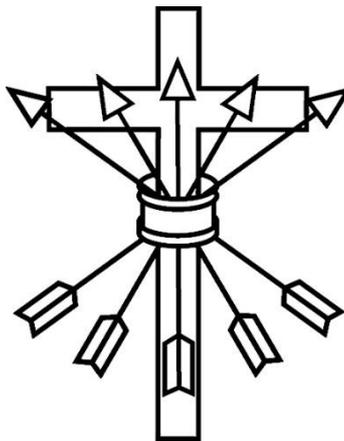


# WADDESDON CHURCH OF ENGLAND SCHOOL



## SUSPENSIONS AND EXCLUSIONS POLICY

<b>STATUS OF POLICY:</b>	Statutory Policy
<b>BASED ON DATED:</b>	Guidance from Winkworth Sherwood, January, 2026
<b>COMMITTEE RESPONSIBLE:</b>	CSWB
<b>GOVERNING BOARD APPROVAL:</b>	February 2026
<b>REVIEW DATE:</b>	Spring Term 2027

## Contents

1. Aims
2. Roles and responsibilities in relation to this policy
3. Exclusion from school
4. Decision to exclude
5. Roles and responsibilities in the case of an exclusion
6. An independent review Panel
7. School registers
8. Returning from a fixed-term exclusion
9. School Visits and Sporting Fixtures
10. Malicious allegations
11. Application of adjustments under the Equality Act duties

## Introduction

At Waddesdon CE School, we are committed to creating an environment in which there are exemplary standards of behaviour which facilitate aspirational learning and teaching and high achievement, both in and out of lessons, in keeping with our ethos and values. All members of the school community are expected to maintain the highest standards of personal conduct, to accept responsibility for their behaviour and encourage others to do the same. Our suspensions and exclusions policy echo our core values of: Dignity, Kindness and Respect.

The policy pays due regard to the DfE guidance:

[https://assets.publishing.service.gov.uk/media/66be0d92c32366481ca4918a/Suspensions\\_and\\_permanent\\_exclusions\\_guidance.pdf](https://assets.publishing.service.gov.uk/media/66be0d92c32366481ca4918a/Suspensions_and_permanent_exclusions_guidance.pdf)

The principles underlying this policy, that have been agreed by the School and the Governing Board aim to:

### 1. Aims

We are committed to following all statutory exclusions procedures to ensure that every child receives an education in a safe and caring environment.

Our school aims to:

- Ensure that the exclusions process is applied fairly and consistently
- Help governors, staff, parents and students understand the exclusions process
- Ensure that students in school are safe and happy
- Prevent students from becoming NEET (not in education, employment or training)

- Ensure all suspensions and permanent exclusions are carried out lawfully

## **2. Role and Responsibilities in relation to this policy**

### **2.1 The Governing Board**

The Governing Board is responsible for monitoring the effectiveness of this policy.

### **2.2 The Headteacher**

The Headteacher is responsible for reviewing and approving this behaviour policy. The Headteacher is responsible for ensuring that the policy is understood by all stakeholders, that there is appropriate training delivered to support its implementation and for informing stakeholders about the policy. The Headteacher is also responsible for reporting on its effectiveness to the Governing Board.

### **2.3 Senior Leadership and Heads of Year**

Senior Leaders (LMT) and Heads of Year are responsible for ensuring they understand and follow the guidance as laid down in this policy.

