



Thinking Schools Academy Trust

“Transforming Life Chances”

Suspension and Permanent Exclusion From School Policy

Curledge Street Academy

This Policy was adopted	September 2025
This Policy will be reviewed	September 2027

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1 Introduction

- 1.1 This policy aims to set out the process that will be followed and the additional considerations around suspensions and Permanent Exclusions that the School will apply. Good behaviour and self-discipline lead to effective learning and help prepare children and young people for life beyond the school gate.
- 1.2 Where the Curledge Street Academy's approaches towards behaviour management have been exhausted, then suspensions and Permanent Exclusions will sometimes be necessary as a last resort. This is to ensure that other pupils and teaching staff are protected from disruption and can learn in safe, calm, and supportive environments.
- 1.3 The school will always have regard to the https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1162401/Suspension_and_permanent_exclusion_guidance_May_2023.pdf when making decisions on suspensions and Permanent Exclusions and will follow the law, as set out in the relevant School Discipline (Pupil Exclusions and Reviews) (England) Regulation 2012 (as amended).
- 1.4 This policy should be read in conjunction with the behaviour policy and the SEND policy for the school.

2 Application of policy

- 2.1 This policy applies to all members of the school community. Each school within the Thinking Schools Academy Trust will apply suspensions and Permanent Exclusions in accordance with this policy and ensure that its contents are relayed to all staff, parents and pupils.

3 Types of exclusion

Suspensions and Permanent Exclusions are different:

- 3.1 Suspensions (previously called fixed-term exclusions) are where a pupil is prevented from attending the school for a fixed period. At the end of the period, they are expected to return to school following a reintegration meeting. A pupil may receive a maximum 45 days of suspension in an academic year before being permanently excluded.
- 3.2 Permanent exclusions are where, subject to a decision of the governing board to reinstate the pupil to the school, the pupil is prevented from attending the school again. A decision to Permanently Exclude will only be taken in response to a serious breach or persistent breaches of the school's behaviour policy; and where allowing the pupil to remain in school would seriously harm the education or welfare of the pupil or others such as staff or pupils in the school.

4 Roles and responsibilities

All members of the school community are expected to follow this policy. Roles, responsibilities and expectations of each section of the school community are set out in detail below.

The Executive Headteacher

- 4.1 All decisions to suspend or Permanently Exclude a pupil will be taken by the Executive Headteacher after considering all the circumstances. Every decision made will be proportionate to the seriousness of the behaviour with reference to the school's behaviour policy.
 - 4.2 As the headteacher, you must inform parents/carers of their right to make a request for a remote meeting when notifying them of the exclusion.
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The Governors

- 4.3 The governing board is responsible for forming committees to review Permanent Exclusions and suspensions when it is required to do so, it is requested by parents, or it is, in its view, prudent to review an individual decision. In each case, the decision of the Governors' Discipline Committee, formed by the governing board, will be to decide whether to uphold the Permanent Exclusion or suspension, or instead to reinstate the pupil to the school.

Parents

- 4.4 Parents will be informed without delay of any suspension or Permanent Exclusion and there is an ability to make representations in regard to any suspension or Permanent Exclusion decision. Details will be provided on the rights parents have with every letter that is sent from the Executive Headteacher.

Pupils

- 4.5 All pupils of the school are expected to follow the expectations regarding their behaviour to ensure that all pupils can learn and participate in school life effectively. Where those expectations are breached, the behaviour policy will apply.

5 CCTV, witness evidence and pupil views

- 5.1 The school uses Close Circuit Television (CCTV) within its premises. This is to provide a safe and secure environment for pupils, staff and visitors. If behavioural incidents are recorded on CCTV, the footage may be viewed as part of the investigation and the content considered before imposing a sanction. If CCTV is relied upon for a decision on a suspension or Permanent Exclusion, then it will be shown in some format (redacted as necessary) at any governor review meeting. Please see the Trust's CCTV policy and privacy notices for more information.
- 5.2 Where witness evidence is relied upon, whether that be from a pupil or a staff member, the statement(s) will be provided at any governor review meeting. All statements will be signed and dated unless the Executive Headteacher has good reason to protect the anonymity of the relevant witness. Reasons may include threats of reprisals.
- 5.3 Before taking a decision to suspend or Permanently Exclude and where appropriate, the Executive Headteacher will take the pupil's views into account, considering these in light of their age and understanding, and inform the pupil about how their views have been factored into any decision made. Where relevant, the pupil will be given support to express their view, including through advocates such as parents or, if the pupil has one, a social worker. The Executive Headteacher will also take account of any contributing factors identified after an incident of misbehaviour has occurred.

6 Reintegration strategy meetings following suspension or off-site direction

- 6.1 Where a pupil is suspended or is directed to be educated off-site, upon return to the school both the pupil and parents will be invited to a reintegration strategy meeting. The purpose of the meeting is to:
- offer the pupil a fresh start,
 - help them understand the impact of their behaviour on themselves and others,
 - teach them to how meet the high expectations of behaviour in line with the school culture,
 - foster a renewed sense of belonging within the school community; and
 - build engagement with learning
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so that further suspensions are not needed. School staff will work with the pupil to understand what led to the behaviour and to establish if any changes can be made or further support implemented from a pastoral of practical perspective that might reduce the chance of repeat behaviours. Previous behaviour is not seen as an obstacle to future success.

