

LONDON BOROUGH OF HAVERING



**ST. URSULA'S  
CATHOLIC PRIMARY SCHOOL**

**Exclusions Policy (Suspension and Permanent  
Exclusion)**

*“With God at the heart of our St Ursula’s family, we welcome all as we  
learn and grow together”*

Autumn 2025

# 1. Introduction

This policy outlines the arrangements for suspensions and permanent exclusions at St Ursula's Catholic Primary School, in line with the London Borough of Havering's guidance and the Department for Education's statutory guidance: *Suspension and Permanent Exclusion from maintained schools, academies and pupil referral units in England* (September 2023). The policy will be reviewed annually.

## 2. Principles

- We aim to maintain a calm, orderly, safe, and supportive environment where all pupils can learn and thrive, consistent with our Catholic values of Faith, Respect, Kindness, Honesty, and Resilience.
- Exclusions are used only as a last resort to maintain high standards of behaviour and safeguard the education and welfare of all pupils and staff.
- We recognise the importance of fair, transparent, and lawful processes in exclusions, ensuring equality of opportunity and non-discrimination in line with the Equality Act 2010 and Children and Families Act 2014.

## 3. Headteacher's Powers and Responsibilities

- Only the Headteacher has the authority to suspend or permanently exclude a pupil.
- Suspensions may be fixed-term (up to 45 school days in an academic year) and can be for parts of the school day (e.g., lunchtime suspensions).
- Permanent exclusion is a last resort, used only for serious or persistent breaches of behaviour policy where the pupil's presence would seriously harm the education or welfare of others.
- The Headteacher must consider the pupil's age and understanding when making exclusion decisions.
- Parents/carers must be notified without delay of any exclusion decision, including reasons and duration.
- If the pupil has a social worker or is a Looked After Child (LAC), the social worker and Virtual School Head must also be notified immediately.

## 4. Duties under Equality and SEND Legislation

- The school will not discriminate or victimise pupils based on protected characteristics.
- Reasonable adjustments will be made for disabled pupils and those with special educational needs (SEN) to prevent unfair exclusion.
- Early consultation with SEN services and the local authority will occur if behavioural concerns arise for pupils with EHCPs or disabilities.
- Alternative support and placements will be considered collaboratively to meet pupils' needs and reduce the risk of exclusion.

## 5. Suspension Procedures

- Suspensions are temporary removals from school and form part of the school's behaviour management strategy.
- Work will be set and marked for suspended pupils during the first five days to ensure continued education, including through online learning pathways where appropriate.
- Suspensions can be for full or partial days; lunchtime suspensions count as half a day.
- The school will monitor repeated suspensions and consider additional interventions to address underlying behaviour.
- The school may refer pupils for additional support programmes (e.g., the 5 Day Direction) to prevent further suspensions.

## 6. Permanent Exclusion Procedures

- Permanent exclusion will only be considered after all other strategies have been exhausted or in response to a serious breach of behaviour policy.
- The school will notify the local authority before issuing a permanent exclusion to ensure coordinated support and a clear audit trail.
- Work will be provided for the first five days post-exclusion until alternative provision is arranged by the local authority.
- The local authority will arrange full-time education from the sixth day of exclusion.

- Parents retain the right to express preferences for alternative placements.
- The school will collaborate with the local authority to support any necessary travel arrangements for the pupil.

## 7. Cancelling Exclusions

- The Headteacher may withdraw a suspension or permanent exclusion before the governing board meeting to consider reinstatement.
- Parents, governors, local authority, social worker, and Virtual School Head (if applicable) will be notified immediately of any cancellation with reasons.
- The pupil must be allowed to return to school without delay.
- Any days out of school due to exclusion before cancellation count towards the 45-day exclusion limit.

## 8. Off-Rolling and Unlawful Exclusions

- The school will not engage in off-rolling or unlawful exclusions.
- Parents will not be pressured to remove pupils from the school roll due to behaviour concerns.
- Any exclusion, including short suspensions, will follow formal procedures and be recorded accurately.
- Informal exclusions, such as sending pupils home 'to cool off' without formal process, are prohibited.
- Parents may use the school complaints procedure or local authority channels if they believe exclusions are mishandled.

## 9. Attendance Recording and Data Sharing

- Suspensions and exclusions will be recorded using the appropriate DfE codes in the attendance register.
- Cancelled exclusions will remain on records with annotations explaining the cancellation.

- The school will comply with data sharing requirements with the local authority regarding pupil attendance and exclusions.

## 10. Governing Board Responsibilities

- The governing board will consider whether to reinstate excluded pupils in a disciplinary committee meeting within 15 school days of the exclusion.
- Meetings will usually be face-to-face unless parents request virtual access.
- The school will provide relevant documentation to parents and governors at least 5 school days before the meeting.
- The governing board will consider the pupil's and school community's interests and decide to uphold or overturn the exclusion.

## 11. Independent Review Panel (IRP)

- Parents may request an IRP within 15 days of the governing board's decision through the Education Appeals Service.
- The school will provide parents with information about the IRP process and sources of independent advice.
- Parents of pupils with disabilities may also appeal to the First-Tier Tribunal for SEND regarding exclusion decisions.

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This policy ensures that St Ursula's Catholic Primary School meets statutory requirements, aligns with Havering's guidance, and supports the school's vision of a safe, inclusive, and nurturing environment.

If you would like, I can help you further tailor this policy or draft related procedures such as letters to parents or governing board templates.

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### Sources:

- London Borough of Havering Suspension and Permanent Exclusion Guidance
- Department for Education: Suspension and Permanent Exclusion from maintained schools, academies and pupil referral units in England (September 2023)

- Equality Act 2010
- Children and Families Act 2014



Signed: \_\_\_\_\_  
Headteacher



Signed: \_\_\_\_\_  
Governing Body

Date: 27<sup>th</sup> November 2025