

The Corner School: Suspension and Permanent Exclusions Policy

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Approvers:	Corner School Education Committee
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- This policy is written in accordance with all legal requirements and best practice
- Equal Opportunities: This policy will never discriminate directly or indirectly against the 9 protected characteristics. Equality of opportunity should be provided for all employees in accordance with the Equality Act (2010). Individuals are invited to provide information about any equality or diversity issues that may be relevant. UP may consider making adjustments to this policy in appropriate circumstances when feasible and in keeping with organisational needs.
- Data Protection: Personal data collected and processed in relation to this policy is managed in accordance with Unlocking Potential's Data Protection Policy.
- Policy Status: This policy is not a contractual term of employment, and it may be varied by UP at any time

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1. Introduction

All pupils are entitled to an education where they are protected from disruption and can learn in a calm, safe and supportive environment. A Head Teacher can use suspension and permanent exclusion in response to serious incidents or in response to persistent poor behaviour which has not improved following in-school sanctions and interventions (*Behaviour in Schools, DfE, Sept 2024*)

The Corner School are committed to following all statutory exclusion procedures to make sure that every child receives an education in a safe and caring environment and aims to:

- Make sure that the suspensions and exclusions process is applied fairly and consistently and after consideration of the child's individual needs
- Help governors, staff, parents/carers and pupils understand the exclusions process
- Make sure that pupils in school are safe and happy
- Prevent pupils from becoming NEET (not in education, employment or training)
- Make sure all suspensions and permanent exclusions are carried out lawfully

All pupils at The Corner School have an Education, Health and Care Plan. This means they have significant vulnerabilities and complex needs, and as a result, are likely to frequently display challenging and disruptive behaviour, hence being placed at The Corner School. It would be very unusual for the school to permanently exclude a pupil, as we always strive to put in place what is in the best interest of the pupil, and so rather seek to liaise with parents/carers and the Local Authority to determine the best alternative education options.

2. Legislation and Statutory Guidance

This policy is based on statutory guidance from the [Department for Education \(DfE\)](#). It is based on the following legislation, which outlines 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

In addition, the policy is based on:

- Part 7-chapter 2 of the [Education and Inspections Act 2006](#), which sets out 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 Equality Act 2010](#)
- [Children and Families Act 2014](#)
- The [School Inspection Handbook](#), which defines 'off-rolling'

3. Definitions

- **Suspension** – when a pupil is removed from the school for a fixed period. This was previously referred to as a ‘fixed-term exclusion’.
- **Permanent exclusion** – when a pupil is removed from the school permanently and taken off the school admission register. This is sometimes referred to as an ‘exclusion’.
- **CSEC** – The Corner School Education Committee, Unlocking Potential’s equivalent to a Governing Body
- **Parent/carer** – any person who has parental responsibility and any person who has care of the child
- **Managed move** – when a pupil is transferred to another school permanently. All parties, including parents/carers and the admission authority for the new school, should consent before a managed move occurs

4. The Decision to Exclude

Authority to Exclude

At The Corner School, we understand that suspensions can reinforce a child’s negative experience and views of themselves; we therefore do not believe that suspensions or exclusions are the most effective way to support children. However, in extreme and exceptional circumstances, following careful consideration and after all other options have been explored, the Head Teacher may need to suspend a child temporarily or exclude a child permanently.

Off-rolling

The Corner School is aware that Off-Rolling is a form of ‘gaming the system’ and is unlawful. Ofsted defines off rolling as: The practice of removing a pupil from the school roll without a 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.

Criteria for exclusion or suspension

The Corner School is committed to following all statutory exclusion procedures to ensure that every child receives an education in a safe and caring environment. A decision to suspend or exclude a pupil will be taken only:

- in response to serious or persistent breaches of the school's behaviour policy, and
- if allowing the pupil to remain in school would seriously harm the education or welfare of others

Factors to be considered

Prior to suspension or exclusion, we will always try to adapt and personalise the provision for every pupil to ensure that we can meet their needs to enable them to access education. All behaviour incidents that potentially warrant a suspension are discussed by the Head Teacher with the CEO of Unlocking Potential using appendix 1 “Process of Deciding.” This will be carried out before finalising the decision and informing parents.

Before deciding whether to exclude or suspend a pupil, either permanently or for a fixed period the Head Teacher and CEO will

- consider all the relevant facts and evidence, including whether the incident(ds) leading to the exclusion were provoked;

- allow the pupil to give their version of events (in light of their age and understanding, unless it would not be appropriate to do so)
- and consider if the pupil has special educational needs (SEN)

Where children are at serious risk of permanent exclusion, the Local Authority and all relevant external agencies will be involved, and an urgent meeting will be called. Exclusion will be the last resort after all other steps have been exhausted.