6.2 The school used various measures to support a pupil's successful reintegration including:

- daily contact with a designated pastoral professional in-school;
- ensuring the pupil receives academic support upon return to catch up on any lost progress;
- planned pastoral interventions;
- regular reviews with the pupil and parents to praise progress being made and raise and address any concerns at an early stage; and
- informing the pupil, parents and staff of potential external support.

6.3 Whilst reintegration meetings are highly encouraged by the school, pupils will not be prevented from being admitted to the school or being put in mainstream classes because a meeting has not taken place.

7 Suspensions before a Permanent Exclusion

7.1 In exceptional circumstances, pupils may receive a suspension prior to a Permanent Exclusion. For each decision, the Executive Headteacher will send the relevant letter setting out the rights of parents. A suspension cannot be converted into a Permanent Exclusion and so any subsequent Permanent Exclusion would be a fresh decision due to commence immediately after the suspension had ended. Exceptional circumstances may include where further evidence has come to light or where the incident was serious and time is required to fully investigate the circumstances and consider alternatives.

8 Directing off-site and managed moves

- 8.1 Before taking any decision to permanently exclude a pupil, the Executive Headteacher will consider whether a direction to attend alternative provision would be a reasonable alternative that should be considered.
- 8.2 In the case of directing a pupil off-site to alternative provision, the aim of any direction is for it to be used as a short-term measure as part of the school's behaviour management strategy to improve a pupil's behaviour where in-school interventions and/or outreach have been unsuccessful or are deemed inappropriate. While parental consent is not needed, discussions would take place with parents to feed in their views about the options. Depending on the individual needs and circumstances of the pupil, off-site direction into alternative provision can be full-time or a combination of part-time support in alternative provision and continued mainstream education.
- 8.3 . A managed move is used to initiate a process which leads to the transfer of a pupil to another mainstream school permanently. Managed moves should be voluntary and agreed with all parties involved, including the parents and the admission authority of the new school. If a temporary move needs to occur to improve a pupil's behaviour, then offsite direction (as described in 36 to 47) should be used. Managed moves should only occur when it is in the pupil's best interests.
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9 Requirements on a governing board to consider an exclusion/suspension

Type of exclusion/suspension	Period of exclusion/suspension	Requirements	Timeframe
Permanent		Must consider reinstatement. Must invite parents or pupil if over 18, headteacher, the pupil's social worker if the pupil has one, the VSH for a LAC and in the case of a maintained school a representative of LA* (or PRU) to a meeting and allow oral and written representations to be made.	Within 15 school days of receiving notice of the exclusion
Suspension	Any – if exclusion results in pupil missing a public examination or national curriculum test	Must consider reinstatement. Must invite parents or pupil if over 18, headteacher, the pupil's social worker if the pupil has one, the VSH for a LAC and in the case of a maintained school a representative of LA* (or PRU) to a meeting and allow oral and written representations to be made.	Within 15 school days of receiving notice of the exclusion
Suspension	Brings total to 16 days or more in a single term	Must consider reinstatement. Must invite parents or pupil if over 18, headteacher, the pupil's social worker if the pupil has one, the VSH for a LAC and in the case of a maintained school a representative of LA* (or PRU) to a meeting and allow oral and written representations to be made.	Within 15 school days of receiving notice of the exclusion
Suspension	Brings total to 6-15 days in a single term	If requested to do so by parents, must convene a meeting to consider reinstatement. Must invite parents or pupil if over 18, headteacher, the pupil's social worker if the pupil has one, the VSH for a LAC and in the case of a maintained school a representative of LA* (or PRU) to a meeting and allow oral and written representations to be made. If parents do not request a governing board meeting, the board is not required to consider the suspension but does have the power to consider the reinstatement of the pupil.	Within 50 school days of receiving notice of the exclusion
Suspension	Brings total to 5 days or less in a single term	Must consider any written representation made by parents at a meeting but cannot direct reinstatement.	No deadline. Should happen within a reasonable amount of time.

* For Academies an LA representative must be invited if requested by the parents. Their role is as an observer unless the Governing Board give permission to make representations

Parents/carers can request the meeting be held remotely

We encourage holding meetings in person, because this is still the default. But now parents/carers can request that a meeting be held via the use of remote access (carried out by electronic means, e.g. live video link).

As the headteacher, you **must** inform parents/carers of their right to make a request for a remote meeting when notifying them of the suspension.

Meetings can also be remote in unforeseen or extraordinary circumstances

For example, school closure due to:

- Floods
- Fire
- Infectious illness / disease

Note that where these extraordinary circumstances don't apply and parent/carers don't request a remote meeting, then the meeting **must** be held in person.