## **3. Exclusion from School**

On rare occasions we use fixed term or permanent exclusions and the Department for Education's statutory guidance 'Suspension and Permanent Exclusion from maintained schools, academies and pupil referral units in England, including pupil movement' is always followed, together with the following legislation, which outline schools' powers to exclude pupils:

- Section 51A of the Education Act 2002, as amended by the Education Act 2011
- The School Discipline (Pupil Exclusions and Reviews) (England) Regulations 2012, as amended

In addition, the policy is based on:

- Part 7, chapter 2 of the Education and Inspections Act 2006, which looks at parental responsibility for excluded pupils
- Section 579 of the Education Act 1996, which defines 'school day'
- The Education (Provision of Full-Time Education for Excluded Pupils) (England) Regulations 2007, as amended by The Education (Provision of Full-Time Education for Excluded Pupils) (England) (Amendment) Regulations 2014

The following behaviours may lead to an exclusion:

- Behaviour that endangers the safety or welfare of the pupil, or another pupil, member of staff or member of the public;
- Actual or threatened violence, or aggressive behaviour, against another pupil, member of staff or member of the public;

- Sexual violence or sexual harassment of another pupil, member of staff or member of the public;
- Other offences against staff or others, such as those of a slanderous or libellous nature;
- Comments or behaviour of a discriminatory nature e.g. racist, sexist, homophobic, transphobic etc;
- Causing damage to the property of school or others;
- Theft of any sort;
- Supplying (including socially supplying for no financial gain), being in possession of, using and/or being under the influence of an illegal drug or other substance including legal highs while under the school's jurisdiction;
- Bringing alcohol onto the school site, consuming alcohol on the school site, or being under the influence of alcohol while under the school's jurisdiction;
- Tobacco use while under the school's jurisdiction;
- Vaping or use of e-cigarettes while under the school's jurisdiction;
- Being in possession of an offensive weapon, or any other object which could be seen or used as a weapon;
- Disrespectful and/or defiant behaviour towards a member of staff;
- Misuse and/or abuse of the school 's resources or property, including IT systems;
- Bullying or cyber-bullying;
- Cheating;
- Filming other pupils/incidents on mobile phones/similar devices and uploading to the internet or other inappropriate use of social media;
- An act which brings the school into disrepute;
- Repeated acts of misbehaviour;
- An uncooperative response to a reasonable request or instruction.

This is not an exhaustive list, and there may be other types of misbehaviour where a fixed term or permanent exclusion is imposed.

#### 4. The decision to exclude

Only the Headteacher can exclude a pupil from the school.

There are two main types of external exclusion: fixed term and permanent. A decision to permanently exclude a pupil will be taken only as a last resort and:

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

Exclusion is a formal sanction; it is unlawful to:

- exclude a child for a non-disciplinary reason
- informally or unofficially exclude a child from school by, for example, sending him/her home early to 'cool off', even if the parents agree to this.

**Any exclusion of a pupil, even for a short period of time, must be formally recorded.**

Off-rolling a pupil is unlawful. Ofsted defines off-rolling as:

“...the practice of removing a pupil from the school roll without a formal, permanent exclusion or by encouraging a parent to remove their child from the school roll, when the removal is primarily in the interests of the school rather than in the best interests of the pupil.

Before deciding whether to exclude a pupil, either permanently or for a fixed period, the Headteacher will ensure that the incident is fully and fairly investigated and will then:

- Consider all the relevant facts and evidence, including whether the incident(s) leading to the exclusion were provoked
- Allow the pupil to give their version of events
- Consider if the pupil has special educational needs or a disability (SEND) for which reasonable adjustments are required to be made

The length of a fixed term exclusion will be decided on by the Headteacher who will take into account:

- the age of the pupil
- the disciplinary record
- the nature of the offence
- any exam obligations

In any exclusion, the standard of proof to be applied is the balance of probabilities, i.e. it is more probable than not that the pupil did what he or she is alleged to have done.

The maximum number of school days a child can be excluded for in one school year is 45 days.

