# SPEEN CHURCH OF ENGLAND SCHOOL

## Suspension and Permanent Exclusions Policy

**Issued: September 2026**

**Next Review: September 2027**

THEN CHRIST WILL MAKE HIS HOME IN YOUR HEARTS AS YOU TRUST IN HIM. YOUR ROOTS WILL GROW DOWN INTO GOD'S LOVE AND KEEP YOU STRONG.

– EPHESIANS 3:17 (NLT)

## 1. Aims

Speen CofE School is 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 pupils understand the exclusions process
- Ensure that pupils in school are safe and happy
- Prevent pupils from becoming NEET (not in education, employment or training)
- Ensure all suspensions and permanent exclusions are carried out lawfully

**A note on off-rolling**

'Off-rolling' is a form of gaming and occurs where a school makes the decision, in the interests of the school and not the pupil, to:

- Remove a pupil from the school roll without a formal, permanent exclusion, or
- Encourage a parent to remove their child from the school roll, or
- Retain a pupil on the school roll but does not allow them to attend the school normally, without a formal permanent exclusion or suspension

Accordingly, we will not suspend or exclude a pupil unlawfully by telling or forcing them to leave, or not allowing them to attend school without following the statutory procedure contained in the School Discipline (Pupil Exclusions and Reviews) (England) Regulations 2012, subsequent legislative amendments and updates, and the Department for Education's July 2026 Guidance.

Any suspension or exclusion will be made on disciplinary grounds, and will not be made:

- Because a pupil has special educational needs and/or a disability (SEND) that the school feels unable to support, or
- Due to a pupil's poor academic performance, or
- Because the pupil hasn't met a specific condition, such as attending a reintegration meeting

If any pupil is suspended or excluded on the above grounds, this will also be considered as 'off-rolling'.

## 2. Legislation and Statutory Guidance

This policy is based on statutory guidance from the Department for Education: Suspension and permanent exclusion from maintained schools, academies and pupil referral units in England, including pupil movement (effective 26 July 2026) and the Buckinghamshire Council Exclusion Guidance (V24, August 2026). It complies with:

- The Education Act 2002, as amended by the Education Act 2011.
- The School Discipline (Pupil Exclusions and Reviews) (England) Regulations 2012.
- The Education (Provision of Full-Time Education for Excluded Pupils) (England) Regulations 2007 (as amended).
- The Education (Educational Provision for Improving Behaviour) (Application to Academies and Pupil Referral Units and Minor Amendments) Regulations 2026.
- The Equality Act 2010 and the Children and Families Act 2014.

## 3. Definitions

- **Suspension:** When a pupil is removed from the school for a fixed period on disciplinary grounds. A pupil may be suspended for one or more fixed periods up to a maximum of **45 school days** in a single academic year.
- **Permanent Exclusion:** When a pupil is permanently removed from the school and their name is removed from the school admission register following the completion of statutory review procedures.
- **Safeguarding Separation:** Temporary removal or off-site placement of a pupil strictly for safeguarding reasons. This is not a disciplinary exclusion and is managed under separate safeguarding procedures with prompt notification to the Governing Board.
- **School Day:** Any day on which there is a school session (INSET days do not count). Lunchtime suspensions count as half a school day.

## 4. Roles and Responsibilities

## 4.1 The Headteacher

- **Decision-Making Power:** Only the Headteacher can suspend or permanently exclude a pupil, ensuring decisions are lawful, fair, proportionate, and based on the civil standard of proof ("on the balance of probabilities"). Permanent exclusions are reserved for serious or persistent breaches where remaining in school would seriously harm others.
- **Notifications & Cancellations:** Parents, social workers, and the Buckinghamshire Virtual School Head must be notified without delay and followed up with formal written notice using Bucks model letters by the end of the afternoon session. Headteachers may cancel an exclusion before the governing board meets, notify the LA immediately, and offer a prompt reintegration meeting.

## 4.2 The Governing Board

- **Review Duties:** Must review suspensions or permanent exclusions within statutory timeframes (e.g., within 15 school days for permanent exclusions or high-cumulative days, and up to 50 school days for moderate fixed-term requests).
- **Data Monitoring:** Regularly tracks school exclusion and off-site data, with a focus on vulnerable groups including SEND pupils and looked-after children.

## 4.3 Arranging Alternative Education (Sixth-Day Provision)

- **Days 1–5:** The school sets and marks work for initial days of exclusion.
- **Day 6 Onwards:** The Governing Board arranges full-time alternative provision for suspensions exceeding 5 days. For permanent exclusions, Buckinghamshire Council arranges sixth-day provision (or immediate provision for looked-after children).

## 5. Preventative Measures: Off-Site Direction and Managed Moves

- **Off-Site Direction:** Under Section 29A of the Education Act 2002, the Governing Board can direct a pupil off-site to improve behaviour, subject to regular reviews and parental notice.
- **Managed Moves:** Arranged in line with the Buckinghamshire Managed Move Protocol with full parental and admission authority consent. **Trial managed moves are prohibited**, and exclusion threats cannot be used as leverage.

## 6. Reintegration

The school holds a mandatory formal reintegration meeting with the pupil and parents following any suspension or cancellation to establish a supportive return plan.

## 7. Independent Review Panels (IRP)

If a permanent exclusion is upheld by the board, parents may request an Independent Review Panel through Buckinghamshire Council within **15 school days**, with the option to request a Special Educational Needs (SEN) expert. See also Appendix 1.

## 8. Links with other policies

This policy is linked to our:

- Behaviour policy
- SEND policy
- SEN information report

## 9. Buckinghamshire Local Authority (Bucks LEA) Procedures & Contacts

The school adheres to Buckinghamshire Council's Exclusions and Reintegration Team frameworks:

- **Pre-Exclusion Consultation:** Headteachers consult with the Bucks Exclusions Team prior to issuing a permanent exclusion.
- **Form XI Submission:** Submitted to exclusions@buckinghamshire.gov.uk alongside parent letters on the day of the exclusion, using up to three specific statutory reason codes (the "Other" category is disallowed).
- **Key Contacts:**
    - **Exclusions & Reintegration Team:** 01296 382835 | exclusions@buckinghamshire.gov.uk
    - **Area Officers:** North Bucks (01296 387147), South/Central Bucks (01296 383703), Chilterns & South Bucks (01296 382117)
    - **Virtual School (Looked-After Children):** 01296 387047 | thevirtualschool@buckinghamshire.gov.uk
    - **Integrated SEND Service:** 01296 382269 | sen@buckinghamshire.gov.uk
    - **County Attendance Team:** 01296 383954 | countyattendanceteam@buckinghamshire.gov.uk
    - **Bucks SENDIAS:** Impartial advice available via the Buckinghamshire SENDIAS Service included in parent notices.

## Appendix 1: independent review panel training

The LA must make sure that all members of an independent review panel and clerks have received training within the 2 years prior to the date of the review.

Training must have covered:

- The requirements of the primary legislation, regulations and statutory guidance governing suspensions and permanent exclusions on disciplinary grounds, which would include an understanding of how the principles applicable in an application for judicial review relate to the panel's decision making
- The need for the panel to observe procedural fairness and the rules of natural justice
- The role of the chair and the clerk of a review panel
- The duties of headteachers, governing boards and the panel under the Equality Act 2010
- The effect of section 6 of the Human Rights Act 1998 (acts of public authorities unlawful if not compatible with certain human rights) and the need to act in a manner compatible with human rights protected by that Act