

Suspension and Permanent Exclusion Policy



Aspire Federation

Reviewed and updated: July 2026

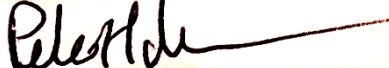
Ratified by Governors: 15.7.26

Next review: July 2028 (or earlier if required by legislation or new DfE guidance)

Signed: ... 

Name: Laura Martin
(Executive Headteacher)

Date: ...15.7.26.....

Signed:..... 

Name: Peter Hilton
(Chair of Governors)

Date: ...15.7.26.....

1. Aims

Aspire Federation is committed to following all statutory procedures relating to suspension and permanent exclusion, ensuring that every child receives their education within a safe, nurturing and respectful environment.

The Federation aims to:

- Ensure suspension and permanent exclusion procedures are applied lawfully, fairly and consistently.
- Help governors, staff, pupils and families understand the exclusion process.
- Maintain high standards of behaviour and safety.
- Support all pupils to remain engaged with education wherever possible.
- Reduce the risk of pupils becoming NEET (Not in Education, Employment or Training).
- Ensure permanent exclusion is used only as a last resort.
- Ensure vulnerable pupils receive appropriate support and protection.

Off-Rolling

The Federation recognises that off-rolling is unlawful.

Off-rolling is 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 primarily in the interests of the school rather than the pupil.

The Federation will not:

- Send pupils home informally to "cool off".
- Prevent attendance without following statutory procedures.
- Encourage parents to remove pupils to avoid suspension, exclusion, poor attendance, SEND challenges or inspection outcomes.
- Remove pupils because of poor academic performance.
- Use attendance at a reintegration meeting as a condition of returning to school.
- Remove pupils because they have SEND or because the Federation believes their needs are difficult to support.

2. Legislation and Statutory Guidance

This policy is based upon:

- DfE Statutory Guidance:
 - *Suspension and Permanent Exclusion from Maintained Schools, Academies and Pupil Referral Units in England, Including Pupil Movement* (effective 26 July 2026)
- Education Act 2002

- Education Act 2011
- Education Act 1996
- Education and Inspections Act 2006
- School Discipline (Pupil Exclusions and Reviews) (England) Regulations 2012
- Equality Act 2010
- Children and Families Act 2014
- Education (Provision of Full-Time Education for Excluded Pupils) Regulations 2007
- Education (Educational Provision for Improving Behaviour) (Application to Academies and Pupil Referral Units and Minor Amendments) Regulations 2026
- DfE Behaviour in Schools Guidance
- Keeping Children Safe in Education (current edition)

3. Definitions

Suspension

A suspension occurs when a pupil is removed from school temporarily for a fixed period on disciplinary grounds.

Permanent Exclusion

A permanent exclusion occurs when a pupil is removed from the school roll permanently on disciplinary grounds.

Off-Site Direction

A temporary placement at another educational setting to improve behaviour.

Parent

Any person with parental responsibility and any person who has care of the child.

Managed Move

A voluntary and permanent move to another school which:

- Is agreed by all parties.
- Is in the best interests of the pupil.
- Complies with admissions legislation.
- Is not used as an alternative to exclusion where exclusion thresholds are met.
- Is not operated on a trial basis.

Safeguarding Separation

A temporary arrangement whereby a pupil is prevented from attending school premises solely because immediate safeguarding concerns require physical separation from another pupil or pupils.

Safeguarding separation:

- Is not a suspension.
- Is not a permanent exclusion.
- Must only be used in exceptional circumstances.
- Must not be used as a disciplinary sanction.

4. Roles and Responsibilities

4.1 Executive Headteacher / Head of School

Only the Executive Headteacher or Head of School (or Acting Head) may suspend or permanently exclude a pupil. When considering suspension or permanent exclusion, the Executive Headteacher will have due regard to the Public Sector Equality Duty and will consider whether a pupil's behaviour may be linked to a disability, unmet SEND need, safeguarding factor, medical need or other vulnerability before reaching a decision. Any reasonable adjustments that have been implemented or considered will be recorded.

Before making a decision

The Executive Headteacher will:

- Consider all relevant evidence.
- Apply the civil standard of proof (balance of probabilities).
- Consider the pupil's views.
- Consider contextual safeguarding factors.
- Consider SEND.
- Consider whether the pupil has a social worker.
- Consider whether the pupil is looked after.
- Consider protected characteristics under the Equality Act.
- Consider whether reasonable adjustments have been made.
- Consider alternative interventions and support strategies.

Permanent exclusion will only be used as a last resort.

Considering Vulnerability

Particular consideration will be given where a pupil:

- Has an EHCP.
- Receives SEN Support.
- Is Looked After.
- Is Previously Looked After.

- Has a social worker.
- Is subject to Child Protection procedures.
- Is considered vulnerable by the school.

The Federation will ensure that any exclusion decision is not discriminatory.

