal school hours without reasonable justification.

On the 6th day of a suspension or consecutive suspensions, schools must make arrangements to provide full-time education provision.

Permanent exclusion

The Local Authority will be responsible for arranging suitable full-time education provision from 6th school day of a permanent exclusion.

The school must inform the Inclusion Support Service at the earliest opportunity of the decision to permanently exclude, so that Education Centres can be informed, transport arrangements made and education provision maintained.

Hampshire has an electronic notification form which schools have to upload electronically onto Hampshire's IT system via the Education Information Hub or to the 'Exclusion Uploads from Schools' inbox and avoid the necessity for paper notification forms.

This form needs to be completed on the first day of the notification of a permanent exclusion so that the child or young person does not suffer any delay in 6th day educational provision. Where another LA other than HCC is involved, schools have a duty to inform the relevant LA immediately.

The Headteacher's Responsibilities

Deciding whether to suspend or exclude - Only the headteacher, or acting headteacher, can suspend or permanently exclude a pupil from school on disciplinary grounds. The decision can be made in respect of behaviour inside or outside of school. The headteacher will only use permanent exclusion as a last resort.

A decision to suspend or exclude a pupil will be taken only:

- In response to serious or persistent breaches of the school's behaviour policy, **and**
- If allowing the pupil to remain in school would seriously harm the education or welfare of others

Before deciding whether to suspend or exclude a pupil, the headteacher will:

- Consider all the relevant facts and evidence on the balance of probabilities, including whether the incident(s) leading to the exclusion were provoked
- Allow the pupil to give their version of events
- Consider whether the pupil has special educational needs (SEN)
- Consider whether the pupil is especially vulnerable (e.g. the pupil has a social worker, or is a looked-after child (LAC))
- Consider whether all alternative solutions have been explored, such as off-site direction or managed moves

Informing parents/carers

If a pupil is at risk of suspension or exclusion the headteacher will inform the parents/carers as early as possible, in order to work together to consider what factors may be affecting the pupil's behaviour, and what further support can be put in place to improve the behaviour.

If the headteacher decides to suspend or exclude a pupil, the parents/carers will be informed of the period of the suspension or exclusion and the reason(s) for it, without delay.

The parents/carers will also be provided with the following information in writing, without delay:

- The reason(s) for the suspension or exclusion
- The length of the suspension or, for a permanent exclusion, the fact that it is permanent Information about parents/carers' right to make representations about the suspension or permanent exclusion to the governing board and how the pupil may be involved in this
- How any representations should be made
- Where there is a legal requirement for the governing board to hold a meeting to consider the reinstatement of a pupil, and that parents/carers have a right to attend the meeting, be represented at the meeting (at their own expense) and to bring a friend.

The headteacher will also notify parents/carers without delay and by the end of the afternoon session on the first day their child is suspended or permanently excluded, that:

- For the first 5 school days of an exclusion (or until the start date of any alternative provision or the end of the suspension, where this is earlier), the parents/carers are legally required to ensure that their child is not present in a public place during school hours without a good reason.
- This will include specifying on which days this duty applies
- Parents/carers may be given a fixed penalty notice or prosecuted if they fail to do this

If alternative provision is being arranged, the following information will be included, if possible:

- The start date for any provision of full-time education that has been arranged
- The start and finish times of any such provision, including the times for morning and afternoon sessions, where relevant
- The address at which the provision will take place
- Any information the pupil needs in order to identify the person they should report to on the first day

If the headteacher does not have the all the information about the alternative provision arrangements by the end of the afternoon session on the first day of the suspension or permanent exclusion, they can provide the information at a later date, without delay and no later than 48 hours before the provision is due to start.

The only exception to this is where alternative provision is to be provided before the sixth day of a suspension or permanent exclusion, in which case the school reserves the right to provide the information with less than 48 hours' notice, with parents/carers' consent.