5. Communication and Alternative Provision

Communication with the parent/carer

The Head Teacher will immediately provide the following information in writing to the parents/carers (and social worker and/or Virtual Head of School in the event the child has an allocated social worker or VHS) of an excluded or suspended pupil:

- The reasons for the exclusion or suspension
- The length of a fixed term suspension, or for a permanent exclusion, the fact that it is permanent
- Information about parents/carers right to make representations about the exclusion to the CSEC and how the pupil may be involved in this
- How any representations should be made
- Where there is a requirement for the CSEC to meet to consider the reinstatement of a pupil, and that parents/carers have a right to attend a meeting, be represented at a meeting (at their own expense) and to bring a friend

The Head Teacher will also notify parents/carers by the end of the afternoon on the day their child is excluded that for the first 5 school days of an exclusion, or until the start date of any alternative provision where this is earlier, parents/carers are legally required to ensure that their child is not present in a public place during school hours without a good reason, and that parents/carers may be given a fixed penalty notice or prosecuted if they fail to do this.

The social worker/VSH will be invited to any meeting of the governing board about the suspension or permanent exclusion. This is so they can provide advice on how the pupil's background and/or circumstances may have influenced the circumstances of their suspension or permanent exclusion. The social worker should also help ensure safeguarding needs and risks, and ensure the pupil's welfare is taken into account.

Providing education during the first 5 days of a suspension or exclusion

If the pupil is not attending alternative (AP) provision, the Head Teacher will ensure that achievable and accessible work is set and marked for the pupil. Online and/or home learning will be provided to parents/carers, or to the social worker if the pupil is looked-after.

Alternative provision in the event of a fixed-period suspension of more than 5 school days

For a fixed-period exclusion of more than 5 school days, the Head Teacher will arrange a suitable full-time education for the pupil. This provision will begin no later than the sixth day of the exclusion. Provision does

not have to be arranged for pupils in the final year of compulsory education who do not have any further public examinations to be sat.

If alternative provision is being arranged

If alternative provision is being arranged, the following information will be included when notifying parents carers of an exclusion:

- The start date for any provision of full-time education that has been arranged
- The start and finish times of any such provision including the times for morning and afternoon sessions, where relevant
- The address at which the provision will take place
- The information required by the pupil to identify the person they should report to on the 1st day

Where this information on alternative provision is not reasonably ascertainable by the end of the afternoon, it may be provided in a subsequent notice, but it will be provided no later than 48 hours before the provision is due to start. The only exception to this is where alternative provision is to be provided before the sixth day of an exclusion, in which case the information can be provided with less than 48 hours' notice with parents/carers consent.

Exclusions information for DfE

Where requested, within 14 days of receipt of a request, the Head Teacher will provide the Secretary of State with information about any exclusions in the last 12 months.

6. In The Event of a Permanent Exclusion

In the unlikely event of a permanent exclusion, the school will liaise with the local authority to arrange a managed move if that is possible rather than permanently exclude leaving the pupil with no school place. The Corner School will, wherever possible, provide education off-site if it is deemed inappropriate or unsafe for the pupil to remain attending the school site, but where the school would be able to provide a suitable programme of education off-site, thereby enabling the pupil to remain on roll.

7. Informing The Corner School Education Committee and Local Authority

The Head Teacher will immediately notify the CSEC and the local authority of:

- a permanent exclusion, including when a fixed period suspension is followed by a decision to permanently exclude a pupil
- suspensions which would result in the pupil being excluded for more than five school days (or more than ten lunch times) in a term
- suspensions which would result in the pupil missing a public examination

For a permanent exclusion, if the pupil lives outside the local authority in which the school is located, the Head Teacher will also immediately inform the pupil's 'home authority' of the exclusion and the reasons for it without delay. For all other suspensions the Head Teacher will notify the CSEC and local authority once a term.

8. The Corner School Education Committee

Where a permanent exclusion is the decision of the Headteacher, the CSEC will be informed immediately. The CSEC will be involved if a child is permanently excluded and the parent carer appeal the decision. In this event, the CSEC will have a duty to consider the reinstatement of the excluded pupil.

9. Considering The Reinstatement of a Pupil

Criteria for considering reinstatement

The Head Teacher and CSEC will consider the reinstatement of an excluded pupil within 15 school days of receiving the notice of the exclusion if:

- The exclusion is permanent
- It is a fixed term suspension which would bring the pupil's total number of school days of suspension to more than 15 in a term
- It would result in a pupil missing a public examination on national curriculum test

If requested by Parents/Carers

If requested to do so by parents/carers, the school will consider the reinstatement of an excluded pupil within fifteen school days of receiving notice of the exclusion if the pupil would be excluded from school for more than 5 school days, but less than 15, in single term.