Make sure certain conditions are met for remote meetings

Governing boards and arranging authorities should:

- Confirm that all the participants have access to the technology which will allow them to:
 - Hear
 - Speak
 - See

- Be seen
- Make sure all the participants will be able participate fully
- Make sure that the remote meeting can be held fairly and transparently

If the governing board or arranging authority aren't satisfied that a remote meeting can be held fairly and transparently, then they should consult with parents/carers to decide how a face-to-face meeting can be arranged.

If technical issues occur, rearrange to meet in person

Where you can't resolve technical difficulties that prevent participants holding the meeting fairly or transparently, arrange a face-to-face meeting without delay.

Social workers and virtual school heads (VSHs) can join remotely, even if the meeting is held in person, as long as they can contribute effectively.

10 Independent review panels (IRPs)

- 10.1 The Thinking Schools Academy Trust arranges its own IRPs, and requests for an IRP where a permanent exclusion has been upheld should be made to GDC Clerk (Thinking Schools Academy Trust, c/o New Horizons Children's Academy, Park Crescent, Chatham, Kent ME4 6NR, or GDC@tsatrust.org.uk) within 15 school days.
- 10.2 Further details on the role and powers of IRPs can be found in Part Ten of the [Statutory Guidance on Exclusions](#).

11 Reconsideration by the governing board

Where an IRP either recommends reconsideration or quashes the initial decision of the governing board, the decision will be considered within 10 school days. This may involve a rehearing with oral evidence given by the school and parents or may be a reconsideration with only the governing board members and the clerk present.

12 Complaints

If parents have any concerns or complaints over the application or implementation of this policy, they should raise their concerns with a staff member or the Executive Headteacher in accordance with the school's complaints policy. If the concern relates to a suspension the statutory procedure set out in the Suspensions and Permanent Exclusion statutory guidance will be followed.

13 Equality impact

The school does all it can to ensure that its policies do not discriminate against pupils or others, either directly or indirectly, in line with any Equality Act 2010 protected characteristics. This includes race, religion, disability, sexual orientation, and sex.

14 Monitoring arrangements

The governors review data on suspensions and Permanent Exclusions to ensure that their use is appropriate. The following are monitored by the governors to ensure the processes and support for pupils are appropriate:

- the interventions put in place for pupils at risk of suspension and permanent exclusion
 - the processes in place for determining and reviewing directions to alternative provision and that such placements are reviewed at sufficient intervals to assure that the education is achieving its objectives and that pupils are benefiting from it
 - the full-time educational provision for pupils of compulsory school age from the sixth consecutive school day of a suspension, in particular checking the provision is suitable and quality-assured to ensure that:
 - any previous placements have been evaluated, including support for any applicable SEND;
 - there is a process in place to monitor the pupil's attendance and behaviour at the provision
 - the correct attendance code is being used
 - the pupil's child protection file and any other information relevant to the pupil's safeguarding and welfare has been securely transferred to their new setting as early as possible
 - whether there is any variation within the year on suspensions and permanent exclusions and the characteristics of pupils
 - the cost implications of directing children to be educated off-site in alternative provision and whether there are any patterns to the reasons or timing of moves
 - whether the school register and absence codes have been recorded correctly
 - how the behaviour policy is applied and specifically its consistency
 - the circumstances in which pupils receive repeat suspensions
 - whether Personal Education Plans for looked after children have been reviewed on a termly basis
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15 Headteacher/Principal's Exclusion Checklist

The Department for Education's statutory guidance on Suspensions and Permanent Exclusion from school, requires decisions to be lawful, reasonable, fair and proportionate. As such, the following matters should be taken into account and evidenced.

Do you have sufficient evidence to satisfy the tests for suspension or permanent exclusion?

- What evidence is there to show a breach of the school's behaviour policy?
- What evidence is there to satisfy the test at paragraph 11 of the guidance for permanent exclusion (i.e., serious breach or persistent breaches of the behaviour policy and where allowing the pupil to remain in school would seriously harm the education and/or welfare of the pupil or others such as staff or pupils in the school)?
- Does the available evidence satisfy the tests on the balance of probabilities?
- Have the pupil's views been captured and considered, in light of their age and understanding?
- Are there witness statements? Are they signed and dated? If not, what is the reason for this?
- Do the reasons for suspension or permanent exclusion accord with the potential grounds for suspension or exclusion as set out in paragraph 15 of the guidance or are they of similar severity?

For suspensions

- What length of suspension is appropriate and proportionate in the circumstances?
- What arrangements have been made for work to be provided on days 1 to 5? Or has alternative provision been arranged?
- Has a reintegration strategy been organised and communicated to the parents as set out in paragraphs 26 and 27 of the guidance?

Extending the length of a suspension or issuing of a permanent exclusion following a period of suspension

- Is there new information to justify the new suspension or permanent exclusion and it is sufficient to justify the new decision on the balance of probabilities?
- Has the new decision letter to the parents and other relevant stakeholders?

Is suspension or permanent exclusion the last resort or an appropriate sanction?

