St Mary's C of E Primary School

'Growing our community together'

Welcome, Nurture, Grow, Flourish

Exclusion Policy

Committee responsible	Interim Executive Board (IEB)
Approval required by	Interim Executive Board (IEB)
Statutory or Recommended	Statutory
Frequency of review	Annual
Date approved	October 2026
Date of next review	October 2027
Display on website	Yes
Link with other policies	Positive Relationships Policy
Signed by the Chair Of IEB:	Rosemary Hafeez
Signed by the Headteacher:	Emily Evans

St Mary's Primary School, Church Lane, Chessington, KT9 2DH

https://www.stmaryschessington.co.uk

1. Aims and Statutory Framework

St Mary's C of E Primary School is committed to ensuring that all pupils are supported to achieve their full potential in a safe, inclusive, and nurturing Christian environment. We aim to ensure that the exclusions and suspensions process is applied fairly, consistently, transparently, and as a last resort.

This policy complies with the statutory framework and guidance issued by the Department for Education (DfE) and local guidance provided by Achieving for Children (AfC):

- **DfE Guidance:** *Suspension and Permanent Exclusion from maintained schools, academies and pupil referral units in England*.
- **DfE Guidance:** *Behaviour in Schools: Advice for headteachers and school staff*.
- **DfE Guidance:** *Keeping Children Safe in Education (KCSIE)*.
- **Legislative Basis:** Section 51A of the Education Act 2002; School Discipline (Pupil Exclusions and Reviews) (England) Regulations 2012; The School Attendance (Pupil Registration) (England) Regulations 2024; Equality Act 2010.
- **Local Guidance:** *Achieving for Children Guidance on the use of suspension and permanent exclusion from school* (Effective September 2026).

2. Key Definitions and Terminology

To ensure clarity and alignment with statutory definitions, the following terms are applied:

- **Suspension:** The temporary removal of a pupil from school grounds for a fixed period for disciplinary reasons.
- **Permanent Exclusion:** The permanent removal of a pupil from the school roll following a severe breach or persistent breaches of the school's behaviour policy.
- **Off-Rolling:** The practice of removing a pupil from the school roll without a formal, legal permanent exclusion, or pressuring a parent/carer to remove their child (e.g. to Elective Home Education). **Off-rolling is unlawful and strictly prohibited at St Mary's.**
- **Off-Site Direction:** A temporary requirement for a pupil to attend another suitable educational setting to improve their behaviour, arranged under Section 29A of the Education Act 2002.
- **Managed Move:** A voluntary, structured transition of a pupil to another mainstream school. Managed moves must comply with the School Admissions Code and cannot involve "trial periods."

3. Use of Suspension and Permanent Exclusion

Only the Headteacher (or the acting Headteacher in their absence) has the power to suspend or permanently exclude a pupil. A decision to suspend or exclude will be taken only:

1. In response to a serious or persistent breach of the school's Behaviour Policy; and
2. Where allowing the pupil to remain in school would seriously harm the education or welfare of the

pupil or others in the school community.

Before deciding to suspend or exclude, the Headteacher will consider all relevant evidence, allow the pupil to state their case, and assess any contributing factors (e.g. unmet Special Educational Needs, bereavement, or safeguarding concerns).

4. Limit on Suspensions

A pupil may be suspended for one or more fixed periods up to a maximum total of **45 school days in any single academic year**. Suspensions may be for part of a school day (e.g. lunchtime suspensions count as half a day).

5. Cancelling a Suspension or Permanent Exclusion

The Headteacher may cancel a suspension or permanent exclusion that has already begun, provided the Interim Executive Board has not yet met to consider whether the pupil should be reinstated.

Where an exclusion or suspension is cancelled:

- The Headteacher will inform the parents/carers, the Interim Executive Board, the Local Authority (AfC), and (where applicable) the pupil's Social Worker and Virtual School Head (VSH) without delay.
- Parents/carers will be offered the opportunity to meet with the Headteacher to discuss the circumstances surrounding the cancellation.
- The pupil will be allowed to return to school immediately.
- Any days served prior to cancellation will still count toward the 45-day maximum threshold per academic year.

6. Safeguarding Separation vs. Disciplinary Exclusion

In specific, exceptional circumstances, it may be necessary to separate a pupil temporarily from the school environment for safeguarding reasons (e.g. during an ongoing safeguarding investigation or allegation involving pupils). Such temporary separation is distinct from a disciplinary suspension or permanent exclusion.