Informing Parents

Where a suspension or permanent exclusion is issued, parents will be informed without delay.

Written notification will include:

- The reason for the suspension or permanent exclusion.
- Duration of any suspension.
- Information regarding representations.
- Rights to governor review.
- Rights regarding remote meetings.
- Details of any alternative provision arrangements.

Parents will be informed of their duty to ensure their child is not present in a public place during school hours during the first five days of an exclusion without reasonable justification.

Notification to Governors

The governing board will be informed without delay of:

- Any permanent exclusion.
- Any suspension bringing a cumulative total above five school days in a term.
- Any suspension resulting in a missed public examination.
- Any cancelled suspension or exclusion.

The Executive Headteacher and Head of School will provide termly reports on suspension and exclusion activity.

Notification to the Local Authority

The Local Authority will be informed without delay of:

- All suspensions.
- All permanent exclusions.
- Any cancelled suspensions or exclusions.

Within Lincolnshire this will normally be through the Pupil Reintegration Team online notification system.

Where a child has an EHCP, their SEND caseworker will also be informed by the Federation SENCO.

Notification to Social Workers and Virtual School Heads

Where applicable:

- Social workers will be informed without delay.
- Virtual School Heads will be informed without delay.
- Relevant professionals will be invited to governing board meetings where required.

4.2 Safeguarding Separation

In exceptional safeguarding circumstances, a pupil may need to be temporarily prevented from attending the school premises.

This will only occur where:

- There are serious safeguarding concerns.
- Physical separation is necessary.
- The risks cannot reasonably be managed on site.

The Federation will:

- Record the decision fully.
- Undertake and retain safeguarding risk assessments.
- Keep arrangements under regular review.
- Work with the Local Authority regarding suitable education if required.
- Ensure the arrangement lasts only for as long as absolutely necessary.

Safeguarding separation will not be used:

- As punishment.
- To investigate behaviour incidents.
- Instead of a suspension.
- As an alternative to following exclusion procedures.

4.3 Cancelling Suspensions and Permanent Exclusions

The Executive Headteacher may cancel a suspension or permanent exclusion before it has been reviewed by governors.

Where this occurs:

- Parents will be informed immediately.
- Governors will be informed immediately.

- The Local Authority will be informed immediately.
- Social workers and Virtual School Heads (where applicable) will be informed immediately.
- Reasons for cancellation will be provided in writing.

4.4 Education During Exclusion

For the first five school days:

- Work will be provided and marked.
- Reasonable adjustments will be made for pupils with SEND.

For pupils with a social worker or looked-after children:

- The Federation will work with the Local Authority to secure suitable provision from Day 1.

5. Considering the Reinstatement of a Pupil

The Governing Board will consider and decide whether a suspended or permanently excluded pupil should be reinstated in accordance with statutory timescales.

The Governing Board must consider reinstatement within 15 school days of receiving notice where:

- the exclusion is permanent;
- the suspension brings the pupil's total number of suspended days to more than 15 school days in a term;
- the suspension or exclusion would result in the pupil missing a public examination or National Curriculum assessment.

Where a suspension does not bring the pupil's total number of days of suspension to more than five school days in a term, the Governing Board must consider any representations made by parents but is not required to meet and cannot direct reinstatement.

Where a suspension is for more than five school days but not more than fifteen school days in a term, the Governing Board must consider representations and decide whether reinstatement is appropriate where requested by parents.

Where a suspension or permanent exclusion would result in a pupil missing a public examination or National Curriculum assessment, the Governing Board will, where reasonably practicable, meet before the examination date.

Where this is not reasonably practicable, the Chair of Governors (or Vice-Chair in their absence) may exercise these functions.

Participation in Meetings

The following parties will be invited to attend and make representations where appropriate:

- Parents or carers.
- The pupil, where appropriate considering age and understanding.
- The Executive Headteacher.
- The pupil's social worker.
- The Virtual School Head.
- A representative of the Local Authority.

Governing Board meetings may be held remotely where requested by parents and where statutory conditions for remote attendance are met.

Matters to be Considered

In reaching its decision, the Governing Board will consider:

- whether the decision was lawful;
- whether the decision was reasonable;
- whether the process was procedurally fair;
- whether the principles of natural justice have been followed;
- safeguarding considerations;
- the welfare of the pupil;
- the welfare of staff and other pupils;
- Equality Act 2010 duties;
- SEND duties and reasonable adjustments;
- evidence presented by all parties.

Where safeguarding separation has been used before any exclusion decision, governors will consider whether:

- the arrangement was proportionate;
- safeguarding risks were appropriately assessed;
- records were maintained;
- the arrangement remained clearly distinct from the exclusion process.

The Governing Board will reach decisions using the civil standard of proof, namely the balance of probabilities.

Decisions of the Governing Board

The Governing Board may:

- direct immediate reinstatement;
- direct reinstatement on a specified date;
- decline reinstatement.

