

Windsor Community Primary School



Suspension and Permanent Exclusion Policy

October 2025

1. Introduction

At Windsor Community Primary School, relationships are at the heart of everything we do. We strive to create a nurturing, calm and inclusive environment where all children feel safe, valued and respected. This policy sets out the school's approach to suspension (fixed-term exclusion) and permanent exclusion, which are used only as a last resort.

2. Legal Framework

This policy is based on current legislation and statutory guidance, including:

- the Education Act 2002;
- the Education and Inspections Act 2006;
- DfE statutory guidance on suspensions and permanent exclusions (effective from 1 September 2023);
- Liverpool City Council guidance.

3. School Ethos and Relationships

Consistent with the Behaviour and Relationships Policy, behaviour is understood as communication. Adults support children through positive relationships, co-regulation and restorative approaches, with a strong focus on repairing relationships and learning from mistakes.

4. Principles of Suspension and Exclusion

Only the Headteacher may suspend or permanently exclude a pupil. Decisions will be lawful, fair and proportionate. Pupils are excluded only for disciplinary reasons and never because of additional needs, disability, academic performance, or family circumstances.

Suspension and permanent exclusion are used only when all other appropriate and reasonable strategies have been explored and have not been successful in addressing behaviour that presents a serious risk to learning, safety or wellbeing.

5. Decision-Making, Types of Exclusion, and Review Procedures

Suspension or permanent exclusion may be used only where there has been a serious breach or persistent breaches of the school's Behaviour and Relationships Policy, and where allowing the pupil to remain in school would seriously harm the education or welfare of the pupil or others.

Only the Headteacher may suspend or permanently exclude a pupil. All decisions will be lawful, reasonable, fair and proportionate, and made on a case-by-case basis. In reaching a decision, the Headteacher will consider all available evidence and give due regard to:

- the nature, seriousness and context of the behaviour;
- the pupil's age, understanding and developmental stage;
- any special educational needs or disabilities (SEND);
- safeguarding considerations;
- whether reasonable adjustments and supportive interventions have been implemented.

Exclusion is never used for non-disciplinary reasons, nor because of a pupil's additional needs, disability, academic performance, parental behaviour or family circumstances.

Internal Exclusion

Internal exclusion may be used as a short-term, proportionate strategy to support regulation, reflection and the safety and learning of others.

Where internal exclusion is used:

- it will be for the shortest appropriate time, no more than one school day;
- pupils will receive appropriate educational work and adult support;
- pupils will not be denied access to meals, toileting or reasonable movement breaks;

- parents/carers will be informed on the same day;
- repeated use will trigger a review of the pupil's needs and support arrangements.

Internal exclusion is not used as a substitute for suspension and will not result in a pupil being removed from normal education repeatedly without appropriate review, safeguarding oversight and additional support.

Suspension

Suspension involves a pupil being excluded from school premises for a fixed number of school days.

Permanent Exclusion

Permanent exclusion results in a pupil being removed from the school roll. This is used only in the most serious circumstances.

6. Informing Parents/Carers and the Local Authority

Parents/carers will be informed **without delay** whenever a pupil is suspended or permanently excluded.

Written notification will include:

- the reason for the exclusion;
- the length of the suspension and the date of return to school (where applicable)
- arrangements for education during the exclusion;
- information on how parents/carers may make representations about the decision.

Liverpool Local Authority will be notified of all permanent exclusions in line with statutory requirements.

Relevant professionals will be informed where appropriate.

7. Review by the Governing Board

Where a pupil is suspended for more than five school days in any term, or permanently excluded, parents/carers have the right to request a review by the Governing Board or its delegated discipline committee.

In the case of a permanent exclusion, parents/carers will also be informed of their right to request an Independent Review Panel.

The Governing Board will:

- consider representations from parents/carers and the Headteacher;
- review whether the decision was lawful, reasonable and procedurally fair;
- ensure due regard has been given to SEND, safeguarding and equality duties.

Accurate records of exclusion decisions and reviews will be maintained. Outcomes will be communicated in writing to parents/carers and shared with the Local Authority as required.

Liverpool Fair Access Protocol

Where a pupil is permanently excluded, the school will cooperate fully with **Liverpool City Council and the Liverpool Fair Access Protocol (FAP) to support the pupil in securing timely**, appropriate alternative provision or a new school placement.

The school will provide all required information promptly and work collaboratively with the Local Authority and partner schools to reduce the risk of the pupil experiencing a period of missing education.

8. Education During Exclusion

For suspensions longer than five school days, the school will arrange suitable full-time education from the sixth school day.

For permanent exclusions, Liverpool Local Authority will arrange suitable alternative provision from the sixth school day.

9. Reintegration Following Suspension

Following a period of suspension, a reintegration meeting will take place to support a positive return to school. This meeting will focus on repairing relationships, reflecting on learning, and agreeing any additional support or adjustments needed to reduce the risk of further exclusion.

10. Monitoring and Review

The Governing Board monitors the use of internal exclusion, suspension and permanent exclusion to ensure decisions are lawful, consistent, proportionate and aligned with the school's inclusive values and statutory duties. This policy is reviewed regularly in line with legislative and statutory guidance changes.

This policy will be reviewed annually