



Exclusions Policy

January 2026

***WALKING IN LOVE,
INSPIRING TRANSFORMATION***



1. Vision & Values

At St Anne's, we *walk in love* (Ephesians 5:2), nurturing **Compassion, Curiosity and Confidence** in our pupils and adults. We create a community of belonging in which each person can *shine their light* (Matthew 5:16).

Rooted in Christ, we celebrate our rich diversity and inspire transformation through inclusive leadership and learning.

This exclusions policy reflects our Christian vision and values by:

- **Compassion:** ensuring exclusions are used only as a last resort, with careful consideration of pupils' individual circumstances, needs and wellbeing
- **Curiosity:** seeking to understand the underlying causes of behaviour, including unmet needs, trauma or special educational needs and disabilities (SEND)
- **Confidence:** supporting pupils to take responsibility for their actions and to reintegrate successfully into school through restorative and supportive approaches

2. Purpose of the Policy

This policy sets out the school's approach to suspensions and permanent exclusions and ensures that decisions are lawful, fair, consistent and transparent.

3. Aims of the Policy

Our school aims to ensure that:

- The suspensions and exclusions process is applied fairly and consistently
- The process is understood by governors, staff, parents and pupils
- Pupils and staff are safe and supported
- Pupils continue to engage positively in education and learning

4. Legislation and Statutory Guidance

This policy is based on statutory guidance from the Department for Education:

School suspensions and permanent exclusions (including pupil movement) (August 2024).

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

- Section 52 of the Education Act 2002, as amended by the Education Act 2011
- The School Discipline (Pupil Exclusions and Reviews) (England) Regulations 2012, as amended, including by the School Discipline (Pupil Exclusions and Reviews) (England) (Amendment) Regulations 2023

In addition, this policy is based on:



- Part 7, Chapter 2 of the Education and Inspections Act 2006, relating to parental responsibility for excluded pupils
- Section 579 of the Education Act 1996, which defines a '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

5. The Decision to Suspend or Permanent Exclude

Only the headteacher, or an acting headteacher, can suspend or permanently exclude a pupil. A permanent exclusion will only be taken as a last resort.

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

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

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

Before making a decision, the headteacher will:

- Consider all relevant facts and evidence
- Allow the pupil to give their version of events
- Consider whether the incident was provoked
- Consider the pupil's SEND, any disability, safeguarding concerns, or other vulnerabilities
- Consider whether reasonable adjustments or alternative strategies could reduce the risk of recurrence

6. Definition of a School Day

For the purposes of suspensions and exclusions, a school day is any day on which there is a school session. INSET or staff training days do not count as school days.

7. Roles and Responsibilities

7.1 The Headteacher

Informing Parents

The headteacher will immediately provide the following information in writing to parents:

- The reason(s) for the suspension or permanent exclusion
- The length of a suspension or confirmation that the exclusion is permanent



- Parents' right to make representations to the governing board and how the pupil may be involved
- How representations should be made
- Where applicable, the date of a governing board meeting to consider reinstatement and parents' rights to attend, be represented (at their own expense), and bring a friend

Parents will also be informed that for the first five school days of an exclusion, or until alternative provision begins if earlier, they are legally required to ensure their child is not present in a public place during school hours without good reason.

Alternative Provision

Where alternative provision is arranged, parents will be informed of:

- The start date of the provision
- Start and finish times
- The address of the provision
- Any reporting arrangements for the first day

Where this information is not reasonably available by the end of the afternoon session, it will be provided as soon as possible and no later than 48 hours before the provision starts, unless the provision begins earlier with parental consent.

Informing the Governing Body and Local Authority

The headteacher will immediately notify the governing body and local authority of:

- A permanent exclusion
- A suspension that would result in more than five school days (or more than ten lunchtimes) of exclusion in a term
- Any exclusion resulting in a pupil missing a public examination or national curriculum test

For permanent exclusions, if the pupil lives outside the local authority in which the school is located (Lincolnshire), the pupil's home authority will also be notified without delay.

7.2 The Governing Body

The governing body will:

- Consider the reinstatement of excluded pupils when required
- Ensure that information is provided to the local authority or Secretary of State when requested
- Arrange suitable full-time education from the sixth school day for pupils suspended for more than five school days in a term

7.3 The Local Authority (Lincolnshire)

For permanent exclusions, the local authority is responsible for arranging suitable full-time education from the sixth school day of exclusion.

8. Considering Reinstatement



The governing body will consider reinstatement:

- Within 15 school days for permanent exclusions
- Within 15 school days where exclusions exceed 15 school days in a term or result in a missed public examination
- Within 50 school days where requested by parents for exclusions of more than five but fewer than 15 school days

The governing body will consider whether the decision was lawful, reasonable and procedurally fair, applying the civil standard of proof (balance of probabilities). Minutes will be taken and the outcome recorded on the pupil's educational record.

9. Independent Review Panels

Where a governing body decides not to reinstate a permanently excluded pupil, parents may apply for an independent review panel within 15 school days.

The local authority will arrange the panel in accordance with statutory requirements. The panel may uphold the decision, recommend reconsideration, or quash the decision and direct reconsideration.

10. Independent Review Panel Training

The local authority will ensure that panel members and clerks have received appropriate training within the last two years, covering statutory guidance, procedural fairness, equality duties and human rights obligations.

11. School Registers

A pupil's name will be removed from the admissions register in line with statutory timescales. Attendance codes will be used in accordance with national guidance.

12. Returning from a Suspension

A reintegration meeting will be held following a suspension, involving the pupil, parents and appropriate staff.

Support may include:

- Restorative discussions
- Reflection activities
- Behaviour or support plans
- Additional pastoral or SEND support

13. Monitoring Arrangements

The headteacher will monitor suspensions and exclusions and report to the governing body each term.

14. Links with Other Policies





This policy links with:

- Behaviour Policy
- SEND Policy and Information Report

15. Review and Accountability

This policy will be reviewed annually by the governing body.

Headteacher: Elizabeth Hindmarsh

Chair of Governors: Tom Woodlock

Date written: January 2026

Date approved by Governing Body: February 2026

Date of next review: February 2027