If a pupil will miss a public examination

Where a suspension would result in a pupil missing a public examination, the school will consider the reinstatement of the pupil before the date of the examination. If this is not practicable, the chair of the CSEC will consider the suspension independently and decide whether or not to reinstate the pupil.

Reinstatement decision making

The Head Teacher and CSEC 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 CSEC will consider whether the exclusion was lawful, reasonable and procedurally fair and whether the Head Teacher followed their legal duties. They will decide whether or not a fact is true on the 'balance of probabilities,' which differs from the criminal standard of 'beyond reasonable doubt', as well as on any evidence that was presented in relation to the decision to exclude.

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 CSEC will notify in writing the parents/carers and the local authority of its decision and reasoning, without delay.

10. School Registers

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

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

Where an application for an independent review has been made within 15 school days, the CSEC will wait until that review has concluded before removing a pupil's name from the register.

While the pupil's name remains on the school's admission register, the pupil's attendance will still be recorded appropriately. Where alternative provision (of an approved educational activity that does not involve the pupil being registered at any other school) has been made for an excluded pupil and they attend it, code B (education off-site) will be used on the attendance register. During off-site direction to another school or educational establishment, code D (dual registration) will be used.

Where excluded pupils are not attending alternative provision, code E (absent) will be used.

Making a return to the LA

Where a pupil's name is to be removed from the school admissions register because of a permanent exclusion, the school will make a return to the LA. The return will include:

- The pupil's full name
- The full name and address of any parent/carer with whom the pupil normally resides
- At least 1 telephone number at which any parent/carer with whom the pupil normally resides can be contacted in an emergency
- The grounds upon which their name is to be deleted from the admissions register (i.e. permanent exclusion)
- Details of the new school the pupil will attend, including the name of that school and the first date when the pupil attended or is due to attend there, if the parents/carers have told the school the pupil is moving to another school
- Details of the pupil's new address, including the new address, the name of the parent/carer(s) the pupil is going to live there with, and the date when the pupil is going to start living there, if the parents/carers have informed the school that the pupil is moving house

This return must be made as soon as the grounds for removal is met and no later than the removal of the pupil's name.

11. Returning from a Suspension

Reintegration strategy and meetings

The school will clearly explain the reintegration strategy to the pupil in a reintegration meeting before or on the pupil's return to school. During the meeting the school will communicate to the pupil that they are getting a fresh start and that they are a valued member of the school community.

Following a suspension or exclusion, a re-integration meeting will be held with the pupil, parents/carers, a member of senior leadership, and other staff and the social worker if relevant. This may include discussion and agreement of the following measures to support a successful return to school:

- A behaviour contract

- 'Time In' with staff to talk about and reflect on what happened
- Use of social stories to aid a pupil's understanding
- Pupil and parents/carers have daily contact/check ins with a designated member of staff to review progress, reminders to make positive choices, raise and address any issues at an early stage
- The Corner School reward system to ensure child knows they are on positive track: tokens, luxury time, certificates, star of the week
- working in a different class or 1:1 with a staff member for an agreed period of time
- reparation and restorative conversations with relevant staff or pupils
- Involvement of additional agencies as appropriate
- A personalised or part-time timetable: to support making positive and safe behaviour choices, and demonstrate success in reducing risk to self/others, they attend school for a reduced amount of hours to prevent either further suspensions or permanent exclusions. Part-time timetables will not be used as a tool to manage behaviour and, if used, will be put in place for the minimum time necessary.

Any strategies will be regularly reviewed and adapted where necessary throughout the reintegration process in collaboration with the pupil, parents/carers and other relevant parties.

12. Monitoring Arrangements

The school will collect data on attendance, suspensions and permanent exclusions every term and report to the CSEC termly.

13. Links With Other Policies

This policy is linked to our:

- Behaviour policy
- SEND policy and the SEN information report

14. Appendix 1: Process for Deciding

- Panel (wherever possible): Headteacher, Deputy/ Inclusion Lead, Class Teacher, Teaching Assistant
- The panel will meet and fill out the below table with "Arguments for and against exclusion"
- The following steps need to occur:

1. Gather the views of those involved in the incident (Where appropriate this might be a formal discussion)
2. Look at the pupil's recent history of behaviour
3. Take into account mitigating circumstances / contributing factors

4. Where appropriate, take into account a pupil's stage of journey at the Corner School.(Just started, still settling in, well-integrated etc.)
5. Complete the table below:

Reasons for Decision Making

Reasons for Decision to Exclude	Reasons against Decision to Exclude
Outcome and Rationale	

6. Final decision made by Head Teacher and in consultation with CEO of Unlocking Potential