



Manor High School

Excellence – Inspiration – Resilience – Respect

Suspension and Permanent Exclusion Policy

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1. Aims

We are committed to following all statutory exclusions procedures to ensure that every child receives an education in a safe and caring environment.

Our school aims to:

- Ensure that the exclusions process is applied fairly and consistently
- Help governors, staff, parents and pupils understand the exclusions process
- Ensure that pupils in school are safe and happy
- Prevent pupils from becoming NEET (not in education, employment or training)
- Ensure all suspensions and permanent exclusions are carried out lawfully

A note on off-rolling

Our school is aware that off-rolling is unlawful. Ofsted defines off-rolling as:

“The practice of removing a pupil from the school roll without a formal, permanent exclusion or by encouraging a parent to remove their child from the school roll, when the removal is primarily in the interests of the school rather than in the best interests of the pupil.”

We will not suspend or exclude pupils unlawfully by directing them off site, or not allowing pupils to attend school:

- Without following the statutory procedure or formally recording the event, e.g. sending them home to 'cool off'
- Because they have special educational needs and/or a disability (SEND) that the school feels unable to support
- Due to poor academic performance
- Because they haven't met a specific condition, such as attending a reintegration meeting
- By exerting undue influence on a parent to encourage them to remove their child from the school
- If a parent considers their child has been off-rolled or excluded unlawfully, they should use the school's complaints procedure. Allegations of malpractice can be raised via the school's whistleblowing policy and will be taken seriously; Ofsted may inspect where off-rolling is suspected

2. Legislation and Statutory Guidance

This policy is informed by the Department for Education statutory guidance: '[Suspension and permanent exclusion from maintained schools, academies and pupil referral units in England](#)' (effective 26 July 2026). The school and Disciplinary Committee will have regard to the statutory guidance and the School Discipline (Pupil Exclusions and Reviews) (England) Regulations 2012 (as amended). This policy will be reviewed whenever statutory guidance or legislation changes.

It is based on the following legislation, which outlines schools' powers to exclude pupils:

- Section 51a of the [Education Act 2002](#), as amended by the [Education Act 2011](#)
- [The School Discipline \(Pupil Exclusions and Reviews\) \(England\) Regulations 2012](#)

In addition, the policy is based on:

- Part 7, chapter 2 of the [Education and Inspections Act 2006](#), which sets out parental responsibility for excluded pupils
- Section 579 of the [Education Act 1996](#), which defines 'school day'
- The [Education \(Provision of Full-Time Education for Excluded Pupils\) \(England\) Regulations 2007](#), as amended by [The Education \(Provision of Full-Time Education for Excluded Pupils\) \(England\) \(Amendment\) Regulations 2014](#)
- [The Equality Act 2010](#)
- [Children and Families Act 2014](#)

This policy complies with our funding agreement and articles of association.

3. Definitions

Suspension – when a pupil is removed from the school for a fixed period. This was previously referred to as a 'fixed-term exclusion'.

Permanent exclusion – when a pupil is removed from the school permanently and taken off the school roll. This is sometimes referred to as an 'exclusion'.

Off-site direction – when a governing board of a maintained school requires a pupil to attend another education setting temporarily.

Parent: includes anyone with parental responsibility and any person who has care of the child (Education Act 1996).

Managed move – when a pupil is transferred to another school permanently. All parties, including parents and the admission authority for the new school, should consent before a managed move occurs.

School day: as defined in section 579 Education Act 1996. Lunchtime suspensions count as half a school day.

Off-rolling: the unlawful removal of a pupil from roll to avoid formal exclusion, or encouraging parents to remove a child for reasons primarily in the school's interest; Manor High School will not engage in off-rolling.

4. Roles and Responsibilities

4.1 The Headteacher

Deciding on whether to suspend or exclude

Only the headteacher, or acting headteacher, can suspend or permanently exclude a pupil from school on disciplinary grounds. The decision can be made in respect of behaviour inside or outside of school. The headteacher will only use permanent exclusion as a last resort.