Notification of Decision

The Governing Board will notify the following parties of its decision without delay:

- parents;
- the Executive Headteacher;
- the Local Authority;
- the social worker where appropriate;
- the Virtual School Head where appropriate;
- the home authority where different from the excluding authority.

Where a permanent exclusion is upheld, written notification will include:

- reasons for the decision;
- rights to request an Independent Review Panel;
- timescales for making an application;
- details of requesting an SEN Expert;
- information regarding Equality Act claims.

6. Independent Review Panels

Parents may request an Independent Review Panel (IRP) following a Governing Board decision not to reinstate a permanently excluded pupil.

Applications must be made within 15 school days of notification of the Governing Board's decision.

The Local Authority will arrange an Independent Review Panel in accordance with statutory requirements.

Constitution of the Panel

The panel will comprise appropriately trained members including:

- a lay chairperson;
- current or former governors;
- current or former Headteachers.

Panel members must:

- be impartial;
- have no conflict of interest;
- have received statutory training within the previous two years.

Considerations of the Panel

The panel must consider:

- the interests of the pupil;
- the interests of the wider school community;
- Equality Act duties;
- SEND duties;
- evidence available at the time decisions were made;
- safeguarding considerations.

The panel must have regard to:

- advice provided by any appointed SEN Expert;
- representations from social workers;
- representations from Virtual School Heads;
- issues relating to vulnerability, safeguarding and educational stability.

Decisions Available to the Panel

The panel may:

- uphold the Governing Board's decision;
- recommend reconsideration;
- quash the decision and direct the Governing Board to reconsider.

The panel cannot direct reinstatement.

The panel's decision and reasoning will be communicated in writing without delay.

7. School Registers

The Federation will maintain admission and attendance registers in accordance with statutory requirements.

A permanently excluded pupil's name will only be removed from the admissions register when statutory requirements have been met.

The Federation will ensure attendance coding reflects:

- current DfE attendance regulations;
- current exclusions guidance;
- Local Authority requirements.

Alternative provision attendance will be recorded using the appropriate attendance code.

The Federation will submit all required notifications and returns to Lincolnshire County Council and any relevant home authority.

8. Returning from a Suspension

The Federation regards reintegration as a critical stage in supporting long-term inclusion and positive behaviour.

8.1 Reintegration Strategy

Following every suspension, the Federation will implement a reintegration strategy proportionate to the pupil's needs.

The reintegration strategy may include:

- pastoral support;
- behaviour support plans;
- mentoring;
- curriculum adjustments;
- SEND reviews;
- safeguarding support;
- attendance support;
- external agency involvement;
- referrals to specialist services.

Where appropriate, the Federation will:

- review risk assessments;
- review support plans;
- consider whether additional SEND assessment is required;
- identify any unmet needs;
- consider whether Early Help or other interventions are appropriate.

The strategy will be reviewed regularly and amended where necessary.

8.2 Reintegration Meetings

A reintegration meeting will usually take place before or on the pupil's return to school.

Participants may include:

- the pupil;
- parents or carers;
- a senior leader;
- the SENDCO;
- class teachers;
- pastoral staff;
- safeguarding staff;
- external professionals.

The meeting will:

- review circumstances leading to suspension;
- discuss support strategies;
- establish clear expectations;
- identify areas for ongoing support.

Parents will be strongly encouraged to attend.

However, failure by parents to attend a reintegration meeting will not prevent a pupil returning to school.

The Federation will emphasise that every returning pupil is a valued member of the school community and is entitled to a genuine fresh start.

9. Remote Access to Meetings

Parents may request remote attendance at:

- Governing Board suspension and exclusion meetings;
- Independent Review Panel hearings.

Remote access arrangements must ensure:

- all parties can see and hear one another;

- all parties can participate fully;
- fairness and transparency are maintained;
- confidentiality is protected.

The Clerk will ensure appropriate arrangements are in place prior to the meeting.

Where technical difficulties prevent effective participation, the meeting may be postponed and rearranged.

Social workers and Virtual School Heads may attend remotely regardless of whether the meeting is otherwise held in person.

10. Monitoring Arrangements

The Executive Headteacher will provide governors with termly information relating to:

- suspensions;
- permanent exclusions;
- repeat suspensions;
- off-site directions;
- managed moves;
- safeguarding separations;
- attendance outcomes;
- reintegration outcomes.

Data Analysis

Data will be analysed by:

- year group;
- gender;
- ethnicity;
- SEND status;
- EHCP status;

- social worker involvement;
- looked-after status;
- previously looked-after status;
- pupil premium eligibility;
- protected characteristics where appropriate.

Governing Board Scrutiny

Governors will evaluate:

- trends over time;
- repeat suspensions;
- effectiveness of reintegration;
- effectiveness of managed moves;
- use of off-site direction;
- use of safeguarding separation;
- the experiences of vulnerable groups;
- evidence of disproportionality.

