

Suspension and Permanent Exclusion Policy (Part 1)

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DOCUMENT CONTROL

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Please note that a record of the changes made to the original issue of this document can be found at Schedule 1 after any Appendices to the Policy/Procedure.

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INTRODUCTION

Cumbria Education Trust (CET) prides itself on its vision for inclusion and aims to promote equality in all aspects of school life. We take a positive approach to encouraging good behaviour but also recognise that good discipline in our schools is essential to ensure all pupils/students can benefit from the educational opportunities we provide and reach their full potential.

The Government supports Headteachers in using suspension, direction off-site, managed moves, and permanent exclusion as essential behaviour management tools when warranted as part of creating and a calm, safe, and supportive environment that brings out the best in every pupil/student and in which all pupils/students and staff can work in safety and are respected. This means that suspension or permanent exclusion is sometimes a necessary last resort of our system, where it is accepted that not all pupil/student behaviour can be changed by pastoral processes, or consequences in school.

We recognise our schools' responsibility to communicate clearly to pupils/students, staff, and parents, our behaviour expectations, and the responsibility of all individuals working with pupils to ensure that no suspension or exclusion will be initiated without first exhausting other strategies, or in the case of a serious incident, a thorough investigation. Information about this Policy and procedures is included in the induction process for new admissions to school, is published on the school website, and a copy can be obtained by contacting the school/trust office.

Whilst suspension or exclusion may be an appropriate sanction, it is the responsibility of our Headteachers to investigate whether any contributing factors may have led to the incident/s of poor behaviour e.g. bereavement, mental health issues or bullying. Schools' within CET have a range of policies and procedures in place to promote and teach positive attitudes and culture, good behaviour and appropriate conduct, we collaborate with the Local Authority and external agencies to take steps to access local support services such as, Inclusion Support Officers and Early Help Services, and we support our schools to strive to foster good parental engagement through our Parent Partnership framework. For more information about the strategies we use and resources available to help us manage behaviour, please see the individual school Behaviour and SEND Policy.

This Policy describes the arrangements and procedures for suspending or permanently excluding a pupil/student from school on disciplinary grounds and is in line with the statutory guidance [Suspension and permanent exclusion from schools including pupil movement](#) to which further detailed reference will be made. It should be read in conjunction with the school's Behaviour Policy which sets out in more detail the disciplinary grounds that may lead to suspension or exclusion and others where relevant e.g. our Attendance Policy, Equality Policy and Special Educational Needs and Disabilities Policy.

When investigating an incident relating to a student with special educational needs, their condition and disability will always be taken into consideration and reasonable adjustment applied to the sanction where necessary.

The safety and well-being of all our students remains our highest priority.

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Policy Definitions

Parent	A child's birth parents or anyone who has parental responsibility (which includes the local authority where it has a care order in respect of the child) and any person (for example, a foster carer) with whom the child lives (Education Act 1996). Where possible, all those with parental responsibility will be involved in the suspension or exclusion process.
Relevant person	The parent (or the pupil/student if aged 18 or over) that this school has legal obligations to under The School Discipline (Pupil Exclusions and Reviews) (England) Regulations 2012 .
Term	The autumn, spring, or summer terms of the academic year.
Academic year	Our academic year beginning with the first day of school after 31 July and ending with the first day of school after the following 31 July.
Suspension	"exclusion (from school) for a fixed period" ¹ for a pupil/student for one or more fixed periods of time up to a maximum of 45 school days in a single academic year.
Permanent exclusion	When a pupil/student is no longer allowed to attend a school (unless the pupil/student is reinstated) ¹ .
Cancelled exclusion	Exclusion that has been cancelled, withdrawn, or rescinded before the governors have met to consider whether the pupil/student should be reinstated.
Managed move	A voluntary process which leads to the transfer of a pupil/student to another mainstream school permanently.
Remote access	Refers to a meeting arranged by the governing board or arranging authority that is carried out via electronic means such as a live video link.
Off-site direction	When the governing body of a maintained school requires a pupil/student to attend another education setting to improve their behaviour. The board of trustees of an academy or multi-academy trust, not included in the legislation, can also use 'off-site direction.'
Alternative Provision (AP)	Suitable full-time education arranged for a pupil/student from the sixth school day (or earlier) of a suspension or the sixth school day (or earlier) after the first day of a permanent exclusion under s100 of the Education and Inspections Act 2006 OR Education arranged for pupils/students who are unable to attend a mainstream or special school and who are not educated at home, whether for behavioural, health, or other reasons. Either can include Pupil Referral Units (PRUs), AP academies and free schools, and hospital schools, or independent, registered, unregistered, and further education settings.

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SCHEDULE 1

DOCUMENT CONTROL – RECORD OF CHANGES

Version Number:	Publication Date:	Nature of, and Reason for, Change(s)
001	February 2022	Original including reference to Covid 19 adjustments
002	September 2021	Minor update to make temporary reference to the COVID-19 pandemic into a permanent reference to any public health emergency that impacts on a governing board's ability to meet to discharge their legal duties on exclusion.
003	April 2022	Removed on page 1 reference and links to DfE additional Covid-19 addendum on exclusions which ceased on 27 March 2022 and following introduction of UKHSA 'Living with Covid-19' guidance.
004	September 2022	Significant legal updates that schools must take account of when setting out the governing body's/board of trustees' Policy and procedures related to permanent exclusion, suspension rather than fixed term exclusion, off-site direction, and managed moves. Significant updates to language and terminology regarding reasons and the process with new or significantly updated sections including the process, re-instatement, re-integration, appealing, off-rolling, and making a complaint.
005	September 2023	Review to take account of changes in the DfE statutory guidance in force from 1 September 2023 and to update links to KAHub and external websites. Note: the Sept 2023 statutory guidance applies to exclusions that occur on or after 1 September 2023. Previous guidance applies to exclusions that occurred before this date.
006	September 2024	Revised to take account of changes in the DfE statutory guidance in force from 1 September 2024. Note: the Sept 2024 statutory guidance applies to exclusions that occur on or after 1 September 2024. Previous guidance applies to exclusions that occurred before this date.
007	September 2025	Minor changes to links and deletions where websites or links no longer exist.

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