



# Suspensions and Permanent Exclusions Policy

<b>Date of last review</b>	January 2026
<b>Date of next review</b>	January 2028
<b>Policy type</b>	Statutory
<b>Policy owner</b>	Principal
<b>Approval</b>	Local Governing Body – to be approved

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## 1. Introduction

At Winston Way Academy, we believe that high standards of behaviour are essential to ensure that all pupils can learn in a safe, calm, and supportive environment. Exclusion is recognised as a legitimate and lawful sanction; however, it is used only as a last resort, after all other appropriate strategies have been tried and exhausted.

This policy sets out the statutory procedures and responsibilities relating to suspensions and permanent exclusions and should be read alongside the academy's Behaviour & Relationships Policy, which outlines day-to-day behaviour expectations and graduated responses.

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## 2. Statutory Framework

This policy complies with the following legislation and statutory guidance:

- Education Act 2002
- Education and Inspections Act 2006
- Equality Act 2010
- Human Rights Act 1998
- School Discipline (Pupil Exclusions and Reviews) (England) Regulations 2012
- Suspensions and Permanent Exclusion from maintained schools, academies and pupil referral units in England, including pupil movement  
(DfE, guidance effective from 1 September 2023; latest updates August 2024)

This policy applies to all suspensions and permanent exclusions issued by Winston Way Academy.

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## 3. Definitions

- Suspension: A fixed period exclusion from school for a specified number of school days.
- Permanent Exclusion: A decision that a pupil will not return to the academy.



- Internal Exclusion: An in-school sanction where a pupil completes learning in a supervised alternative setting; this is not a suspension or exclusion.
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#### **4. Key Principles**

All decisions relating to suspensions and permanent exclusions will be:

- Lawful, reasonable and fair
- Proportionate and appropriate to the behaviour
- Consistent, while recognising individual circumstances
- Taken in line with the academy's safeguarding, SEND and equality duties.

Exclusion will never be used:

- For minor incidents
- For poor academic performance
- For uniform breaches alone (unless persistent and defiant)
- For lateness or truancy alone
- For pregnancy
- To punish a pupil for the actions of parents or carers
- Because the academy feels unable to meet a pupil's needs

The academy may consider suspension or permanent exclusion for behaviour occurring outside school where it has a direct impact on the safety, welfare or reputation of the school community.

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#### **5. Authority to Suspend or Permanently Exclude**

Only the Principal of Winston Way Academy has the legal authority to suspend or permanently exclude a pupil.

Where the Principal is absent or unavailable, an Acting Principal formally appointed in line with the academy's scheme of delegation may exercise the same legal authority to suspend or permanently exclude a pupil. This appointment will be clearly documented to ensure compliance with statutory guidance.

Suspension or permanent exclusion may be considered where:

1. There has been a serious breach, or persistent breaches, of the Behaviour & Relationships Policy; and
2. Allowing the pupil to remain in the academy would seriously harm the education or welfare of the pupil or others.



## **6. Investigation and Decision-Making**

Before making a decision to suspend or permanently exclude, the Principal will:

- Conduct a thorough and fair investigation.
- Consider all evidence available.
- Allow the pupil to present their version of events.
- Take account of any SEND, safeguarding or contextual factors, including the duty to make reasonable adjustments under the Equality Act 2010
- Apply the balance of probabilities standard of proof.
- Keep a written record of decisions and evidence.
- Where a pupil with SEND, an EHCP, or a disability is at risk of repeated suspensions, the SENCO will be involved as part of a review of the pupil's needs, provision and reasonable adjustments. Advice may be sought from external professionals where appropriate.
- In some cases, a suspension may be issued while a full investigation is completed. Parents and pupils will be informed in writing if a further sanction, including a permanent exclusion, may be considered once the investigation concludes, should new or more serious evidence emerge.
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The more serious the allegation, the more robust the evidence must be.

Where a pupil is looked after by a local authority or previously looked after, the Principal will consult the local authority's Virtual School Head (VSH) as appropriate before deciding to suspend or permanently exclude.

Where a pupil has a social worker, the social worker, Designated Safeguarding Lead and parents/carers will be informed as early as possible when the pupil is at risk of suspension or permanent exclusion.

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## **7. Types and Limits of Suspension**

- A suspension will be for a fixed number of school days
  - A pupil may not be suspended for more than 45 school days in a single academic year.
  - Suspensions may be issued consecutively only in exceptional circumstances and must be recorded separately.
  - A suspension cannot be converted into a permanent exclusion.
  - A pupil may be suspended for one or more lunchtimes. Each lunchtime suspension is equivalent to half a school day when calculating the total number of days suspended. Appropriate supervision and arrangements will be made for pupils entitled to free school meals.
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## **8. Permanent Exclusion**



Permanent exclusion is an exceptional measure and is used only:

- After a wide range of strategies and interventions have been exhausted; or
- In exceptional cases where a single incident represents a serious breach and poses a severe risk to the safety or wellbeing of others

Before issuing a permanent exclusion, the Principal will normally meet with parents/carers and the pupil.

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## **9. Duty to Inform**

Following a decision to suspend or permanently exclude, the Principal will notify parents/carers without delay and in writing, including:

- The reason for the exclusion
- The length of the suspension or confirmation of permanent exclusion
- The right to make representations to the Governing Body
- The right to request an Independent Review Panel (where applicable)
- Arrangements for education during the exclusion
- The requirement for pupils not to be present in public places during school hours for the first 5 school days.

Where required, the London Borough of Redbridge Local Authority will be notified in line with statutory guidance.

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## **10. Education During Exclusion**

- For the first 5 school days of a suspension, the academy will take reasonable steps to set and mark work.
- From the 6th school day, suitable full-time education will be arranged.
- For looked-after children, full-time education will be provided from day 1.
- Educational provision will be monitored to ensure continuity of learning.

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Following a suspension, a reintegration meeting will be held with the pupil and parents/carers to support a successful return to school, reinforce expectations, and agree any additional support required

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## **11. Cancelling (Rescinding) an Exclusion**

The Principal may cancel (rescind) a suspension or permanent exclusion before the Governing Body has met if new evidence comes to light.

Where this happens:

- Parents/carers, the Governing Body and Local Authority will be informed.
  - The exclusion will be removed from the pupil's record.
  - No review meeting will be required.
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## **12. Governing Body Responsibilities**

The Governing Body will:

- Consider suspensions and permanent exclusions in accordance with statutory timescales.
- Decide whether reinstatement is appropriate.
- Act impartially and fairly
- Ensure exclusions are monitored and reviewed for patterns or disproportionality.

Meetings may be held in person or remotely, where appropriate.

Where required, the Academy Trust will fulfil its statutory role in arranging an Independent Review Panel in accordance with United Learning governance arrangements.

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## **13. Independent Review Panel (IRP)**

Parents/carers have the right to request an Independent Review Panel for permanent exclusions within 15 school days of receiving notification.

The IRP will:

- Review whether the decision was lawful, reasonable and procedurally fair
  - Either uphold the decision or recommend reconsideration
  - Be conducted in line with statutory guidance
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## **14. Record-Keeping and Reporting**

The academy will:

- Keep accurate records of all suspensions and permanent exclusions
- Submit required data to the DfE and Local Authority
- Report exclusions data to the Governing Body termly



## **15. Links to Other Policies**

This policy should be read alongside:

- Behaviour & Relationships Policy
  - Child Protection and Safeguarding Policy
  - SEND Policy and SEND Information Report
  - Equal Opportunities Policy
  - Complaints Policy
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## **16. Review**

This is a statutory policy which will be reviewed every two years, or sooner if changes to statutory guidance require it.