Where patterns emerge, governors will challenge leaders and require evidence of actions taken.

Annual Review

The Governing Board will review annually whether suspension, exclusion, managed move and off-site direction practices are:

- lawful;
- proportionate;
- effective;
- supportive of educational inclusion;
- consistent with the Federation's values.

11. Links with Other Policies

This policy should be read alongside:

- Behaviour Policy;
- Safeguarding and Child Protection Policy;
- SEND Policy;
- Attendance Policy;
- Equality Policy;
- Anti-Bullying Policy;
- Positive Handling / Physical Intervention Policy;
- Complaints Policy;
- Supporting Pupils with Medical Conditions Policy;
- Managed Move Policy;

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

Appendix 2 – Model letters

Model letter 1 – LA Maintained School

From head teacher of an LA maintained school notifying parent of a suspension of 5 school days or fewer in one term.

Dear [Parent's Name]

I am writing to inform you of my decision to suspend **[Child's Name]** for **[specify period]**. This means that they will not be allowed in school for this period. The suspension begins/began on **[date]** and ends on **[date]**. However, pending further consideration this suspension may lead to permanent exclusion **(delete as appropriate)**

I realise that this suspension may well be upsetting for you and your family, but the decision to suspend **[Child's Name]** has not been taken lightly. **[Child's Name]** has been suspended because **[delete as appropriate]**

They have seriously and repeatedly breached the schools behaviour policy:-

They have seriously breached the schools behaviour policy in a 'one off' significant incident:-

They have persistently breached the schools behaviour policy:-

Add Summary of the behaviours and reason for suspension, include any other relevant previous history including suspensions.

[For pupils of compulsory school age]

Section 103 to 105 of the Education and Inspections Act 2006 makes it a duty for parents in relation to pupils subject to a suspension or permanent exclusion to ensure that their child is not present in a public place, during school hours, without reasonable justification during the period of this suspension. If a child is present in a public place during this period the parent may be guilty of an offence for which they can be prosecuted by the Local Authority before a magistrate's court. Alternatively, the matter can be dealt with by the school through issuing of a fixed penalty notice. This will therefore apply to you until **[insert date]**.

[For pupils with no Social Care or Child in Care status] We will set work for **[Child's Name]** to be completed on the days specified in the previous paragraph. **[Detail the arrangements for this]**. Please ensure that work set by the school is completed and returned to us promptly for marking.

[For pupils with Social Care or Virtual School involvement] **(Name of Academy)** and the local authority will work together to arrange suitable alternative full-time education provision from the first day following the suspension. Where this is not possible, or not appropriate, online pathways may be used. We will be in contact to discuss arrangements.

You have the right to make representations about this decision to the Governing Board of **(name of school)**. If you wish to make representations please contact **[Name of Clerk]**, Clerk to the Governing Body, on/at **[contact details – address, phone number, email]**, as soon as possible. Whilst the Governing Board has no power to decide whether to reinstate **(childs name)**, they must consider any representations you make and may place a copy of their findings on your child's school record. In these circumstances it should also be noted that Governors are not legally required to

invite you to a meeting. You also have the right to see written evidence or information held on **[Child's Name]**'s school records relating to the exclusion/s.

However, where a suspension would result in a pupil missing a public examination or national curriculum test, the Governing Board, so far as is reasonably practicable, must meet, consider and decide on the suspension before the date of the examination or test.

You should also be aware that if you believe the suspension has occurred as a result of discrimination you may make a claim under the Equality Act 2010 to the First- Tier Tribunal, (Special Educational Needs and Disability) or in the case of other forms of Discrimination, to the County Court.

<https://www.gov.uk/courts-tribunals/first-tier-tribunal-special-educational-needs-and-disability>

For more information you may wish to access a copy of the DfE Guidance on Suspensions and Permanent Exclusions at [Suspension and Permanent Exclusion from maintained schools, academies and pupil referral units in England, including pupil movement \(publishing.service.gov.uk\)](#)

The Department's Guidance for parents and carers on behaviour, suspension and permanent exclusion.

[A guide for parents on school behaviour and exclusion - GOV.UK](#)

You may also find it useful to contact the below for free and impartial information:

- Coram's Child Law Advice service can be accessed through their website <https://childlawadvice.org.uk/information-pages/school-exclusion/> or contacted on

0300 330 5485 from Monday to Friday, 8am – 6pm.

- Independent Provider of Special Education Advice (known as IPSEA – www.ipsea.org.uk) is a registered charity. It offers free and independent information, advice and support to help get the right education for children and young people with all kinds of special educational needs (SEN) and disabilities.