- What alternatives to suspension or permanent exclusion have been considered, including but not limited to off-site directions, managed moves, engagement with parents, provision of mentoring/coaching, use of pupil support units, assessment and support under the SEND framework, and multi-agency support under the "working together" framework?
 - Have the circumstances of the pupil been considered and taken into account?
 - Are there any safeguarding concerns that require a multi-agency approach?
 - Does the pupil have SEND? Is an assessment required? Have any reasonable adjustments to school practices and/or procedures been considered and implemented? If the pupil has an EHCP, have the school called an interim/emergency annual review?
 - If the child is looked after, has contact been made with the social worker or virtual school headteacher and has a PEP review been called?
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Notification

- Have parents been notified without delay?
- Have the school told parents that during the first 5 days of the suspension or exclusion (or until any full-time alternative provision begins) the parent must ensure that the child is not in a public place during school hours?
- Have parents received the formal written notification with reasons within three school days?
- Have other relevant stakeholders been notified — governors, local authority, social worker, virtual school

headteacher? Cancelling exclusions

The headteacher can cancel any exclusion that has already begun (or one that has not yet begun), but this can only happen when the governing board has not yet met to consider whether the pupil should be reinstated.

Where an exclusion is cancelled:

- The headteacher must notify the parents, the governing board, the LA and the pupil's social worker and VSH as applicable, without delay.

The notification must also provide the reason for the cancellation;

- The governing board's duty to consider reinstatement ceases, and there is no requirement to hold a meeting to consider reinstatement;
- Parents (or the excluded pupil if they are 18 years or older) should be offered the opportunity to meet the headteacher to discuss the circumstances that led to the exclusion being cancelled which should be arranged without delay;
- The pupil must be allowed back into the school from which they were excluded without delay.
- Any days spent out of school as a result of any exclusion, prior to the cancellation will count towards the maximum of 45 school days permitted in any school year

A permanent exclusion cannot be cancelled if the pupil has already been excluded for more than 45 school days in a school year or if they will have been so by the time the cancellation takes effect

Model Suspension/PEX Letters

Model Letter 1 - Fixed Period Suspension of 5 school days or fewer in one term where there is a possibility of further suspension

Note – The head teacher should notify the parent immediately of the decision to suspend, ideally by telephone. A letter should follow the telephone call within one school day. Statutory guidance states that where information on alternative provision is not ascertainable to be included in the exclusion letter, it must be provided no later than 48 hours before the provision is due to start.

Dear [Parent's Name]

I am writing to inform you of my decision to suspend [Child's Name] for a fixed period of [specify period]. This means that he/she will not be allowed in school during this time. The suspension begins/began on [date] and ends on [date]. There is a possibility of a further fixed term or a permanent exclusion being issued **IF** further evidence comes to light. The Headteacher will notify you without delay should a further exclusion be issued.

I realise that this suspension may well be upsetting for you and your family, but the decision to suspend [Child's Name] has not been taken lightly. [Child's Name] has been suspended for this fixed period because [specify reasons for suspension].

You have a duty to ensure that your child is not present in a public place in school hours during this suspension unless there is reasonable justification for this. I must warn you that you may receive a penalty notice from the local authority if your child is present in a public place during school hours on the specified dates. If so, it will be for you to show reasonable justification.

We will set work for **[Child's Name]** to be completed during the suspension **[specify the arrangements for this]**

Please ensure that work set by the school is completed and returned to us promptly for marking.

You have the right to make representations about this decision to the governing body. If you wish to make representations please contact the clerk to the Governors Disciplinary Committee, Jennifer Walsh, jennifer.walsh@curledgestreet.tsat.uk as soon as possible. Whilst the governing body has no power to direct reinstatement, they must consider any representations you make and may place a copy of their findings on your child's school record.

You should also be aware that if you think this suspension relates to a disability your child has, and you think disability discrimination has occurred, you have the right to appeal and/or make a claim to the First Tier Tribunal (Special Educational Needs and Disability) www.justice.gov.uk/tribunals/send . Making a claim would not affect your right to make representations to the Governors Disciplinary Committee. The time limit in which to make any claim for alleged disability discrimination is six months from the date of the alleged discrimination. Claims for any other type of alleged discrimination can be made in the County Court and must be made within six months of the date of the alleged discrimination.

(Optional paragraph- considered good practice)

You and **[Child's name]** are requested attend a reintegration interview with me **[alternatively, specify the name of another staff member]** at **[place]** on **[date]** at **[time]**. If that is not convenient, please contact the school to arrange a suitable alternative date and time. The purpose of the reintegration interview is to discuss how best your child's return to school can be managed.

(Use appropriate paragraph for Academy's Local Authority)

You may wish to contact the Admissions (Exclusions & Reintegration) Manager, **Please add your LA details here name & contact info**, who can provide advice. You may also find it useful to contact:

The Coram Children's Legal Centre aims to provide free legal advice and information to parents on state education matters.

Phone: 0808 802 0008. The advice line is open from 8am to 8pm Monday to Friday, except Bank Holidays and 24 December to 1 January.

<http://www.childrenslegalcentre.com>

The Advisory Centre for Education (ACE) is an independent national advice centre for parents of children in state schools.

Phone: 0808 800 0327. The advice line is open from 10am to 1pm Monday to Thursday.

