



SUSPENSION AND PERMANENT EXCLUSION POLICY

KBU June 2026

STATEMENT

We believe that all students have the right to a quality learning experience which enables them to progress in a safe and secure atmosphere. All staff also have a right to work in a safe and secure environment. To establish this environment, there will be occasions when students, either for their safety, the safety of others, or to uphold the school's ethos, are formally suspended or permanently excluded from school. This suspension and permanent exclusion policy needs to be seen in the context of the whole school Behaviour Policy and operates within the broader local and national perspective. Please find a link to the government policy [here](#).

PRINCIPLES

The principles underpinning the use of formal suspension and permanent exclusion as follows:

Suspensions and permanent exclusion are a last resort used as a consequence for serious incidents both in school and in our local community. Usually, a range of sanctions and strategies would have been used before a permanent exclusion is given (e.g. a Pastoral Support Plan). However, a single incident that is a severe breach of school rules may result in a fixed term suspension or permanent exclusion.

Each fixed term suspension or permanent exclusion has a particular context that will determine the sanction's nature. The context will also determine the length of a fixed term suspension.

All fixed term suspensions will comply with current government legislation guidelines and follow set school procedures.

The Headteacher has the right to withdraw or cancel a permanent exclusion or suspension up to the point prior to a Governing Body meeting.

Any fixed term suspension should be part of a broader set of strategies involving parents/carers, school and external agencies.

Suspended students are entitled to appropriate support to enable successful reintegration. This will include meeting with parents/carers before the student returns to the classroom.

Staff, parents/carers and students have a right to be informed about the policy and the guidelines for its operation. The provision for Looked After Children will be considered carefully on a case-by-case basis.

Feedback appropriate to staff, students and parents/carers will be provided on each suspension to enable actions to be seen as just and fair. Looked After Children in danger of permanent exclusion will be prioritised for a managed move (see behaviour policy).

SUSPENSION: STATEMENT FOR STUDENTS

DEFINITION OF SUSPENSION

PERMANENT EXCLUSION

Permanent exclusion means a student is sent home from school and cannot continue learning at Little Ilford School. Students may be sent to the Pupil Referral Unit (P.R.U.), a special unit in Newham. It is used as a last resort and is a severe punishment. It is one aspect of the whole school behaviour policy.

FIXED TERM SUSPENSION

This means that a student could be sent home (provided that someone responsible is there) for between 1 and 5 days, although a more serious offence may be punishable by a SUSPENSION of up to 15 days.

WHAT HAPPENS WHEN STUDENTS ARE SUSPENDED?

If a serious incident (or series of incidents) occurs within the school or in the surrounding streets — the following steps will be taken:

An investigation will take place. Students will have the right to be heard and to make a statement. If necessary, they will be given help with this. The investigation will involve everyone (e.g. the teacher/witnesses). There may be occasions when the student(s) will leave the premises whilst the investigation takes place, but this will only occur if the health and safety of other students would be at risk were the student(s) to remain on site. The students will still take part in the 'information gathering'.

When evaluating the evidence, pastoral staff will apply the 'colleague along the corridor' test to ensure that their decision is objective and fair (i.e. 'Ask yourself whether there is enough evidence for a colleague, who has simply read the evidence, to come to the same conclusion as you.'). All relevant factors will be taken into consideration before a recommendation is made. The legal standard of proof is the civic standard (i.e. on the balance of probability, the incident happened).

The pastoral staff will summarise the evidence and make a recommendation to the Headteacher using the appropriate school form. The only staff member with the right to suspend is the Headteacher or a nominated Deputy Headteacher in the absence of the Headteacher.

If it is decided that a fixed term suspension is appropriate and the student has had a prior suspension within the school year, the normal procedure will be to add a day to the length of the previous suspension unless the severity of the incident requires a more serious punishment. At the start of each new academic year, the student will be allowed to start afresh.

For all suspensions, a meeting with parents will take place before the suspension to ensure the student has an opportunity to voice their opinion and also to ensure parental support with the incident.

All meetings will be followed up by a letter which states:

- The reason(s) for suspension or permanent exclusion
- The return date (if appropriate)
- The conditions for return

- The right of Parents/Carers to appeal to the Governors of the school about a suspension or permanent exclusion.

Whilst suspended or permanently excluded, students remain the responsibility of their parents/carers and should not be seen in a public place during school hours or come near the school site when school is finished.

Other students may be informed in assembly when a student has been permanently excluded.

DURING THE SUSPENSION:

Students will complete their work online through a specific platform, following their regular timetable. The tasks provided align with the school curriculum, and student progress will be monitored by the school.

WHAT HAPPENS AFTER A FIXED TERM SUSPENSION?

The student(s) will return to school with at least one parent/carer at the time and date stated to meet with a member of the pastoral staff. Please note that the school reserves the right to insist on the presence of a carer rather than a sibling to ensure that the student recognises the seriousness of the situation. An agreement will be made with the student/parent/carer on the best way for the student to return without being suspended again.

This may include:

- Reconciliation (when appropriate)
- Targets being set
- A contract
- A report
- Follow-up meetings
- Discussion with Form Tutor/Head of Year.

The Headteacher, with the approval of the governing body, has the right to refer a student to an alternative provision without the permission of parents/guardians in order to improve student behaviour. This may or may not follow a period of fixed term suspension.

WAYS TO AVOID SUSPENSION

The school motto is:

Courage, Commitment, Compassion

Students should make sure that in lessons, the playground, around the school and in the streets nearby, they behave in a way that helps achieve the motto.

This includes:

- following the Code of Conduct
- showing consideration and respect to others
- remembering that everyone is a representative of the school in the local community and not doing anything to spoil the reputation of the school
- not bringing to school incidents which may have happened beyond the gates in the evenings and at weekends