- SEN Information Advice & Support Services Network (formerly known as the local parent partnership) on 0800 195 1635 or liaise@lincolnshire.gov.uk <https://www.lincolnshire.gov.uk/send-local-offer/liaise>

The Pupil Reintegration Team at Lincolnshire County Council is also available to provide you with advice and support in relation to suspension procedures. They can be contacted on 01522 555798 (North) or 01522 555816 (South) or via email at PRT@lincolnshire.gov.uk

[For pupils with a Social Worker or part of the Virtual School] – As per the DfE Guidance on Suspensions, I **will/have** inform/ed (insert Social Worker/Virtual School Head details) of this Suspension.

[Child's Name]'s suspension expires on ***[date]*** and we expect ***[Child's Name]*** to be back in school on ***[date]*** at ***[time]***.
[Unless I have notified you otherwise] – (if considering possible permanent exclusion)

Yours sincerely

[Name]

Head teacher

Model letter 2 LA Maintained School

From a head teacher notifying parent(s) of a pupil's suspension of above 5 but less than 15 days. This could either be for one suspension or a consecutive accumulation of suspensions.

Dear ***[Parent's name]***

I am writing to inform you of my decision to suspend ***[Child's Name]*** for ***[specify period]***. This means that ***[Child's Name]*** will not be allowed in school for this period. The suspension start date is ***[date]*** and the end date is ***[date]***. However, pending further consideration this suspension may lead to permanent exclusion. ***(delete as appropriate)***

I realise that this suspension may well be upsetting for you and your family, but my decision to suspend ***[Child's Name]*** has not been taken lightly. ***[Child's Name]*** has been suspended because ***[delete as appropriate]***:

They have seriously and repeatedly breached the schools behaviour policy:-

They have seriously breached the schools behaviour policy in a 'one off' significant incident:-

They have persistently breached the schools behaviour policy:-

Add Summary of the behaviours and reason for suspension, include any other relevant previous history including suspensions.

[For pupils of compulsory school age - next 3 paragraphs]

Section 103 to 105 of the Education and Inspections Act 2006 makes it a duty for parents in relation to pupils subject to a suspension or permanent exclusion to ensure that their child is not present in a public place, during school hours, without reasonable justification, during the first five days of any such suspension. If a child is present in a public place during this period the parent may be guilty of an offence for which they can be prosecuted by the Local Authority before a magistrate's court. Alternatively the matter can be dealt with by the school through issuing of a fixed penalty notice. This will therefore apply to you until ***[insert 5th day]***.

[For pupils with no Social Care or Child in Care status] We will set work for ***[Child's Name]*** to be completed on the days specified in the previous paragraph. ***[Detail the arrangements for this]***. Please ensure that work set by the school is completed and returned to us promptly for marking.

[For pupils with Social Care or Virtual School involvement] ***(Name of Academy)*** and the local authority will work together to arrange suitable alternative full-time education provision from the first day following the suspension. Where this is not possible, or not appropriate, online pathways may be used. We will be in contact to discuss arrangements.

[If the suspension is for 6 or more successive school days]

From the 6th day of the pupil's suspension *[specify date]* until the expiry of *[Child's Name]* suspension we must make arrangements for suitable full-time education. On *[date]* *[Child's Name]* should attend at *[give name and address of the alternative provider if not the home school]* at *[specify the time — this may not be identical to the start time of the home school]* and report to *[staff member's name]*. *[If applicable — say something about transport arrangements from*

home to the alternative provider. [Set out the arrangements if known at time of writing, if not known say that the arrangements will be notified to the parent within 48 hours with a further letter.]

You have the right to request a meeting of the School's Governing Board to whom you may make representations, and my decision to suspend can be reviewed.

The latest date by which the Governing Board must meet, if you make this request, is **[specify date — no later than the 50th school day after the date on which the Discipline Committee received notice of this suspension]**. If you do wish to make representations to the Governing Board and wish to be accompanied by a friend or representative, please contact **[Name of Clerk]**, Clerk to the Governing Board on/at **[contact details — address, phone number, email]**, as soon as possible. You have the right to make a request to hold this meeting via remote access which you must do **(detail how and to whom to make this request)**.

[Name of Child] also has a right to express their views regarding this suspension and may do so by attendance at the Pupil Discipline Committee Meeting, if appropriate, or through other means e.g. written submissions or representation. Please advise the Clerk to the Governors if you have a disability or special needs which would affect your ability to attend or take part in a meeting at the school. Also, please inform **[name of Clerk]** if it would be helpful for you to have an interpreter present at the meeting.

Where a suspension would result in a pupil missing a public examination or national curriculum test, the Governing Board, so far as is reasonably practicable, must meet, consider, and decide on the suspension before the date of the examination or test.

You should also be aware that if you believe the suspension has occurred as a result of discrimination you may make a claim under the Equality Act 2010 to the First- Tier Tribunal, (Special Educational Needs and Disability) or in the case of other forms of Discrimination, to the County Court.

[First-tier Tribunal \(Special Educational Needs and Disability\) - GOV.UK](#)

Making a claim would not affect your right to make representations to the Pupil Discipline Committee.