<http://ace-ed.org.uk>

Department for Education statutory guidance on exclusions 2026. [Suspension and permanent exclusion from maintained schools, academies and pupil referral units in England, including pupil movement](#)

[Child's Name]'s exclusion expires on **[date]** and we expect **[Child's Name]** to be back in school on **[date]** at **[time]**.

Yours Sincerely

[Name]

Headteacher

Model Letter 2 - Fixed Period Suspension of 5 school days or fewer in one term.

Note – The head teacher should notify the parent immediately of the decision to suspend, ideally by telephone. A letter should follow the telephone call within one school day. LAC should be provided with alternative provision from as close to day 1 as reasonable.

Dear [Parent's Name]

I am writing to inform you of my decision to suspend [Child's Name] for a fixed period of [specify period]. This means that he/she will not be allowed in school during this time. The suspension begins/began on [date] and ends on [date]. I realise that this suspension may well be upsetting for you and your family, but the decision to suspend [Child's Name] has not been taken lightly. [Child's Name] has been suspended for this fixed period because [specify reasons for suspension].

You have a duty to ensure that your child is not present in a public place in school hours during this suspension unless there is reasonable justification for this. I must warn you that you may receive a penalty notice from the local authority if your child is present in a public place during school hours on the specified dates. If so, it will be for you to show reasonable justification.

We will set work for **[Child's Name]** to be completed during the suspension **[specify the arrangements for this]**

Please ensure that work set by the school is completed and returned to us promptly for marking.

You have the right to make representations about this decision to the governing body. If you wish to make representations please contact the clerk to the Governors Disciplinary Committee, Jennifer Walsh, jennifer.walsh@curledgestreet.tsat.uk as soon as possible. Whilst the governing body has no power to direct reinstatement, they must consider any representations you make and may place a copy of their findings on your child's school record.

You should also be aware that if you think this suspension relates to a disability your child has, and you think disability discrimination has occurred, you have the right to appeal and/or make a claim to the First Tier Tribunal (Special Educational Needs and Disability) www.justice.gov.uk/tribunals/send . Making a claim would not affect your right to make representations to the Governors Disciplinary Committee. The time limit in which to make any claim for alleged disability discrimination is six months from the date of the alleged discrimination. Claims for any other type of alleged discrimination can be made in the County Court and must be made within six months of the date of the alleged discrimination.

(Optional paragraph- considered good practice)

You and **[Child's name]** are requested attend a reintegration interview with me **[alternatively, specify the name of another staff member]** at **[place]** on **[date]** at **[time]**. If that is not convenient, please contact the school to arrange a suitable alternative date and time. The purpose of the reintegration interview is to discuss how best your child's return to school can be managed.

(Use appropriate paragraph for Academy's Local Authority)

You may wish to contact the Admissions (Exclusions & Reintegration) Manager, **Please add your LA details here**

The Coram Children's Legal Centre aims to provide free legal advice and information to parents on state education matters.

Phone: 0808 802 0008. The advice line is open from 8am to 8pm Monday to Friday, except Bank Holidays and 24 December to 1 January.

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Department for Education statutory guidance on exclusions 2026 [Suspension and permanent exclusion from maintained schools, academies and pupil referral units in England, including pupil movement](#)

[Child's Name]'s exclusion expires on **[date]** and we expect **[Child's Name]** to be back in school on **[date]** at **[time]**.

Yours Sincerely

[Name]

Headteacher

Model Letter 3 – Fixed Period Suspension of more than 5 school days (up to and including 15 school days) in one term

Note – The head teacher should notify the parent immediately of the decision to suspend, ideally by telephone. A letter should follow the telephone call within one school day. Statutory guidance states that where information on alternative provision is not ascertainable to be included in the suspension letter, it must be provided no later than 48 hours before the provision is due to start

Dear **[Parent's name]**

I am writing to inform you of my decision to suspend **[Child's Name]** for a fixed period of **[specify period]**. This means that **[Child's Name]** will not be allowed in school for this period. The suspension start date is **[date]** and the end date is **[date]**. Your child should return to school on **[date]**.

I realise that this suspension may well be upsetting for you and your family, but my decision to suspend **[Child's Name]** has not been taken lightly. **[Child's Name]** has been suspended for this fixed period because **[specify reasons for suspension]**.

You have a duty to ensure that your child is not present in a public place in school hours during the first 5 school days **[or specify dates if suspension is for fewer than 5 days]** of this suspension. I must advise you that you may be prosecuted or receive a penalty notice from the local authority if your child is present in a public place on the specified dates without reasonable justification.

We will set work for **[Child's Name]** during the **[first 5 or specify fewer]** school days of his/her suspension **[specify the arrangements for this]**. Please ensure that work set by the school is completed and returned to us promptly for marking.

