



SUSPENSION AND EXCLUSION OF PUPILS POLICY FOR RUSH COMMON SCHOOL

Summary of changes

- Review date November 2025
- Updating LAB to LAC

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Introduction

The decision to suspend a child or permanently exclude is a last resort and will normally only be taken after the full range of alternative strategies have been tried. The decision to suspend may be taken when there has been a very serious behaviour incident, and if allowing the pupil to remain in school would seriously harm the education, safety or welfare of that pupil or others in the School.

In some circumstances where it is felt suspension would be highly detrimental to the emotional wellbeing of a pupil and where Rush Common School feels it could safely accommodate the pupil, internal suspension is used. This involves having one-to-one supervision away from the main school population during the whole or part of the school day with work provided by the appropriate teacher. Opportunities to discuss the pupil's behaviour and ways of avoiding repetition are provided during this time.

1. Suspension

A pupil may be suspended for one or more fixed periods (each a maximum of 15 school days) not exceeding 45 school days in any one school year. Only the Headteacher has the power to suspend a pupil from school. The child must receive work to complete during the suspension.

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2. Permanent Exclusion

The decision to exclude a child permanently is a final and serious phase in the process of dealing with disciplinary offences and would normally only be used when a range of other strategies have been applied. However, there are exceptions such as excessive violence towards staff or pupils.

3. Responsibilities of the Headteacher

- 3.1 When suspending or permanently excluding a pupil, the Headteacher has a duty to inform the parents/carers without delay. This will normally be done by telephone and the telephone call will be followed by a letter, either handed to the parent on collection of child or posted first class within one school day.

The letter will include information about:

- the reasons for the suspension or permanent exclusion and the steps taken to try to avoid it;
- the length of suspension;
- the arrangements for holding a Readmission meeting or review meeting.
- the arrangements for the continuing education of the pupil, including setting and marking of work.

- 3.2.1 If the child has a social worker or is a pupil we care for, the Headteacher must immediately notify the social worker and/or VSH.

- 3.2 The Headteacher also has a duty to notify the Local Authority and the Local Academy Board (LAC) of any suspensions or permanent exclusions.

- 3.3 The Headteacher may cancel a suspension or permanent exclusion that has not been reviewed by the governing board. If this occurs, parents, the governing board and the local authority should be notified and if relevant the social worker and VSH.

4. Readmission Meeting

- 4.1 The Headteacher will arrange a meeting following any suspension to which the parents/carers of the pupil, a Governor of the LAC and any other relevant parties will be invited. The meeting will consider the circumstances that led up to the suspension and the prospects for the pupil's readmission and reintegration to the classroom. The child should be encouraged to participate in the meeting if appropriate.

5. Appeal from Suspension or Permanent Exclusion

- 5.1 There is a right of appeal against a decision to suspend a pupil for more than five days or permanently, to the Pupil Behaviour and Discipline Appeals Committee which is a panel of three Governors of the LAC who must not have been involved in the earlier suspension or permanent exclusion process.

- 5.2 An appeal must be submitted in writing to the Chair of the Board of Governors of the LAC within five days of the suspension or permanent exclusion. The appeal will be heard as soon as possible and in any event within 15 school days of the lodging of the appeal.

- 5.3 The Committee will consider the circumstances in which the pupil was suspended or permanently excluded, consider any representations by parents/carers and consider whether the pupil should be reinstated. If the Committee decides that a pupil should be reinstated, the Headteacher will notify the parents/carers by telephone and in writing as soon as possible and the pupil will be allowed to return to school on the terms set

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out in the letter advising the parents/carers that the pupil can return to school. The decision of the Committee is final.

6. Role of the Board of Governors of the LAC

The Board of Governors of the LAC perform the key role of determining whether a suspended or permanently excluded pupil should be reinstated. This involves reviewing the decision of the Headteacher if s/he decides to reinstate a pupil and considering the outcome of any independent review panel hearing.

The Governors of the LAC must also review the characteristics of pupils who have been permanently excluded.

7. Removal from the Admissions Register

The name of a pupil who has been permanently excluded from the school will not be removed from the Register unless the Pupil Behaviour and Discipline Appeals Committee upholds the Headteacher's decision or the period in which appeals may be lodged has expired.

This policy should be read in conjunction with the Behaviour Policy.

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