You have the right to see and have a copy of your child's school record. Due to confidentiality restrictions, you must notify me in writing if you wish to be supplied with a

copy of your child's school record. I will be happy to supply you with a copy if you request it. There may be a charge for photocopying.

For more information you may wish to access a copy of the DfE Guidance on Suspensions and Permanent Exclusions at [Suspension and Permanent Exclusion from maintained schools, academies and pupil referral units in England, including pupil movement \(publishing.service.gov.uk\)](#)

The Department's Guidance for parents and carers on behaviour, suspension and permanent exclusion.

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You may also find it useful to contact the below for free and impartial information:

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[For pupils with a Social Worker or part of the Virtual School] – As per the DfE Guidance on Suspensions, I **will/have** inform/ed (insert Social Worker/Virtual School Head details) of this Suspension.

[Child's Name]'s suspension expires on **[date]** and we expect **[Child's Name]** to be back in school on **[date]** at **[time]**.
[Unless I have notified you otherwise] – (if considering possible permanent exclusion)

Yours sincerely

[Name]

Head teacher

Model letter 3 - LA Maintained School

From head teacher notifying parent of a suspension of more than 15 school days in total in one term (including 15.5 days)

Dear ***[Parent's Name]***

I am writing to inform you of my decision to suspend ***[Child's Name]*** for ***[specify period]***. This means that ***[Child's Name]*** will not be allowed in school for this period. The suspension begins/began on ***[date]*** and ends on ***[date]***. ***(delete as appropriate)*** However, pending further consideration this suspension may lead to permanent exclusion.

I realise that this suspension may well be upsetting for you and your family, but the decision to suspend ***[Child's Name]*** has not been taken lightly. ***[Child's Name]*** has been suspended because: ***[delete as appropriate]***

They have seriously and repeatedly breached the schools behaviour policy:-

They have seriously breached the schools behaviour policy in a 'one off' significant incident:-

They have persistently breached the schools behaviour policy:-

Add Summary of the behaviours and reason for suspension, include any other relevant previous history including suspensions.

[For pupils of compulsory school age — next 3 paragraphs]

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[For pupils with no Social Care or Child in Care status] We will set work for ***[Child's Name]*** to be completed on the days specified in the previous paragraph. ***[Detail the arrangements for this]***. Please ensure that work set by the school is completed and returned to us promptly for marking.

[For pupils with Social Care or Virtual School involvement] ***(Name of Academy)*** and the local authority will work together to arrange suitable alternative full-time education provision from the first day following the suspension. Where this is not possible, or not appropriate, online pathways may be used. We will be in contact to discuss arrangements.

From the 6th day of the pupil's suspension *[specify date]* until the expiry of his/her suspension we must make arrangements for suitable full-time education. On *[date]* *[Child's Name]* should attend at *[give name and address of the alternative provider if not the home school]* at *[specify the time — this may not be identical to the start time of the home school]* and report to *[staff member's name]*. *[If applicable — outline arrangements made for transport from home to the alternative provider. [Set out the arrangements if known at time of writing, if not known say that the arrangements will be notified to the parent within 48 hours with a further letter.]*

As **[Child's Name]** has now received more than 15 school days suspension during one term the Governing Board must meet to review the Head Teacher's decision. At the review meeting you may make representations to the Governing Body. **[Name of Child]** also has a right to express their views regarding this suspension and may do so by attendance at the Pupil Discipline Committee Meeting, if appropriate, or through other means e.g. written submissions or representation. You also have the right to see written evidence or information held on **[Child's Name]**'s school records relating to the exclusion.

The latest date on which the Governing Board can meet is **[date here — no later than 15 school days from the date the Governing Body received notification of the suspension]**. If you wish to make representations to the Governing Body and wish to be accompanied by a friend or representative, please contact the Clerk to the Governing Board.

You have the right to make a request to hold the meeting via remote access. You must do this by contacting **(key contact name and preferred contact details if different from above)**.

If no such request is received by (detail a date) then a face to face will be arranged.

I would encourage you to consider the following before requesting a remote access meeting:

- Do you have access to technology such as TEAMS or ZOOM **(detail any others that may be used)**
- Is there an appropriate space free from distractions to enable full participation with a remote access meeting
- Consider your internet service if there are concerns about connection and speed a remote access meeting may not be appropriate
- Should you withdraw a request to hold the meeting remotely you should contact the Clerk to Governors without delay and a face to face meeting will be arranged.

You will be notified by the Clerk to the Governing Board of the time, date and location, if applicable, of the meeting. Please advise if you have a disability or special needs which would affect your ability to attend or take part in a meeting at the school. Also, please inform **[Name of Clerk]** if it would be helpful for you to have an interpreter present at the meeting.

Where a suspension would result in a pupil missing a public examination or national curriculum test, the Governing Board, so far as is reasonably practicable, must meet, consider, and decide on the suspension before the date of the examination or test.