[THE PARAGRAPH BELOW IS ONLY RELEVANT IF THIS SUSPENSION IS OVER 5 DAYS IN A BLOCK – REMOVE IF NOT APPLICABLE] * LAC provision from as near to day 1 as reasonable

From the 6th school day of **[Child's Name]**'s suspension, **[insert date]**, until the expiry of his/her exclusion we will provide suitable full time education. **[If not known, say that arrangements will be notified by a further letter (no later than 48hrs before the start of the provision)]** On **[insert date]** he/she should attend at **[insert name and address of alternative provider]** at **[insert time - this may not be identical to the start time of the home school]** and report to **[insert staff member's name]**. **[insert transport arrangements from home to alternative provider if applicable]**

You have the right to request a meeting of the Governor's Discipline Committee to whom you may make representations, and my decision to exclude can be reviewed. As the period of this suspension is more than 5 school days in a term, the discipline committee must meet, if you request it to do so. The latest date by which the discipline committee must meet, if you request a meeting is **[insert date – no later than 50 school days from the date the**

discipline committee is notified]. If you do wish to make representations to the discipline committee, and wish to be accompanied by a friend or representative, please contact the Clerk to the GDC, Jennifer Walsh, jennifer.walsh@curledgestreet.tsat.uk as soon as possible. Please advise the Clerk if you have a disability or special needs which would affect your ability to attend or take part in a meeting at the school. Also, please inform the Clerk if it would be helpful for you to have an interpreter present at the meeting. **[Child's name]**, where applicable, is encouraged to attend any proposed meeting.

You should also be aware that if you think this suspension relates to a disability your child has, and you think disability discrimination has occurred, you have the right to appeal and/or make a claim to the First Tier Tribunal (Special Educational Needs and Disability) www.justice.gov.uk/tribunals/send. Making a claim would not affect your right to make representations to the Governors Disciplinary Committee. The time limit in which to make any claim for alleged disability discrimination is six months from the date of the alleged discrimination. Claims for any other type of alleged discrimination can be made in the County Court and must be made within six months of the date of the alleged discrimination.

(Optional paragraph- considered good practice)

You and **[Child's name]** are requested attend a reintegration interview with me **[alternatively, specify the name of another staff member]** at **[place]** on **[date]** at **[time]**. If that is not convenient, please contact the school **[within the next ten days]** to arrange a suitable alternative date and time. The purpose of the reintegration interview is to discuss how best your child's return to school can be managed.

(Use appropriate paragraph for Academy's Local Authority)

You may wish to contact the Admissions (Exclusions & Reintegration) Manager, **Please add your LA name and contact details**

You may also find it useful to contact:

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Department for Education statutory guidance on exclusions 2026 [Suspension and permanent exclusion from maintained schools, academies and pupil referral units in England, including pupil movement](#)

[Child's Name]'s exclusion expires on **[date]** and we expect **[Child's Name]** to be back in school on **[date]** at **[time]**.

Yours sincerely

[Name]

Headteacher

Model Letter 4 – Fixed Period Suspension of more than 15 school days in one term

Note – The head teacher should notify the parent immediately of the decision to suspend, ideally by telephone. A letter should follow the telephone call within one school day. Statutory guidance states that where information on alternative provision is not ascertainable to be included in the suspension letter, it must be provided no later than 48 hours before the provision is due to start

Dear **[Parent's Name]**

I am writing to inform you of my decision to suspend **[Child's Name]** for a fixed period of **[specify period]**. This means that **[Child's Name]** will not be allowed in school for this period. The suspension start date is **[date]** and the end date is **[date]**. Your child should return to school on **[date]**.

I realise that this suspension may well be upsetting for you and your family, but my decision to suspend **[Child's Name]** has not been taken lightly. **[Child's Name]** has been suspended for this fixed period because **[specify reasons for suspension]**.

You have a duty to ensure that your child is not present in a public place in school hours during the first 5 school days **[or specify dates if suspension is for fewer than 5 days]** of this suspension. I must advise you that you may be prosecuted or receive a penalty notice from the local authority if your child is present in a public place on the specified dates without reasonable justification.

We will set work for **[Child's Name]** during the **[first 5 or specify fewer]** school days of his/her suspension **[specify the arrangements for this]**. Please ensure that work set by the school is completed and returned to us promptly for marking.

From the 6th school day of **[Child's Name]**'s suspension, **[insert date]**, until the expiry of his/her suspension we will provide suitable full time education. **[If not known, say that arrangements will be notified by a further letter (no later than 48hrs before the start of the provision)]** On **[insert date]** he/she should attend at **[insert name and address of alternative provider]** at **[insert time - this may not be identical to the start time of the home school]** and report to **[insert staff member's name]**. **[insert transport arrangements from home to alternative provider if applicable]**

As the length of the suspension is more than 15 school days in total in one term, the Governors Discipline Committee must meet to consider the suspension. At the review meeting you may make representations to the Committee if you wish. The latest date on which the governing body can meet is **[insert date – no later than 15 school days from the date that the governing body are notified]**. If you wish to make representations to the governing body or wish to be accompanied by a friend or representative please contact the Clerk to the GDC, Jennifer Walsh, jennifer.walsh@curledgestreet.tsat.uk as soon as possible. You will, whether you choose to make representations or

not, be notified by the Clerk of the time, date and location of the meeting. Please advise the Clerk if you have a disability or special needs which would affect your ability to attend or take part in a meeting at the school. Also, please inform the Clerk if it would be helpful for you to have an interpreter present at the meeting. **[Child's name]**, where applicable, is encouraged to attend any proposed meeting.