A decision to suspend or exclude a pupil will be taken only:

- In response to a serious breach or persistent breaches of the school's behaviour policy, and
- If allowing the pupil to remain in school would seriously harm the education or welfare of others

Before deciding whether to suspend or exclude a pupil, the headteacher will consider all the relevant facts and evidence. When establishing the facts the headteacher will apply the civil standard of proof (balance of probabilities). The headteacher must act lawfully, reasonably, fairly and proportionately and must take account of their duty of care when sending a pupil home. The headteacher will take the pupil's views into account, given their age and understanding.

Furthermore, they will:

- Consider whether the pupil has special educational needs (SEN)
- Consider whether the pupil is especially vulnerable (e.g. the pupil has a social worker, or is a looked-after child (LAC))
- Consider whether all alternative solutions have been explored, such as off-site direction

Pupils who need support to express their views will be allowed to have their views expressed through an advocate, such as a parent or social worker.

Informing parents

If a pupil is at risk of suspension or exclusion the headteacher will inform the parents as early as possible, in order to work together to consider what factors may be affecting the pupil's behaviour, and what further support can be put in place to improve the behaviour.

If the headteacher decides to suspend or exclude a pupil, the parents will be informed of the period of the suspension or exclusion and the reason(s) for it, without delay.

The written notification to parents will include reason(s) for the exclusion, length (or that it is permanent), parents' right to make representations to the governing board, information on requesting remote access meetings, how representations should be made, and, where applicable, details of alternative provision (start date, times, address and contact person). Notification may be delivered in person, left at the last known address, posted first class, or sent electronically if parents have agreed. The headteacher will ensure parents are notified without delay and, at the latest, by the end of the afternoon session on the first day of exclusion.

Notification must make clear that for the first 5 school days of an exclusion (or until the start date of any alternative provision or the end of the suspension, where this is earlier), the parents are legally required to ensure that their child is not present in a public place during school hours without a good reason. This will include specifying on which days this duty applies.

Parents may be given a fixed penalty notice or prosecuted if they fail to do this.

Exclusion letters will include signposting to free impartial advice: local SENDIAS service (contact / link), Coram's Child Law Advice (0300 330 5485), IPSEA (www.ipsea.org.uk), and details of how to apply for an IRP (contacts).

If alternative provision is being arranged, the following information will be included, if possible:

- The start date for any provision of full-time education that has been arranged
- The start and finish times of any such provision, including the times for morning and afternoon sessions, where relevant
- The address at which the provision will take place
- Any information the pupil needs in order to identify the person they should report to on the first day

Where a pupil is of compulsory school age and suspension exceeds five consecutive school days, the governing board must arrange suitable full-time education from the sixth school day. For permanent exclusions, the Local Authority (LA) will arrange Alternative Provision from the sixth day. During the first five days, the school will set and mark appropriate work and, for pupils with an allocated social worker or who are LAC, the school will work with the LA to arrange alternative provision from the first day. The Assistant Headteacher (Culture) is responsible for coordinating AP arrangements and notifying parents in writing of AP details as soon as practicable.

If the headteacher does not have all the information about the alternative provision arrangements by the end of the afternoon session on the first day of the suspension or permanent exclusion, they can provide the information at a later date, without delay and no later than 48 hours before the provision is due to start.

The only exception to this is where alternative provision is to be provided before the sixth day of a suspension or permanent exclusion, in which case the school reserves the right to provide the information with less than 48 hours' notice, with parents' consent.

Informing the governing board

The headteacher will, without delay, notify the governing board of:

- Any permanent exclusion, including when a suspension is followed by a decision to permanently exclude a pupil
- Any suspension or permanent exclusion which would result in the pupil being suspended or permanently excluded for a total of more than 5 school days (or more than 10 lunchtimes) in a term
- Any suspension or permanent exclusion which would result in the pupil missing a National Curriculum test or public exam

The headteacher will notify the governing board once per term of any other suspensions of which they have not previously been notified, and the number of suspensions and exclusions which have been cancelled, including the circumstances and reasons for the cancellation.

Informing the local authority (LA)

The headteacher will notify the LA of all suspensions and permanent exclusions without delay, regardless of the length of a suspension.