You should also be aware that if you believe the suspension has occurred because of discrimination you may make a claim under the Equality Act 2010 to the First- tier Tribunal, (Special Educational Needs and Disability) or in the case of other forms of Discrimination, to the County Court.

[First-tier Tribunal \(Special Educational Needs and Disability\) - GOV.UK](#)

Making a claim would not affect your right to make representations to the Governing Board.

The Department's Guidance for parents and carers on behaviour, suspension and permanent exclusion.

[A guide for parents on school behaviour and exclusion - GOV.UK](#)

For more information you may wish to access a copy of the DfE Guidance on Suspensions and Permanent Exclusions at [Suspension and Permanent Exclusion from maintained schools, academies and pupil referral units in England, including pupil movement \(publishing.service.gov.uk\)](https://publishing.service.gov.uk/guidance/suspensions-and-permanent-exclusions)

You may also find it useful to contact the below for free and impartial information:

- Coram's Child Law Advice service can be accessed through their website <https://childlawadvice.org.uk/information-pages/school-exclusion/> or contacted on 0300 330 5485 from Monday to Friday, 8am – 6pm.
- Independent Provider of Special Education Advice (known as IPSEA – www.ipsea.org.uk) is a registered charity. It offers free and independent information, advice and support to help get the right education for children and young people with all kinds of special educational needs (SEN) and disabilities.
- Liaise is Lincolnshire's Special Educational Needs and Disability Information, Advice and Support Service (SENDIASS) <https://www.lincolnshire.gov.uk/send-local-offer/liaise>. Contact them for advice and support on 0800 195 1635 or email liaise@lincolnshire.gov.uk.

The Pupil Reintegration Team at Lincolnshire County Council is also available to provide you with impartial advice and guidance relating to the statutory process. They can be contacted on 01522 555798 (North) or 01522 555816 (South) or via email at PRT@lincolnshire.gov.uk

[For pupils with a Social Worker or part of the Virtual School] – As per the DfE Guidance on Suspensions, I **will/have inform/ed** (insert Social Worker/Virtual School Head details) of the Suspension and their right to join the meeting via remote access regardless of the chosen format of the meeting.

[Child's Name]'s suspension expires on [date] and we expect [Child's Name] to be back in school on [date] at [time]
[Insert following sentence if permanent exclusion is being considered "unless I have notified you otherwise"]

Yours sincerely

[Name]

Head teacher

Model letter 4 – LA Maintained Schools

From the head teacher of a primary, secondary or special school (or the teacher in charge of a PRU) notifying the parent(s) of that pupil's permanent exclusion.

Dear **[Parent's Name]**

I regret to inform you of my decision to permanently exclude **[pupil's Name]** with effect from **[date]**. This means that **[pupil's Name]** will not be allowed in this school unless they are reinstated by the Governing Board. I realise that this exclusion may well be upsetting for you and your family, but the decision to permanently exclude **[pupil's Name]** has not been taken lightly. **[pupil's Name]** has been excluded because **[delete as appropriate:**

They have seriously and repeatedly breached the school's behaviour policy:-

They have seriously breached the school's behaviour policy in a 'one off' significant incident:-

They have persistently breached the school's behaviour policy:-

Add Summary of the behaviours and reason for exclusion include any other relevant previous history including suspensions.

[For pupils of compulsory school age].

Section 103 to 105 of the Education and Inspections Act 2006 makes it a duty for parents in relation to pupils subject to a suspension or permanent exclusion to ensure that their child is not present in a public place, during school hours, without reasonable justification, during the first five days of any such exclusion. If a child is present in a public place during this period, the parent may be guilty of an offence for which they can be prosecuted by the Local Authority before a magistrate's court. Alternatively, the matter can be dealt with by the school through issuing of a fixed penalty notice. This will therefore apply to you until **[insert 5th day date]**.

[For pupils with no Social Care or Child in Care status] For the first five school days of the exclusion we will set work for **[pupil's Name]** and would ask you to ensure this work is completed and returned promptly to school for marking. From the sixth school day of the exclusion Lincolnshire Children's Services will provide suitable full-time education for **[pupil's Name]** and you will be contacted by the Local Authority in the next few days regarding this.

[For pupils with Social Care or Virtual School involvement] **(Name of Academy)** and the local authority will work together to arrange suitable alternative full-time education provision from the first day following the Permanent exclusion. Where this is not possible, or not appropriate, online pathways may be used. We will be in contact to discuss arrangements.

[For pupils of compulsory school age - Where pupil lives in a Local Authority other than the excluding school's Local Authority]

I have also today informed **[name of officer]** at **[name of Local Authority]** of your child's exclusion and they will be in touch with you about arrangements for their education from the sixth school day of exclusion. You can contact them at **[give contact details]**.