You should also be aware that if you think this suspension relates to a disability your child has, and you think disability discrimination has occurred, you have the right to appeal and/or make a claim to the First Tier Tribunal (Special

Educational Needs and Disability) www.justice.gov.uk/tribunals/send . Making a claim would not affect your right to make representations to the Governors Disciplinary Committee. The time limit in which to make any claim for alleged disability discrimination is six months from the date of the alleged discrimination. Claims for any other type of alleged

discrimination can be made in the County Court and must be made within six months of the date of the alleged discrimination.

(Optional paragraph- considered good practice)

You and **[Child's name]** are requested attend a reintegration interview with me **[alternatively, specify the name of another staff member]** at **[place]** on **[date]** at **[time]**. If that is not convenient, please contact the school **[within the next ten days]** to arrange a suitable alternative date and time. The purpose of the reintegration interview is to discuss how best your child's return to school can be managed.

(Use appropriate paragraph for Academy's Local Authority)

You may wish to contact the Admissions (Exclusions & Reintegration) Manager, **Please add your LA name and contact details here**

You may also find it useful to contact:

The Coram Children's Legal Centre aims to provide free legal advice and information to parents on state education matters.

Phone: 0808 802 0008. The advice line is open from 8am to 8pm Monday to Friday, except Bank Holidays and 24 December to 1 January.

<http://www.childrenslegalcentre.com>

The Advisory Centre for Education (ACE) is an independent national advice centre for parents of children in state schools.

Phone: 0808 800 0327. The advice line is open from 10am to 1pm Monday to Thursday.

<http://ace-ed.org.uk>

Department for Education statutory guidance on exclusions 2026 [Suspension and permanent exclusion from maintained schools, academies and pupil referral units in England, including pupil movement](#)

[Child's Name]'s exclusion expires on **[date]** and we expect **[Child's Name]** to be back in school on **[date]** at **[time]**.

Yours sincerely

[Name]

Headteacher

Model Letter 5 – Permanent Exclusion

Note – The head teacher should notify the parent immediately of the decision to excluded, ideally by telephone. A letter should follow the telephone call within one school day. Statutory guidance states that where information on alternative provision is not ascertainable to be included In the exclusion letter, it must be provided no later than 48 hours before the provision is due to start

Dear **[Parent's Name]**

I regret to inform you of my decision to permanently exclude **[Child's Name]** with effect from **[date]**. This means that **[Child's Name]** will not be allowed in this school unless he/she is reinstated by the governing body.

I realise that this exclusion may well be upsetting for you and your family, but the decision to permanently exclude **[Child's Name]** has not been taken lightly. **[Child's Name]** has been excluded because **[reasons for the exclusion — include any other relevant previous history]**.

You have a duty to ensure that your child is not present in a public place in school hours during this exclusion unless there is reasonable justification for this. Failure to comply is a criminal offence.

Alternative arrangements for **[Child's Name]**'s education to continue will be made. For the first five school days of the exclusion the school will set work for **[Child's Name]** and I would ask you to ensure this work is completed and returned promptly to school for marking **[this may be different if supervised education is being provided earlier than the sixth day]**. From the sixth school day of the exclusion onwards — i.e. from **[specify the date]** **Portsmouth Local Authority/Medway Local Authority/Kent Local Authority/Plymouth/Torbay/Essex** **[delete as applicable]** **[give the name of the home authority if child does not reside in the same local authority]** will arrange suitable full-time education.

(Use this paragraph where pupil lives in a local authority other than the excluding school's)

I have also today informed **[Name]** at **[name of local authority]** of your child's exclusion and they will be in touch with you about arrangements for **[his/her]** education from the sixth school day of exclusion. You can contact them at **[give contact details]**.

As this is a permanent exclusion the Governor's Discipline Committee must meet to consider it. At the review meeting you may make representations to the Committee if you wish and ask them to reinstate your child in school. The Committee have the power to reinstate your child immediately or from a specified date, or, alternatively, they have the power to uphold the exclusion in which case you have the right to ask for the decision to be reviewed by an Independent Review Panel. The latest date by which the Committee must meet is **[insert date - 15 school days from the date the governing body is notified]**. If you wish to make representations to the Committee or wish to be accompanied by a friend or representative please contact the Clerk to the Governor's Discipline Committee, Jennifer Walsh, jennifer.walsh@curledgestreet.tsat.uk as soon as possible. You will, whether you choose to make representations or not, be notified by the Clerk of the time, date and location of the meeting. Please let the Clerk know if you have a

disability or special needs which would affect your ability to attend the meeting. Also, please inform the Clerk if it would be helpful for you to have an interpreter present at the meeting. **[Child's name]**, where applicable, is encouraged to attend any proposed meeting.

You should also be aware that if you think this exclusion relates to a disability your child has, and you think disability discrimination has occurred, you have the right to appeal and/or make a claim to the First Tier Tribunal (Special

Educational Needs and Disability) www.justice.gov.uk/tribunals/send . Making a claim would not affect your right to make representations to the Governors Disciplinary Committee. The time limit in which to make any claim for alleged disability discrimination is six months from the date of the alleged discrimination. Claims for any other type of alleged discrimination can be made in the County Court and must be made within six months of the date of the alleged discrimination.