Informing the governing body

The headteacher will, without delay, notify the governing board of:

- Any permanent exclusion, including when a suspension is followed by a decision to permanently exclude a pupil
- Any suspension or permanent exclusion which would result in the pupil being suspended or permanently excluded for a total of more than 5 school days (or more than 10 lunchtimes) in a term
- Any suspension or permanent exclusion which would result in the pupil missing a National Curriculum test or public exam

The headteacher will notify the governing board once per term of any other suspensions of which they have not previously been notified, and the number of suspensions and exclusions which have been cancelled, including the circumstances and reasons for the cancellation.

Informing the local authority (LA)

The headteacher will notify the LA of all suspensions and permanent exclusions without delay, regardless of the length of a suspension. The notification will include:

- The reason(s) for the suspension or permanent exclusion
- The length of a suspension or, for a permanent exclusion, the fact that it is permanent

For a permanent exclusion, if the pupil lives outside the LA in which the school is located, the headteacher will also, without delay, inform the pupil's 'home authority' of the exclusion and the reason(s) for it.

Informing the pupil's social worker and/or virtual school head (VSH)

If a:

- **Pupil with a social worker** is at risk of suspension or permanent exclusion, the headteacher will inform the social worker as early as possible
- **Pupil who is a looked-after child (LAC)** is at risk of suspension or exclusion, the headteacher will inform the VSH as early as possible

This is in order to work together to consider what factors may be affecting the pupil's behaviour, and what further support can be put in place to improve the behaviour. If the headteacher decides to suspend or permanently exclude a pupil with a social worker / a pupil who is looked after, they will inform the pupil's social worker / the VSH, as appropriate, without delay, that:

- They have decided to suspend or permanently exclude the pupil
- The reason(s) for the decision
- The length of the suspension or, for a permanent exclusion, the fact that it is permanent
- The suspension or permanent exclusion affects the pupils ability to sit a National Curriculum test or public exam (where relevant)

The social worker / VSH will be invited to any meeting of the governing board about the suspension or permanent exclusion. This is so they can provide advice on how the pupil's background and/or circumstances may have influenced the circumstances of their suspension or permanent exclusion. The social worker should also help ensure safeguarding needs and risks and the pupil's welfare are taken into account.

Cancelling suspensions and permanent exclusions

The headteacher may cancel a suspension or permanent exclusion that has already begun, but this will only be done 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 notified without delay
- Parents/carers will be offered the opportunity to meet with the headteacher to discuss the cancellation
- As referred to above, the headteacher will report to the governing board once per term on the number of cancellations
- The pupil will be allowed back in school

Providing education during the first 5 days of a suspension or permanent exclusion

During the first 5 days of a suspension, if the pupil is not attending alternative (AP) provision, the headteacher will take steps to ensure that achievable and accessible work is set and marked for the pupil. Online pathways such as Oak Academy may be used for this. If the pupil has a special educational need or disability, the headteacher will make sure that reasonable adjustments are made to the provision where necessary.

If the pupil is looked after or if they have a social worker, the school will work with the LA to arrange AP from the first day following the suspension or permanent exclusion. Where this isn't possible, the school will take reasonable steps to set and mark work for the pupil, including the use of online pathways.

This policy is written in line with 'Revised Exclusions guidance for Hampshire Schools' (2022) and the guidance from the Department of Education's publication 'Suspension and Permanent Exclusion from maintained schools, academies and pupil referral units in England, including pupil movement' (2022)

Linked Guidance and Policies

<https://www.hants.gov.uk/educationandlearning/educationinclusionservice/exclusion>

Revised Exclusions guidance for Hampshire Schools (2022) Suspension and Permanent Exclusion from maintained schools, academies and pupil referral units in England, including pupil movement (2022)

SEND Code of Practice

Physical Intervention and Restraining Policy

Behaviour & Regulation Policy

Equal Equality Policy

School Complaints Policy

Anti-Bullying Policy

Safeguarding Policy

School Attendance Policy

SEN & Disability Policy

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