



Pensilva Primary School

Suspensions and Exclusions Policy

Date of Adoption	28/01/26
Review Date	December 2026

Chronology

Date	Action
28/01/26	Adopted by full governing body

Signed:

1. Introduction

Pensilva Primary School is a community built on the values To Live, To Love, To Learn, and guided by our school rules: Be Ready, Be Respectful, Be Responsible. Our motto, Working Together to Make a Difference reflects our belief that every child deserves to learn in a safe, nurturing and aspirational environment. While we work proactively to prevent behavioural incidents, there may be occasions when suspension or permanent exclusion becomes necessary to protect the safety, education or welfare of pupils and staff.

Suspension and permanent exclusion are serious decisions and will only be used as a last resort or where allowing a pupil to remain in school would cause significant harm. This policy explains how such decisions are made in a way that is fair, consistent and aligned with statutory guidance.

2. Aims

This policy aims to ensure that the processes for suspension and permanent exclusion are applied fairly and in accordance with national legislation. It seeks to maintain pupils' wellbeing, uphold the rights of the school community and ensure that pupils continue to access education. It also ensures that staff, governors, parents and pupils understand the procedures involved and how decisions are made.

In keeping with our Behaviour Policy and core values, we are committed to fostering a positive culture where respectful relationships support good behaviour, reducing the likelihood of exclusion being required.

3. Legislation and Statutory Guidance

- Suspension and Permanent Exclusion Guidance (DfE, 2023)
- Education Acts of 1996, 2002 and 2011
- School Discipline (Pupil Exclusions and Reviews) Regulations 2012
- Education (Provision of Full-Time Education for Excluded Pupils) Regulations 2007 and 2014

The policy should be read alongside our Behaviour Policy, which sets out expectations for conduct and outlines the preventative measures used to support pupils before exclusion would ever be considered.

4. Definitions

- A suspension is a temporary removal from school for a fixed number of school days.
- A permanent exclusion is a decision to remove a pupil from the school roll entirely.
- A school day refers to any day the school is open to pupils; INSET and staff training days are not counted as a school day.

5. The Decision to Suspend or Permanently Exclude

Only the Headteacher may suspend or permanently exclude a pupil. This decision will be taken only in response to a serious breach or a persistent pattern of breaches of the school's Behaviour Policy and where allowing the pupil to remain would seriously harm the education or welfare of others.

Before deciding, the Headteacher will consider all available evidence, including contextual factors, such as whether the pupil has any special educational needs, safeguarding vulnerabilities or other needs that should be taken into account. The pupil will always be given an opportunity to present their version of events.

Pensilva Primary School recognises that off-rolling is unlawful. No pupil will ever be removed from roll for any reason other than a lawful permanent exclusion.

6. Informing Parents

When a suspension or permanent exclusion is issued, parents will receive written notification without delay. This will include the reasons for the decision, the length of a suspension or confirmation of a permanent exclusion and an explanation of parental rights to make representations to the governing board.

Parents will also be informed of their legal duty to ensure their child is not present in a public place during the first five school days without good reason, as required by law.

Where alternative provision is arranged, parents will also receive the start date, venue, timings and any additional information needed to support attendance. If this information cannot be provided on the day, it will follow as soon as reasonably possible, and always at least 48 hours before provision begins, unless parents give consent otherwise.

7. Informing the Governing Board and Local Authority

The Headteacher will notify the local authority of all suspensions and report to the governing body on a termly basis. In cases of permanent exclusion, suspensions that exceed five school days in a term or exclusions affecting public examinations the governing body will be notified immediately.

8. Considering Reinstatement

When required, the governing board will meet to consider whether a pupil should be reinstated. This includes all permanent exclusions, suspensions exceeding fifteen days in a term, or suspensions that would cause a pupil to miss a public examination.

The board's role is to establish whether the decision was lawful, reasonable and procedurally fair, considering all evidence on the balance of probabilities. Outcomes include declining reinstatement, directing reinstatement immediately or setting a future reinstatement date. Written notification of the decision will be provided to parents, the local authority and the Headteacher.

9. Independent Review Panel

If the governing board upholds a permanent exclusion, parents may request an Independent Review Panel through Cornwall Local Authority within fifteen school days. The panel may uphold the decision, recommend reconsideration or quash the decision and direct that it be reconsidered if it was procedurally flawed. Parents also have the right to request the attendance of an SEN expert at no cost.

10. School Registers

A pupil's name will be removed from the register only after the statutory review processes have concluded or when parents confirm in writing that they will not seek a review. Attendance codes will follow national guidance.

11. Returning from a Suspension

Reintegration is an important process that supports a positive return to school. At Pensilva, a reintegration meeting will take place with the pupil involving the Headteacher and/or SENDCo, the class teacher and the parents. A governor may attend where appropriate. This meeting focuses on supporting the pupil's successful return and may include agreeing behaviour goals, pastoral support or temporary adjustments to help re-establish routines.

12. Monitoring and Review

The Headteacher monitors suspensions each term and reports patterns or concerns to the governing board. This policy is reviewed every two years and must be approved by the governing board before publication.

13. Linked Policies

This policy should be read alongside:

- Behaviour / Positive Relationships Policy
- SEN Policy and Information Report