Where safeguarding separation is implemented:

- It will not be recorded as a disciplinary exclusion.
- The school will notify parents/carers immediately and consult the Education Safeguarding Advisor.
- The school will ensure continuous provision of education and support during the separation period.

7. Off-Site Direction and Managed Moves

7.1 Off-Site Direction

St Mary's may use Off-Site Direction as a preventative measure to support pupils exhibiting challenging behaviour. An Off-Site Direction requires formal written notification to parents, regular review meetings (at least every 6 days), and consultation with the receiving provider and Local Authority.

7.2 Managed Moves

If a pupil is at risk of permanent exclusion, a Managed Move to another school may be offered. Managed moves must be fully voluntary, agreed by parents, receiving schools, and the LA. Managed moves cannot be undertaken on a "trial" basis; the child remains on St Mary's roll until the formal transfer date.

8. Statutory Notification and Reporting Obligations

When a decision to suspend or permanently exclude is made, the Headteacher will inform the parents/carers immediately, followed by written notification without delay. The written notice will specify:

- The precise reasons for the suspension or permanent exclusion.
- The duration of the suspension or state that it is a permanent exclusion.
- Information regarding parental rights to make representations to the Interim Executive Board.
- Details of how representations can be made and that parents may request a meeting in person or via remote access.
- Contact details for local support, including the AfC Exclusions and Reintegration Officer.

Key Local Authority & Support Contacts

Role / Service	Contact / Details
AfC Exclusions & Reintegration Officer	Adrian Bannister – 07786 274521
AfC Early Advice & Intervention Panel (EAIP)	Via AfC Education Inclusion Support Service (EISS)
SEND Information, Advice & Support Service (SENDIASS)	Kingston & Richmond SENDIASS
Virtual School Head (VSH)	For Looked After Children (LAC) – Contact AfC Virtual School

9. Interim Executive Board Duties and Remote Access Meetings

The Interim Executive Board considers reinstatement of a suspended or permanently excluded pupil in accordance with statutory timelines. Meetings may be held in person or via remote access (video conference) upon parental request, provided the panel is satisfied that the hearing can be conducted fairly and transparently.

10. Reintegration Meetings

Following a suspension, a reintegration meeting will be arranged between the school, the pupil, and the parents/carers. The meeting aims to support a successful return to the classroom, review behaviour support plans, and identify necessary interventions.

11. Monitoring and Review

This policy is monitored by the Interim Executive Board and will be reviewed annually in consultation with the Local Authority guidance issued by Achieving for Children.

Appendix 1: Model Notification Letter (Suspension)

[Date]

[Parent/Carer Name]
[Address]

Dear [Parent/Carer Name],

RE: Notice of Suspension – [Child's Full Name], [Date of Birth]

I am writing to inform you of my decision to suspend [Child's Name] for a fixed period of [Number of Days] days. This suspension begins on [Start Date] and ends on [End Date]. [Child's Name] should return to school on [Return Date] at [Time].

Reason for Suspension:
This decision has been taken following a thorough investigation into the following incident(s):
[Insert specific, detailed statement of facts outlining who was involved, what occurred, where, when, and the impact on others. Avoid generic summaries.]

Educational Provision:
During the first 5 days of suspension, you are legally responsible for ensuring that [Child's Name] is not present in a public place during school hours without reasonable justification. School work has been set for [Child's Name] to complete at home during this period [insert details of work provided/online platform].

Your Right to Make Representations:
You have the right to make representations about this decision to the Interim Executive Board. If you wish to make representations, please contact [Name/Email of Clerk to IEB].

You may request that any Interim Executive Board meeting be held either in person or via remote access (video link).

Reintegration Meeting:
You are invited to attend a reintegration meeting on [Date] at [Time] with [Staff Name]. The purpose of this meeting is to discuss how we can support [Child's Name] to successfully reintegrate into the school community. Please note that while your attendance is strongly encouraged, [Child's Name] will be

readmitted to school on [Return Date] regardless of whether you are able to attend this meeting.

Further Advice and Support:
For independent advice on the suspensions process, you may contact:
- Achieving for Children Exclusions & Reintegration Officer (Adrian Bannister): 07786 274521
- Kingston & Richmond SENDIASS (for pupils with SEN): [Contact details]

Yours sincerely,

[Headteacher Name]
Headteacher, St Mary's C of E Primary School