The notification will include:

- The reason(s) for the suspension or permanent exclusion
- The length of a suspension or, for a permanent exclusion, the fact that it is permanent.

For a permanent exclusion, if the pupil lives outside the LA in which the school is located, the headteacher will also, without delay, inform the pupil's 'home authority' of the exclusion and the reason(s) for it.

Informing the pupil's social worker and/or virtual school head (VSH)

If a pupil has a social worker, or if a pupil is looked-after, the headteacher must, without delay after the decision, notify the social worker and/or VSH, as applicable. This is in order to work together to consider what factors may be affecting the pupil's behaviour, and what further support can be put in place to improve the behaviour.

If the headteacher decides to suspend or permanently exclude a pupil with a social worker / a pupil who is looked after, they will inform the pupil's social worker / the VSH, as appropriate, without delay, that:

- They have decided to suspend or permanently exclude the pupil
- The reason(s) for the decision

- The length of the suspension or, for a permanent exclusion, the fact that it is permanent
- The suspension or permanent exclusion affects the pupil's ability to sit a National Curriculum test or public exam (where relevant)

The social worker / VSH will be invited to any meeting of the governing board about the suspension or permanent exclusion. This is so they can provide advice on how the pupil's background and/or circumstances may have influenced the circumstances of their suspension or permanent exclusion.

The social worker should also help ensure safeguarding needs and risks and the pupil's welfare are taken into account.

Cancelling suspensions and permanent exclusions

The headteacher may cancel a suspension or permanent exclusion that has already begun (or that has not yet begun) but this will only be done where it has not yet been reviewed by the governing board.

If the headteacher cancels an exclusion before the governing board has met, they will notify parents, the governing board, the Local Authority, and where applicable the pupil's social worker and Virtual School Head (VSH), without delay and provide the reason for cancellation. The pupil must be allowed to return to school without delay; any days already missed count towards the 45-school-day maximum. The governing board's duty to consider reinstatement will cease.

A permanent exclusion may not be cancelled where doing so would result in the pupil having been suspended for more than 45 school days in the same school year.

Providing education during the first 5 days of a suspension or permanent exclusion

During the first 5 days of a suspension, if the pupil is not attending alternative (AP) provision, the headteacher will take steps to ensure that achievable and accessible work is set and marked for the pupil. Online pathways such as Oak Academy may be used for this. If the pupil has a special educational need or disability, the headteacher will make sure that reasonable adjustments are made to the provision where necessary.

If the pupil is looked after or if they have a social worker, the school will work with the LA to arrange AP from the first day following a permanent exclusion. Where this isn't possible, the school will take reasonable steps to set and mark work for the pupil, including the use of online pathways.

Off-site direction

The governing board may require a pupil to attend another setting temporarily to improve behaviour. Parents must be given written notice no later than two school days before the relevant day (or as practicable) including the address, reporting arrangements, duration, reasons and objectives, and session times. Whilst the aim is always to come to an

agreement with parents, there is no requirement for the school to have parental agreement for off-site direction. The school will review additional transport costs incurred by an off-site direction and if there is PP/FSM status will discuss funding with the parents. Review meetings must be offered and held at intervals appropriate to the pupil (governing board will invite parents and the LA where there is an EHC plan).

Managed Moves

A managed move is a permanent transfer and must be voluntary, agreed by parents and the receiving admission authority; trial managed moves are not permitted – if a temporary placement is needed, off-site direction must be used.

Inclusion, SEND and reasonable adjustments

Where the school has concerns about a pupil's behaviour and possible unmet SEN, it will: (a) promptly review existing support, (b) consider an early annual review for pupils with an EHC plan, (c) liaise with parents and the LA about additional assessments or referral to external specialists, and (d) record and implement reasonable adjustments. The Disciplinary Committee will take account of evidence about SEN and reasonable adjustments when considering reinstatement.

Safeguarding separations and temporary forbidding to attend

Where the school temporarily forbids attendance for safeguarding reasons (separation), this is not a disciplinary exclusion. The designated safeguarding lead will lead decision-making, and the school will notify parents, governing board and LA; the LA will be asked to arrange education if the school or parents cannot. The school will comply with KCSIE and ensure measures are reasonable and proportionate.

