



Policy Name:	Suspension and Exclusion Policy 2025
Status:	Statutory
Issue Date:	November 2025 (Updated February 2026)
Review Date:	November 2027
Review Cycle:	2 Yearly
Further details and additional copies from:	School Reception/Administration Office
Responsibility for dissemination to new staff:	Headteacher

Signed Headteacher *Date of Signature:*

Signed Chair of Governors *Date of Signature:*.....

We are walking in the Footsteps of Jesus with Love Trust and Forgiveness

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Vision Statement

Walking in the footsteps of Jesus with Love, Trust and Forgiveness

Children Flourish

Romsey Abbey Church of England Primary School will be a distinctive community, deeply rooted in Christian values, whose culture has limitless ambition, professionalism, engagement and caring at its heart.

Staff, parents and governors will work together closely to give every child the best possible education and life chances.

The school will make a positive contribution to the local community and beyond.

"Life in all its fullness" John 10:10

Our Mission

At Romsey Abbey CE School we believe that a world of opportunity lies at our feet. We see our role as a school as instilling in learners the confidence to enable success and relish challenge. We help children, families and staff to learn how to demonstrate love and grow in our ability to forgive each other, to aspire to be the best we can be. We feel it is important to both rejoice in our own success and equally in the success of others. As a church school our whole school life is based around our common values of, "walking in the footsteps of Jesus with love, trust and forgiveness."

Our Aims

Build a culture and ethos of support and respect, inclusive of language, ethnicity, ability and gender.

Create a healthy, safe environment through relationships, resources and opportunities which are accessible to all.

Provide an outstanding curriculum and learning environment that inspires, achieves the highest standards, creates a spirit of adventure, reflects culture and community and builds confident and independent learners.

Strive to build systems of communication that ensure all members of the school family have opportunities to contribute ideas and knowledge that will be valued.

Purpose of Policy

The school's Behaviour Policy outlines expectations and key strategies for promoting good behaviour. The Government supports headteachers in using exclusion as a sanction where it is warranted. However, exclusion should only be used as a last resort, in response to a serious breach, or persistent breaches, of the school's Behaviour Policy (see stage 3 and 4 of the Behaviour Policy); and where allowing the pupil to remain in school would seriously harm the education or welfare of the pupil or other pupils in the school. This policy is implemented in line with guidance from the Department for Education (DfE).

Legislation and Guidance:

- The School Discipline (Pupil Exclusions and Reviews) (England) Regulations 2012
 - Suspensions and Permanent Exclusions from mainstream schools, academies and pupil referral units in England, including pupil movement. August 2024: https://assets.publishing.service.gov.uk/media/66be0d92c32366481ca4918a/Suspensions_and_permanent_exclusions_guidance.pdf
 - Exclusion Guidance for Hampshire Schools (2015)

The Decision to Exclude and Suspend

The Head teacher holds responsibility for taking the decision to suspend a pupil for a fixed period or to permanently exclude a pupil.

Permanent exclusion is used as a last resort, when all other reasonable steps have been taken and, despite this, there is no improvement in the pupil's behaviour.

A pupil may, in extreme cases, be permanently excluded following a serious 'one off' breach of the school's Behaviour Policy. At Romsey Abbey C of E Primary School this could apply in the event of serious violence or threatened violence against a pupil or member of staff.

The decision to exclude a pupil must be lawful, reasonable and fair. Care is taken not to discriminate against pupils on the basis of protected characteristics, such as disability, sexual orientation or race. Particular consideration is given to the fair treatment of pupils from groups who are vulnerable to exclusion.

Suspension and Exclusion will not be used for minor offences or as a punishment for non-attendance.

Where a pupil is excluded or suspended, steps will be taken to refer the pupil for support or to other relevant agencies.

Fixed Period Suspensions may not exceed 45 days in any one year.

Persistent poor behaviour at lunchtime may result in a fixed period suspension which covers the lunchtime break.

