



**Beaupré**  
COMMUNITY PRIMARY SCHOOL

# **Suspension and Permanent Exclusion Policy**

This policy was approved  
**March 2026**

**This policy should be reviewed annually**

*“Together unlocking the potential of every child; inspiring children and changing lives”*

## Introduction

At Beaupré Community Primary School, we believe that it is essential for everybody to create a caring, supportive and positive ethos and environment for all. Children and adults thrive in a calm and purposeful learning community that respects and values every individual. We believe strongly that an emotionally literate school with a clear, ethos and policy of positive behaviour management helps support the social and emotional aspects of learning and behaviour patterns of our children and staff. Our school will exclude in line with the schools behaviour policy and the most recent, DfE and Local Authority guidance on suspensions/ permanent exclusions.

## Key Points for Suspensions/ Permanent exclusion

- Only the Head Teacher can suspend/permanently exclude a pupil.
- Suspensions can be for half a day or more, on 1 or more occasion with a maximum of 45 days in a school year.
- If behaviour is an issue at lunchtime then reasonable adjustments are actioned during this period, which can include off site provision.
- The behaviour of pupils outside of the school can be considered grounds for suspension with reference to the school behaviour policy.
- If pupils are externally suspended for poor behaviour, it will be marked on the register as an "E".
- Suitable work to do at home will be provided for a child who has been suspended for up to 5 days.
- Looked After pupils should have provision from the first day of any suspension.
- If a pupil is suspended for more than 5 days the Head Teacher is responsible for their full time education from the 6th consecutive day.
- Suspended pupils will be encouraged to participate in all stages of the suspension process, where appropriate, taking into account their age and understanding and will be encouraged to participate in reintegration meetings when setting achievable targets.
- The decision to permanently exclude a pupil should only be taken in response to serious or persistent breaches of 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 in the school.
- Parents have the right to dispute the decision to suspend/permanently exclude.
- Where a suspended pupil is of compulsory school age the Head Teacher will notify the parents in writing that for the first five days of a suspension the parent is legally required to ensure that their child is not present in a public place during school hours. Unless with reasonable justification and that the parent may be prosecuted or given a fixed penalty notice if they fail to do so.
- For pupils in Primary Schools who are permanently excluded the Local Authority becomes responsible for the full time education from the 6th day.

## Suspension/Permanent exclusion of Vulnerable Pupils

Head Teachers will, as far as possible, avoid permanently excluding any pupil with an EHCP or a Looked After Child. If the Head Teacher is considering the permanent exclusion of a pupil in these categories they will discuss it with the responsible Local Authority and Virtual Schools, highlighting their concerns about the placement of the pupil in the school and the possible need for additional support or an alternative placement.

## The Duty of the Head Teacher

Once the Head Teacher makes the decision to suspend the pupil, the parent will be informed as soon as possible. This will be followed up with a letter.

The Head Teacher will then notify the Governing Body and the Local Authority via the SEND team if:

- it is a permanent exclusion (including any decision to make a suspension a permanent exclusion);
- a suspension duration is for more than five school days (or more than ten lunchtimes) in any one term;

- any suspension which results in the pupil missing a National Curriculum Test (SATs)

For all other suspensions, the Head Teacher will notify the Local Authority once a term.

The Head Teacher will request a reintegration consultation following the period of suspension. We will make reasonable efforts to arrange the meeting for a time that is convenient for parents and give notice of the time, date and location. The pupil would be encouraged to attend for at least part of the reintegration consultation, depending on their age and understanding.

## Parents – Challenging Suspensions/ Permanent exclusions

The letter sent to parents following the suspension will notify them what to do if they disagree with the decision. Parents can ask the school’s Governing Body to overturn the suspension if either:

- the pupil has been suspended for more than 5 days
- the suspension means they’ll miss a national curriculum test

The parents will be invited to a meeting with the school’s Governors within 15 school days. If the Governors do not overturn the suspension, parents can ask for an independent review by the Local Authority. The governors will tell you how to do this.

If the suspension is for 5 days or fewer, Parents can still ask the Governing Body to hear their views but the Governors cannot overturn the Head Teacher’s decision.

## The Duty of the Governing Body

### A summary of the governing board’s duties to review the headteacher’s exclusion decision