4.2 The Governing Board

Considering suspensions and permanent exclusions

Responsibilities regarding suspensions and permanent exclusions are delegated to the Disciplinary Committee consisting of at least 3 governors.

The Disciplinary Committee has a duty to consider parents' representations about a suspension or permanent exclusion. It has a duty to consider the reinstatement of a suspended or permanently excluded pupil (see sections 5 and 6) in certain circumstances.

Within 14 days of receiving a request, the governing board will provide the secretary of state with information about any suspensions or exclusions within the last 12 months.

For any suspension of more than 5 school days, the governing board will arrange suitable full-time education for the pupil. This provision will begin no later than the sixth day of the suspension.

The governing board does not have to arrange such provision for pupils in their final year of compulsory education who do not have any further public exams to sit.

Monitoring and analysing suspensions and exclusions data

The governing board will challenge and evaluate the data on the school's use of suspension, exclusion, off-site direction to alternative provision and managed moves. The governing board will consider:

- How effectively and consistently the school's behaviour policy is being implemented
- The school register and absence codes
- Instances where pupils receive repeat suspensions
- Interventions in place to support pupils at risk of suspension or permanent exclusion
- Any variations in the rolling average of permanent exclusions, to understand why this is happening, and to make sure they are only used when necessary
- Timing of moves and permanent exclusions, and whether there are any patterns, including any indications which may highlight where policies or support are not working
- The characteristics of suspended and permanently excluded pupils, and why this is taking place.
- Whether the placements of pupils directed off-site into alternative provision are being reviewed at sufficient intervals to assure that the education is achieving its objectives and that pupils are benefiting from it
- The cost implications of directing pupils off-site

4.3 The Local Authority (LA)

For permanent exclusions, the LA will arrange suitable full-time education to begin no later than the sixth school day after the first day of the exclusion.

For pupils who are LAC or have social workers, the LA and the school will work together to arrange suitable full-time education to begin from the first day of the exclusion.

5. Considering the Reinstatement of a Pupil

The Disciplinary Committee will consider and decide on the reinstatement of a suspended or permanently excluded pupil within 15 school days of receiving the notice of the suspension or exclusion if:

- The exclusion is permanent
- It is a suspension which would bring the pupil's total number of days out of school to more than 15 in a term (or 45 days across the year); or
- It would result in a pupil missing a public exam or National Curriculum test

Where the pupil has been suspended, and the suspension does not bring the pupil's total number of days of suspension to more than 5 in a term, and the parents make representation to the board, The Disciplinary Committee must consider any representations made by parents. However, it is not required to arrange a meeting with parents, and it cannot direct the headteacher to reinstate the pupil.

Where the pupil has been suspended for more than 5 days, but less than 16 days, in a single term, and the parents make representations to the board, The Disciplinary Committee will consider and decide on the reinstatement of a suspended pupil within 50 school days of receiving notice of the suspension. If the parents do not make representations, the board is not required to meet, and it cannot direct the headteacher to reinstate the pupil.

Where the pupil is suspended for more than 15 days in a term (or has had suspensions which total 15 days or more in one term) then the governing body must meet within 15 school days of the last suspension to consider the decision made by the Head Teacher to suspend. Parents will be invited to attend the meeting. The governors will hear all the evidence and consider whether the suspension was appropriate and if it should be upheld or, if your child is still out of school, the governors could decide that your child should return to school earlier. If the governing body cannot direct reinstatement because the period of suspension has expired and your child has returned to school, they can make a note on your child's school record of their findings.

Where a suspension or permanent exclusion would result in a pupil missing a public exam or National Curriculum test, The Disciplinary Committee will, as far as reasonably practicable, consider and decide on the reinstatement of the pupil before the date of the exam or test.

Governing board reinstatement meetings and IRPs can now be held via the use of remote access (for example, live video link) for suspension and permanent exclusions if requested by parents, provided certain requirements are satisfied. Meetings held via the use of remote access should not be the default option and face to face meetings should be encouraged.