Procedures for Suspension

Following the decision to suspend a pupil, the Head teacher must:

- Inform the child's parents or guardians their child has been suspended, the type and length of the suspension and reasons for it
- Inform the parents in writing of their right to appeal to the Governing Body and to ask for an independent review panel to meet
- suspension letter templates can be found and completed on SIMS. Please download from the reporting in SIMS

webpages, <http://intranet.hants.gov.uk/ictinschools/sims/sims-reports/reporting-exclusions.htm> where you will find 'A New Guide to Hampshire IT Notification of Exclusions' which gives instructions on this process as well as how to upload letters and notification forms to the Eddie Server

- Inform the Local Authority the same day
- Provide systems for work to be set for the child to undertake at home during a fixed suspension
- Details of procedures and timescales are given in Appendix B

Procedures for permanent exclusion: Action by the Governing Body

The Governing Body will nominate a pool of three to five governors, none of whom may be a member of staff or parent governor, to serve as the Discipline Committee as the need arises. A clerk to the Discipline Committee will also be nominated. The quorum for the Committee is three members.

If the parents give notice that they wish to make representations, the governing body should arrange a meeting to discuss the exclusion as soon as is practicable according to set criteria (see table below for details). The meeting should be arranged at a time and place convenient for the parents within reason. All efforts should be made to provide an environment which avoids intimidation and excessive formality. The governing body should advise parents and pupils that they may, if they wish, have someone of their own choice to accompany them and assist them at the meeting.

The meeting should serve for the purpose of enabling the parents to have their views heard and for the parents to hear the views of the school.

The decision of the meeting and the reason for the decision should be clearly communicated to the parents without delay.

Further Information Sources

Links to other policies/documents

Health and Safety
Behaviour Policy
Anti-Bullying Policy
Safeguarding Policy
Child Protection Policy

Links to other websites

www.hants.gov.uk/educationandlearning/educationinclusionservice/exclusion

Role Holders

Names of all Role holders specified in this document can be found on the school website:

<http://www.romseyabbeyschool.co.uk/>

Appendix I – Example Notification Letter

Letter 1

From headteacher notifying parents/carers of a suspension of 5 days or less, and where a public examination is not missed

[SCHOOL INSTRUCTION]

If the child has a Social Worker/Family Support Worker (CiN or CP), is Looked After or Post Looked After, a copy of this letter must go without delay from the school to all the relevant parties.

Date [issued on first day of suspension]

Dear

[SCHOOL INSTRUCTION TO COMPLETE]

Pupil's Full Name: Year Group:

DoB: UPN:

I am writing to inform you of my decision to suspendfor a fixed period of day(s). This means that he/she will not be allowed in school for this period. The suspension begins/began on and ends on

The decision to suspend has not been taken lightly. has been suspended for this fixed period because on He/she

[THE PARAGRAPH BELOW IS FOR PUPILS OF COMPULSORY SCHOOL AGE ONLY – REMOVE IF NOT APPLICABLE]

You have a duty to ensure that your child is not present in a public place in school hours during this suspension on unless there is reasonable justification for this (or until the start date of any alternative provision where this is earlier). I must advise you that you may receive a penalty notice from the Local Authority if your child is present in a public place during school hours on the specified dates. If so, it will be for you to show reasonable justification.

We will set work for to be completed on the days specified in the previous paragraph [insert arrangements for this]. Please ensure that work set by the school is completed and returned to us promptly for marking.

You have the right to make representations about this decision to the governing board. If you wish to make representations, please contact [insert name of contact] on/at [insert contact details] as soon as possible. The governing board must consider any representation made by parents, but it cannot direct reinstatement and is not required to arrange a meeting with parents.