(Use appropriate paragraph for Academy's Local Authority)

You may wish to contact the Admissions (Exclusions & Reintegration) Manager, [Please add your LA contact name and details here](#)

You may also find it useful to contact

The Coram Children's Legal Centre aims to provide free legal advice and information to parents on state education matters.

Phone: 0808 802 0008. The advice line is open from 8am to 8pm Monday to Friday, except Bank Holidays and 24 December to 1 January.

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Department for Education statutory guidance on exclusions 2026 [Suspension and permanent exclusion from maintained schools, academies and pupil referral units in England, including pupil movement](#)

Yours sincerely

[Name]

Headteacher

16 Example Headteacher/Principle Report to Governors

Meeting of the Governor's Discipline Committee

To consider the [suspension/permanent] exclusion of [name]

Paperwork pack contents

Checklist for Headteachers/Principals

Headteacher report to Governors

Appendix 1 Behaviour and Exclusion policies

Appendix 2 Relevant correspondence including permanent exclusion letter and relevant suspension letters

Appendix 3 Witness [and other] evidence re incident

Appendix 4 Behaviour logs

Appendix 5 Details of support [and reintegration strategy meeting records]

Appendix 6 SEN Report

Appendix 7 Attendance Certificate

Appendix 8 Other relevant reports

Appendix 9 Other relevant policies

Appendix 10 [xx]



Suspension/Permanent Exclusion from School Checklist for Headteachers

Please complete this checklist and attach to the front of the Report to Governors

Pupil Name: _____

Date of Birth: _____

Type: SUS / PEX (please circle as applicable)

Date of SUS/PEX: _____

Length in days (for SUS): _____

Item	Completed by (initials)	Date completed
Verbal Notification to Parent/Carer		
Written notification to Parent/carers		
Notification to LA		
Notification to Chair of Governors		
Notification to Clerk		
Pack checked by Clerk		
Pack delivered to Parent/Carer		
Pack delivered to Governors		
Pack delivered to LA/Other parties		

Headteacher report to Governors

Introduction

[Set out details re child — DOB, when joined school, year group, whether the pupil is in receipt of PP, FSM, is LAC, has SEND etc. as well as nature of review — PEX arising from serious breach or persistent breaches of behaviour policy. Refer to extracts of behaviour and exclusion policies. If relevant set out transition information from previous school]

Incident details

A chronology of suspensions is below:

- [Xxxx
- Xxx
- Xxx]

[Set out details of behaviour over school period and sanctions imposed — refer to behaviour log and any records of reintegration strategy meetings where behavioural expectations were reiterated.

If the exclusion is for a one-off serious incident, explain background to incident referring to witness and any other evidence in support. Explain how the pupil knew the behaviour exhibited was contrary to the behaviour policy and that it could result in exclusion e.g. how the behaviour policy's expectations are communicated to pupils etc.

Explain impact of behaviour on the pupil and others (staff and fellow pupils) in the school.]

Support for [name]

[Set out what has been put in place internally and externally to support the pupil in a clear timeline — provide details of all family and pupil support and interventions offered and comment on effectiveness/engagement etc. including any referrals e.g. for Early Help, CAMHS, EP etc. If the pupil has SEND, refer to the SEND policy and any evidence of the graduated approach of assess, plan, do, review. If the pupil has an EHCP explain whether a review of that plan was called. Explain level of communication/dialogue with parents.]

Alternatives to permanent exclusion

The following alternatives were considered:

[e.g. more lenient/different sanctions, direction to be educated off-site at an alternative provider, time spent in Pupil Support Unit, managed moves etc.]

Intervention	Date(s)	Purpose	Outcome

Conclusion

Legality

E.g. The decision to exclude was made by the headteacher and has been made on disciplinary grounds. It is not due to academic ability or the actions of [name]'s family or failure to meet specific conditions. It is for [a serious breach] [persistent breaches] of the school's behaviour policy, and because allowing [name] to remain in school would seriously harm the education or welfare of others in the school. It is a decision of last resort [and an acknowledgment that the school has exhausted all available strategies to support [name] remaining in school]. Therefore, the decision is legal.

Procedural impropriety

E.g. There is [a full and thorough documented timeline of persistent breaches of the school's behaviour policy] [full and thorough documented evidence of the serious one-off incident]. Review meetings took place with key staff. The decision was made within the statutory timeframes and all stakeholders were informed at all stages. The PEX is in line with school policies, all of which are well publicised to parents and students and letters of notification were sent out. Therefore, there is no procedural impropriety.

Rationality

E.g. The decision to permanently exclude is based on fact and not assumption. It was not rushed. [name] was given an opportunity to provide a statement [for the latest incident] and a number of key staff have always been involved. Therefore, the decision is rational.

[Name]

Headteacher

[date]

17 Student witness statement form

Name: Staff/Student (please circle as applicable)	Year:
Why statement is needed:	
Details:	

Signed:	Date:
Staff member(s) present:	