Where the governing board is legally required to consider reinstatement, it will: circulate relevant papers (anonymised where necessary) and attendee list, at least five school days before the meeting where practicable; allow parties to be accompanied by a friend or representative; invite the pupil's social worker and the VSH where applicable; make reasonable adjustments to support attendance and participation; and apply the civil standard of proof. Minutes will be taken and retained. The panel may meet remotely only if parents request and the board is satisfied the meeting can be fair and transparent, in line with Annexe A of the DfE guidance.

The governing board will try to arrange the meeting within the statutory time limits set out above and must try to have it at a time that suits all relevant parties. However, its decision will not be invalid simply on the grounds that it was not made within these time limits.

Parents can request meetings via remote access; the school will follow DfE Annexe A key principles and will only agree if it is satisfied the meeting can be held fairly and transparently. Social workers and VSHs must be allowed to join remotely if they wish, provided effective participation is possible

The Disciplinary Committee can either:

- Decline to reinstate the pupil, or
- Direct the reinstatement of the pupil immediately, or on a particular date (except in cases where the board cannot do this – see earlier in this section)

In reaching a decision, The Disciplinary Committee will consider:

- Whether the decision to suspend or permanently exclude was lawful, reasonable, and procedurally fair
- Whether the headteacher followed their legal duties
- The welfare and safeguarding of the pupil and their peers
- Any evidence that was presented to the governing board

They will decide whether or not a fact is true 'on the balance of probabilities.

Minutes will be taken of the meeting, and a record kept of the evidence that was considered. The outcome will also be recorded on the pupil's educational record, and copies of relevant papers will be kept with this record.

The Disciplinary Committee will notify, in writing, the following stakeholders of its decision, along with reasons for its decision, without delay:

- The parents, or the pupil, if they are 18 or older
- The headteacher
- The pupil's social worker, if they have one
- The VSH, if the pupil is looked after
- The local authority
- The pupil's home authority, if it differs from the school's

Where an exclusion is permanent and the Disciplinary Committee has decided not to reinstate the pupil, the notification of decision will also include the following:

- The fact that it is a permanent exclusion
- Notice of parents' right to ask for the decision to be reviewed by an independent review panel
- The date by which an application for an independent review must be made (15 school days from the date on which notice in writing of the governing board's decision is given to parents)
- The name and address to which an application for a review and any written evidence should be submitted
- That any application should set out the grounds on which it is being made and that, where appropriate, it should include reference to how the pupil's special educational needs (SEN) are considered to be relevant to the permanent exclusion
- That, regardless of whether the excluded pupil has recognised SEN, parents have a right to require the Manor High School/Oak Multi Academy Trust to appoint an SEN expert to advise the review panel

- Details of the role of the SEN expert and that there would be no cost to parents for this appointment
- That parents must make clear if they wish for an SEN expert to be appointed in any application for a review
- That parents may, at their own expense, appoint someone to make written and/or oral representations to the panel, and parents may also bring a friend to the review
- That, if parents believe that the permanent exclusion has occurred as a result of unlawful discrimination, they may make a claim under the Equality Act 2010 to the first-tier tribunal (special educational needs and disability), in the case of disability discrimination, or the county court, in the case of other forms of discrimination. Also, that any claim of discrimination made under these routes should be lodged within 6 months of the date on which the discrimination is alleged to have taken place

6.Independent Review

If parents apply for an independent review, Oak MAT (as arranging authority) will arrange the IRP within statutory timeframes. The academy trust will ensure panel members and clerks have current training (within two years), indemnify panel members and SEN experts, and appoint a SEN expert if requested by parents and fund that appointment. The trust will ensure convening within 15 school days of application, and that venues (or remote access) are accessible to parties.

A panel of 3 or 5 members will be constituted with representatives from each of the categories below. Where a 5-member panel is constituted, 2 members will come from the school governor category and 2 members will come from the headteacher category. At all times during the review process there must be the required representation on the panel.