As this is a permanent exclusion the Governing Board must meet to review my decision. At the review meeting you may make representations to the Governing Board if you wish and ask them to reinstate your child in school. **(Name of pupil)** also has a right to express their views regarding this exclusion and may do so by attendance at the Governing Board meeting or through other means e.g. written submissions or representation. A representative from the Local Authority will also be invited to attend the meeting and if applicable, the Social Worker and/or Virtual School Head, and will be asked to make representations.

Where a Permanent exclusion would result in a pupil missing a public examination or national curriculum test, the Governing Board, so far as is reasonably practicable, must meet, consider, and decide on the Permanent exclusion before the date of the examination or test. The governing board should consider whether it would be appropriate to exercise its discretion to allow a suspended or permanently excluded pupil onto the premises for the sole purpose of taking the examination or test or whether this could be facilitated in another way.

The Governing Board has the power to reinstate your child immediately or from a specified date. Alternatively, they can decline to reinstate your child, in which case you then have a right to request that an Independent Review Panel considers the Governors decision. The latest date by which the Governing Body must meet is ***[specify the date —15 school days after the date on which the Governing Body was notified of the exclusion]***.

You and your child have the right to make representations to the Governing Body and if you wish to be accompanied by a friend or representative please contact the Clerk to the Governors ***[name of contact]*** on/at ***[contact details — address, phone number, email]***, as soon as possible.

You have the right to make a request to hold the meeting via remote access. You must do this by contacting ***(key contact name and preferred contact details if different from above)***.

If no such request is received by ***(detail a date)*** then a face-to-face meeting will be arranged.

I would encourage you to consider the following before requesting a remote access meeting

- Do you have access to technology such as TEAMS or ZOOM ***(detail any others that may be used)?***
- Is there an appropriate space free from distractions to enable full participation with a remote access meeting?
- Consider your internet service. If there are concerns about connection and speed a remote access meeting may not be appropriate.

Should you withdraw a request to hold the meeting remotely you should contact the Clerk to Governors without delay and a face-to-face meeting will be arranged.

You will be notified by the Clerk of the time, date and location of the meeting. Please let us know if you have a disability or special needs which would affect your ability to attend the meeting. Also, please inform ***[name of Clerk]*** if it would be helpful for you to have an interpreter present at the meeting.

You should also be aware that if you believe the exclusion has occurred as a result of discrimination you may make a claim under the Equality Act 2010 to the First- Tier Tribunal, (Special Educational Needs and Disability) or in the case of other forms of Discrimination, to the County Court [First-tier Tribunal \(Special Educational Needs and Disability\) - GOV.UK](#). Making a claim would not affect your right to make representations to the Governing Board.

You also have the right to see a copy of **[pupil name]**'s school record. Due to confidentiality restrictions, you will need to notify me in writing if you wish to be supplied with a copy of **[pupil Name]**'s school record. I will be happy to supply you with a copy if you request it. There may be a charge for photocopying.

For more information you may wish to access a copy of the DfE Guidance on Suspensions and Permanent Exclusions at [Suspension and permanent exclusion guidance](#).

The Department's Guidance for parents and carers on behaviour, suspension and permanent exclusion [A guide for parents on school behaviour and exclusion - GOV.UK](#)

You may also find it useful to contact the below for free and impartial information:

- Coram's Child Law Advice service can be accessed through their website [School exclusion - childlawadvice.org.uk](#) or contacted on 0300 330 5485 from Monday to Friday, 8am – 6pm.
- Independent Provider of Special Education Advice (known as IPSEA – [www.ipsea.org.uk](#) is a registered charity. It offers free and independent information, advice and support to help get the right education for children and young people with all kinds of special educational needs (SEN) and disabilities.
- SEND Information Advice & Support Services Network, Liaise, is Lincolnshire's Special Educational Needs and Disability Information, Advice and Support Service (SENDIASS). Contact them on 0800 195 1635 or via email at liaise@lincolnshire.gov.uk or visit their website [Homepage – Liaise Lincolnshire](#).

[For pupils with a Social Worker or part of the Virtual School] – As per the DfE Guidance on Exclusions, I **will/have inform/ed** (insert Social Worker/Virtual School Head details) of this Permanent exclusion and of their right to join the meeting via remote access regardless of the chosen format of the meeting

The Pupil Reintegration Team at Lincolnshire County Council is also available to provide you with advice and support in relation to exclusion procedures. Contact them on 01522 555 798 North or 01522 555 816 South or via email at PRT@lincolnshire.gov.uk

Yours sincerely

[Name]
Head teacher

Appendix 3 - Key Changes from the 2024 policy

1. Introduction of Safeguarding Separation arrangements.
2. Updated July 2026 DfE guidance references.
3. Enhanced governor monitoring requirements.
4. Strengthened Equality Act and SEND considerations.
5. New requirements relating to off-site direction.
6. Clarified managed move expectations.
7. Updated re-integration expectations.
8. Updated remote access arrangements.
9. Updated off-rolling safeguards.