You should be aware that if you think the exclusion has occurred as a result of discrimination, you 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 to the County Court, in the case of other forms of discrimination (<http://www.justice.gov.uk/tribunals/send>). A claim of discrimination made under these routes should be lodged within six months of the date on which the discrimination is alleged to have taken place, e.g.: the day on which the pupil was excluded.

You may wish to contact the following sources of advice about exclusion from school:

Inclusion Support Service, Children's Services, Hampshire County Council, Elizabeth II Court, The Castle, Winchester, Hampshire SO23 8UG

Telephone: 01962 876311

<https://www.hants.gov.uk/educationandlearning/educationinclusionservice>

ACE education - telephone: 0300 0115 142 (Monday and Tuesday, 10am to 1pm during term time)

The Coram Children's Legal Centre aims to provide free legal advice and information to parents/carers on state education matters

Telephone: 020 7713 0089. The advice line is open from 8am to 8pm Monday to Friday, except Bank Holidays and 24 December to 1 January

<http://www.childrenslegalcentre.com>

Hampshire Special Education Needs & Disability Information, Advice & Support: Hampshire SENDIASS | Impartial SEND Advice & Support

Independent Provider of Special Education Advice (IPSEA) - independent information and support on the suspension and permanent exclusion of children with SEND

Department for Education Statutory Guidance on exclusions is published online at:

<https://www.gov.uk/government/publications/school-exclusion>

Department of Education A Guide for Parents: A guide for parents on school behaviour and exclusion - GOV.UK (www.gov.uk)

.....'s suspension expires on and we expect to be back in school on [insert date of return] at [insert time of return].

Yours sincerely

[insert headteacher's name]
Headteacher

Letter 2

From headteacher notifying parents/carers of a pupil's suspension of between 5.5 and 15 school days in a term

[SCHOOL INSTRUCTION]

If the child has a Social Worker/Family Support Worker (CiN or CP), is Looked After or Post Looked After, a copy of this letter must go without delay from the school to all the relevant parties.

Date [issued on first day of suspension]

Dear

[SCHOOL INSTRUCTION TO COMPLETE]

Pupil's Full Name: Year Group:

DoB: UPN:

I am writing to inform you of my decision to suspend for a fixed period of days. This means that will not be allowed in school for this period. The suspension start date is and the end date is Your child should return to school on [insert date].

The decision to suspend has not been taken lightly. has been suspended for this fixed period because on [insert dates].

[THE NEXT 3 PARAGRAPHS ARE FOR PUPILS OF COMPULSORY SCHOOL AGE – REMOVE IF NOT APPLICABLE]

You have a duty to ensure that your child is not present in a public place in school hours during the first 5 school days of any suspension, that is on [insert dates]. I must advise you that you may be prosecuted or receive a penalty notice from the Local Authority if your child is present in a public place on the specified dates without reasonable justification (or until the start date of any alternative provision where this is earlier). It will be for you to show that there is reasonable justification.

We will set work for..... during the [first 5 or specify other number as appropriate] school days of his suspension. [insert arrangements for this]. Please ensure that work set by the school is completed and returned to us promptly for marking.

[THE PARAGRAPH BELOW IS ONLY RELEVANT IF THIS SUSPENSION IS OVER 5 DAYS IN A BLOCK – REMOVE IF NOT APPLICABLE]

From the 6th school day of’s suspension, [insert date] until its expiry, we [the Local Authority if for an Education Centre] will provide suitable full-time education. [If not known, say that arrangements will be notified by a further letter]. On [insert date] he/she should attend at [insert name and address of alternative provider if not the home school] at [insert time] – this may not be identical to the start time of the home school] and report to [insert staff member’s name]. [insert transport arrangements from home to alternative provider if applicable].

You have the right to request a meeting of the school’s governing board to whom you may make representations, and my decision to suspend can be reviewed. As been suspended for more than 5 school days in a term, the governing board must meet, if you request it to do so. The latest date by which the governing board must meet, if you request a meeting, is [insert date – NO LATER THAN 50 SCHOOL DAYS FROM THE DATE GOVERNING BOARD IS NOTIFIED].