- A lay member to chair the panel who has not worked in any school in a paid capacity, disregarding any experience as a school governor or volunteer
- Current or former school governors who have served as a governor for at least 12 consecutive months in the last 5 years, provided they have not been teachers or headteachers during this time
- Headteachers or individuals who have been a headteacher within the last 5 years

A person may not serve as a member of a review panel if they:

- Are a director of Manor High School/Oak Multi Academy.
- Are the headteacher of the excluding school, or have held this position in the last 5 years
- Are an employee of Manor High School/Oak Multi Academy Trust or the governing board, of the excluding school (unless they are employed as a headteacher at another school)
- Have, or at any time have had, any connection with the Manor High School/Oak Multi Academy, governing board, parents or pupil, or the incident leading to the exclusion, which might reasonably be taken to raise doubts about their impartiality

- Have not had the required training within the last 2 years (see appendix 1 for what training must cover)

The panel must consider the interests and circumstances of the pupil, including the circumstances in which the pupil was permanently excluded, and have regard to the interests of other pupils and people working at the school.

Taking into account the pupil's age and understanding, the pupil or their parents will be made aware of their right to attend and participate in the review meeting and the pupil should be enabled to make representations on their own behalf, should they desire to.

Where a SEN expert is present, the panel must seek and have regard to the SEN expert's view of how SEN may be relevant to the pupil's permanent exclusion.

Where a social worker is present, the panel must have regard to any representation made by the social worker of how the pupil's experiences, needs, safeguarding risks and/or welfare may be relevant to the pupil's permanent exclusion.

Where a VSH is present, the panel must have regard to any representation made by the social worker of how any of the child's background, education and safeguarding needs were considered by the headteacher in the lead up to the permanent exclusion or are relevant to the pupil's permanent exclusion.

Following its review, the independent panel will decide to do one of the following:

- Uphold the governing board's decision
- Recommend that the governing board reconsiders reinstatement
- Quash the governing board's decision and direct that they reconsider reinstatement (only if it judges that the decision was flawed)

New evidence may be presented, though the school cannot introduce new reasons for the permanent exclusion or the decision not to reinstate. The panel must disregard any new reasons that are introduced.

In deciding whether the decision was flawed, and therefore whether to quash the decision not to reinstate, the panel must only take account of the evidence that was available to the governing board at the time of making its decision. This includes any evidence that the panel considers would, or should, have been available to the governing board and that it ought to have considered if it had been acting reasonably.

If evidence is presented that the panel considers it is unreasonable to expect the governing board to have been aware of at the time of its decision, the panel can take account of the evidence when deciding whether to recommend that the governing board reconsider reinstatement.

The panel's decision can be decided by a majority vote. In the case of a tied decision, the chair has the casting vote.

Once the panel has reached its decision, the panel will notify all parties in writing without delay. This notification will include:

- The panel's decision and the reasons for it
- Where an IRP quashes a governing board decision and directs reconsideration, the panel may order a financial readjustment of £4,000 to the excluding school's budget (or an equivalent payment from the academy trust to the LA) unless the governing board reinstates the pupil within 10 school days. The school will comply with directions and the LA and trust will follow the readjustment timetable set out in guidance
- Any information that the panel has directed the governing board to place on the pupil's educational record

7. School Registers

A pupil's name will be removed from the school admission register if:

- 15 school days have passed since the parents were notified of The Disciplinary Committee decision to not reinstate the pupil and no application has been made for an independent review panel, or
- The parents have stated in writing that they will not be applying for an independent review panel

Where an application for an independent review has been made within 15 school days, the governing board will wait until that review has concluded before removing a pupil's name from the register.

While the pupil's name remains on the school's admission register, the pupil's attendance will still be recorded appropriately. Where alternative provision has been made for an excluded pupil and they attend it, code B (education off-site) or code D (dual registration) will be used on the attendance register.

Where excluded pupils are not attending alternative provision, code E (absent) will be used.