## **5. Roles and responsibilities in the case of an exclusion**

### **5.1 The Headteacher**

#### **Informing parents**

When a decision has been taken to exclude a child, the Headteacher, or their proxy, will:

- contact parents/carers immediately to inform them of the decision, the reasons for it and the length of a fixed term exclusion. If the exclusion is permanent, parents must be informed of this
- confirm the decision, details and expectations in writing

- notify parents/carers of their responsibility to ensure that their child is not present in a public place in school hours during the first five days of any fixed period exclusion (a fixed penalty notice of £50 can be imposed)
- undertake to set and mark work for that pupil for the first five days of the exclusion
- provide full-time education (off-site or in a shared provision) from the sixth day of any period of fixed-term exclusion of six days or longer or where the cumulative period of fixed term exclusion in any one term exceeds five. This means that if a child has more than five consecutive school days of fixed term exclusion, then education must be arranged for the sixth school day of exclusion, regardless of whether this is because of one decision to exclude the pupil for the full period or multiple decisions to exclude the pupil for several periods in a row.
- notify parents of their right to make representations about the exclusion to the Governing Board and how the pupil may be involved in this

### **Informing the Governing Board and the Local Authority**

The Headteacher will without delay notify the Chair of the Governing Board and the Local Authority (LA) and the social worker and/ or Virtual School Head, if appropriate, of:

- A permanent exclusion, including when a fixed-period exclusion is made permanent
- Exclusions which will result in the pupil being excluded for more than 5 school days (or more than 10 lunchtimes) in a term
- Exclusions which will result in the pupil missing a public examination

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

The Headteacher, or their proxy, should inform the LA of any exclusions without delay regardless of the length of the exclusion.

The Headteacher should also inform the Governing Board of any fixed term exclusions at least once a term.

## **5.2 The Governing Board**

Any panel set up to consider exclusions will consist of at least 3 members and will be drawn from Governing Board. The panel must consider the reinstatement of an excluded pupil within 15 school days of notification of the exclusion if:

- The exclusion is permanent
- It is a fixed-term exclusion which will bring the pupil's total number of school days of exclusion to more than 15 in a term
- It would result in a pupil missing a public exam or national curriculum test. In this circumstance the exclusions panel must meet as soon as possible, before the date of the test or exam as far as reasonably practical. If this is not possible the Chair of Governors will consider the exclusion and decide whether or not to reinstate the pupil.

For fixed-term exclusions of five school days or less in a term:

- governors must consider any representation from parents, but
- they cannot direct reinstatement and are not required to arrange a meeting with parents.

For exclusions of 6-15 school days in one term:

- governors must consider any representations from parents within 50 school days but only if parents request a meeting; governors can uphold an exclusion or reinstate the pupil (earlier or immediately). In the absence of any representations from the parents, the Governing Board can consider reinstatement on their own

In the case of a permanent exclusion, the Governing Board will follow the statutory guidance on exclusions current at the time of the exclusion and convene to consider the reinstatement of the pupil within 15 school days. The Panel will comprise 3 or more members who have undergone appropriate training, drawn from the Governing Board, and will be clerked by a person independent of the school's process in arriving at the decision to exclude.

When considering reinstatement of an excluded pupil the Panel can either:

- Decline to reinstate the pupil, or
- Direct the reinstatement of the pupil immediately, or on a particular date

In reaching a decision, the panel must consider whether the exclusion was lawful, reasonable and procedurally fair and whether the Headteacher followed their legal duties. Minutes will be taken of the meeting, and a record of evidence considered kept. The outcome will also be recorded on the pupil's educational record.

The Chair of the Panel will notify, in writing, the Headteacher, parents and the LA of its decision, along with reasons for its decision, without delay.

Where an exclusion is permanent, the Panel's decision letter will also include the following:

- The fact that it is permanent
- Notice of parents' rights to ask for the decision to be reviewed by an independent review panel.

### **5.3 The Local Authority**

For permanent exclusions, the Local Authority is responsible for arranging suitable full-time education to begin no later than the sixth day of the exclusion for pupils of compulsory school age.

## **6. An independent review Panel**

If parents apply for an independent review, the Trust will arrange for an independent panel to review the decision of the Governing Board not to reinstate a permanently excluded pupil.