Making a return to the LA

Where a pupil's name is to be removed from the school admissions register because of a permanent exclusion, the school will make a return to the LA. The return will include:

The pupil's full name

The full name and address of any parent with whom the pupil normally resides

At least one telephone number at which any parent with whom the pupil normally resides can be contacted in an emergency

- The grounds upon which their name is to be deleted from the admissions register (i.e., permanent exclusion)

- Details of the new school the pupil will attend, including the name of that school and the first date when the pupil attended or is due to attend there, if the parents have told the school the pupil is moving to another school
- Details of the pupil's new address, including the new address, the name of the parent(s) the pupil is going to live there with, and the date when the pupil is going to start living there, if the parents have informed the school that the pupil is moving house

This return must be made as soon as the grounds for removal is met and no later than the removal of the pupil's name.

8. Returning from Suspension

8.1 Reintegration Strategy

Following suspension, the school will put in place a strategy to help the pupil reintegrate successfully into school life and full-time education.

Where necessary, the school will work with third-party organisations to identify whether the pupil has any unmet special educational and/or health needs.

The following measures may be implemented, as part of the strategy, to ensure a successful reintegration into school life:

- Maintaining regular contact during the suspension or off-site direction and welcoming the pupil back to school
- Daily contact in school with a designated pastoral professional
- Mentoring by a trusted adult or a local mentoring charity
- Regular reviews with the pupil and parents to praise progress being made and raise and address any concerns at an early stage
- Informing the pupil, parents and staff of potential external support

Part-time timetables will not be used as a tool to manage behaviour and, if used, will be put in place for the minimum time necessary.

The strategy will be regularly reviewed and adapted where necessary throughout the reintegration process in collaboration with the pupil, parents, and other relevant parties.

8.2 Reintegration Meetings

The school will explain the reintegration strategy to the pupil in a reintegration meeting before or on the pupil's return to school. During the meeting the school will communicate to the pupil that they are getting a fresh start and that they are a valued member of the school community.

The pupil, parents, a member of pastoral staff, and any other relevant staff will be invited to attend the meeting.

The meeting can proceed without the parents in the event that they cannot or do not attend at the given time, every effort should be made to reschedule this to a mutually convenient time where this is the case.

Reintegration meetings should be arranged without delay.

The school expects all returning pupils and their parents to attend their reintegration meeting. However, a pupil must not be prevented from returning to the classroom if a parent cannot or will not attend. Where parents decline an offered reintegration meeting, the school will proceed and document attempts to engage

9. Monitoring Arrangements

The school will collect data on the following:

- Attendance, permanent exclusions and suspensions
- Use of pupil referral units, off-site directions and managed moves

The data will be analysed every half term by the pastoral team. The Assistant Headteacher (Culture) will report back to the headteacher and governors

The data will be analysed from a variety of perspectives including:

- At school level
- By age group
- By time of day/week/term
- By protected characteristic

The school will use the results of this analysis to make sure it is meeting its duties under the Equality Act 2010. If any patterns or disparities between groups of pupils are identified by this analysis, the school will review its policies in order to tackle it.

Oak Multi-Academy Trust will work with its academies to consider this data, and to analyse whether there are patterns across the trust, recognising that numbers in any one academy may be too low to allow for meaningful statistical analysis.

This policy will be reviewed by the Assistant Headteacher (Culture) annually. At every review, the policy will be approved by the governing body.

An Equality Impact Analysis has been undertaken for this policy. The school will monitor suspensions and permanent exclusions by protected characteristic and take action where inequalities are identified. The governing board will review trends and make targeted improvements to approaches, including adjustments to SEND support

Record retention, data and FOI/GDPR

All exclusion records, governing board minutes and IRP minutes (where applicable) will be retained in accordance with DfE guidance and data protection law: minutes of IRPs will be retained for at least five years; exclusions records should be kept in the pupil's educational

record and in line with GDPR/UK-GDPR requirements. Records relevant to discrimination claims should be kept for at least six months (see Equality Act time limits). The Senior Leadership Team is responsible for secure record-keeping and responding to information requests.

This policy will be reviewed annually or earlier if statutory guidance or legislation changes. The published policy version, author, review date and date of next review will appear on the school website. Training for governors and clerks on exclusions will be provided biennially

10. Links with other Policies

This exclusions policy is linked to our:

- Behaviour Policy
- SEND Policy