Applications for an independent review must be made within 15 school days of notice being given to the parents by the panel of its decision not to reinstate a pupil.

The Independent Panel will decide one of the following:

- Uphold the Governing Board's Panel's decision
- Recommend that the Governing Board reconsiders reinstatement
- Rescind the Governing Board's decision and direct that they reconsider reinstatement (only when the decision is judged to be flawed)

Where an Independent Panel directs or recommends that the Governing Board reconsider whether a pupil should be reinstated, the Governing Board must reconvene to do so within 10 school days of being given notice of the Independent Panel's decision. In reconsidering the decision, the Governing Board must follow the statutory guidance on school exclusions current at the time of the exclusion.

## **7. School registers**

A pupil's name will be removed from the school admissions register if:

- 15 school days have passed since the parents were notified of the Governing Board panel's decision to not reinstate the pupil and no application has been made for an Independent Panel, or
- The parents have stated in writing that they will not be applying for an Independent Panel

Where an application for an independent review has been made, the Governing Board will wait until that review has concluded before removing a pupil's name from the register.

## **8. Returning from a fixed-term exclusion**

Following a fixed-term exclusion, a re-integration meeting will be held involving the pupil, parents, a member of senior staff and other staff, where appropriate. The purpose of the reintegration is to assist the return of the pupil to school and to promote the improvement of his or her behaviour. It provides an opportunity to:

- emphasise the importance of parents working with the school to promote good behaviour
- discuss how behaviour problems can be addressed
- explore any wider issues which may have an impact on the child's behaviour
- reach agreement on any measures to be put into place to support the pupil and to try to prevent future poor behaviour, e.g. agreeing a behaviour contract, putting a pupil 'on report'.

## **9. School Visits and Sporting Fixtures**

Pupils on a school visits or sporting fixture are, at all times, considered to be under the school's jurisdiction. They are expected to conduct themselves responsibly, duly considering the reputation of the school and the authority of the supervising staff. Pupils must follow any instruction given by the supervising member of staff.

Any form of misbehaviour will be dealt with as it would be in the school. Serious matters will be dealt with upon return under the terms of this policy, according to the nature of the misbehaviour.

Parents should be aware that:

- on rare occasions exclusion from a school visit may be imposed as a sanction, subject to the usual procedures outlined in the exclusions policy;

### 10. Malicious allegations

The school takes accusations against members of staff very seriously but if, after investigation, these are found to be malicious the pupil or pupils responsible will face a sanction which could be up to and including permanent exclusion.

### 11. Application of adjustments under the Equality Act duties

The school will make adjustments to the application of this Policy as set out above, in relation to individual pupils, where it is reasonable to do so to avoid a substantial disadvantage the pupil is under because of their disability, in accordance with the school's Equality Act duties.

## Appendix A

### Reintegration Form following a Suspension

#### Waddesdon Church of England School

Confidential

Suspension: Reintegration Form      Date:

Student Name Tutor Group	
Present at re-admission	
Work completed by student during exclusion and <b>any required follow up</b>	
Background leading to exclusion and number of days out of school	
Summary of issues discussed at re-admission meeting: <b>action required from the student, parents and school before agreed review date (see below)</b> What are the contributing	

factors – such as bereavement, mental health, bullying, significant family event? Are there any historic issues leading to trauma and attachment difficulties that may now be affecting the learner?					
Arrangements/support needed in re-admission period, including <b>restorative justice and mediation</b>					
Ongoing (wider) support needs of the student and actions to be taken					
Signed (Teacher)  Signed (Student)					
Date of <b>review meeting</b> to confirm successful re-admission, including completion of all action points by all parties					
Copy form to (tick as appropriate)	Tutor	HoY	JM	JSt	Student File

Support	Date	
Peer mediator		
Mentor		
Key Worker		
Counsellor		
Aspire mentor		
Police		
Timetable		

Report		
Removal of unstructured time		