You can ask for a governing board meeting to be held via the use of remote access technology, such as video conferencing software. However, remote meetings should not be the automatic choice and face-to-face meetings should always be encouraged.

When deciding whether to request a remote meeting, you should consider:

- your internet connectivity, whether it is good enough and not intermittent or slow
- if you have a suitable space free from distraction to enable you to fully take part
- whether a face-to-face meeting may be better

Each person attending the meeting should be able to hear and be heard and (where using a live video link) see and be seen throughout the meeting.

If the governing board does not think that a meeting can be held fairly and openly via remote access, they should talk to you about how a face-to-face meeting can be arranged that will be convenient for you.

If you wish for the meeting to be held remotely you must inform the school within 3 school days of this notification.

If you do wish to make representations to the governing board and wish to be accompanied by a friend or representative, please contact [insert name of contact] on/at [insert contact details – address, phone number, email] as soon as possible. Please advise if you have a disability or special needs which would affect your ability to attend or take part in a meeting at the school. Also, please inform [insert name of contact] if it would be helpful for you to have an interpreter present at the meeting. [insert pupil's name], where applicable, is encouraged to attend any proposed meeting.

You should be aware that if you think the suspension has occurred as a result of discrimination, you 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 to the County Court, in the case of other forms of discrimination (<http://www.justice.gov.uk/tribunals/send>). A claim of discrimination made under these routes should be lodged within six months of the date on which the discrimination is alleged to have taken place, eg: the day on which the pupil was excluded. Making a claim would not affect your right to make representations to the governing board

You may wish to contact the following sources of advice about exclusion from school:

Inclusion Support Service, Children's Services, Hampshire County Council, Elizabeth II Court, The Castle, Winchester, Hampshire SO23 8UG

Telephone: 01962 876311

<https://www.hants.gov.uk/educationandlearning/educationinclusionservice>

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Department of Education A Guide for Parents: A guide for parents on school behaviour and exclusion - GOV.UK (www.gov.uk)

.....'s suspension expires on and we expect to be back in school on [insert date of return] at [insert time of return].

Yours sincerely

[insert headteacher's name]
Headteacher

Appendix II – Suspensions: procedures and timescales at a glance – Fixed Period Suspension

Fixed period suspension 5 days or less (or 10 or fewer lunchtimes or half days)	Fixed period suspension 6-15 days (block or accumulated in any one term) or more than 10 lunchtimes or half days
• Notification to parent/carer & LA immediately. No requirement for GDC to meet unless parent/carer wishes to make a representation. (Although there is no legal requirement for governors to meet with parents to discuss the representation, good practice dictates that this should take place and preferably as soon as convenient to all.) Notification to the GDC once a term • GDC has no power of reinstatement or mitigation, but must place the parent's/carer's statement on the pupil's record along with a copy of the GDC view • There are no rights of Independent Appeal although appeals could be made to the First Tier Tribunal where disability discrimination is alleged to have taken place (see DFE Guidance para 57-59) • The headteacher of a primary school must arrange a reintegration interview during or following the expiry of any fixed period exclusion	• The school shall make available, suitable full time education from day 6 of a block exclusion • Notification to parent/carer, GDC & LA immediately • No requirement for GDC to meet unless parent/carer wishes to make representations and then the GDC meets between 6 and 50 school days after receiving notification of the exclusion. NB However the LA would recommend that this is convened a.s.a.p • Parents/carers may make representations to the GDC orally and/or in written form • GDC has power to uphold, reinstate or mitigate the length of the exclusion (although time served will remain as served and a note will go on the pupil's file) • GDC has power to uphold, reinstate or mitigate the length of the exclusion (although time served will remain as served and a note will go on the pupil's file) • There are no rights of Independent Appeal although appeals could be made to the First Tier Tribunal where disability discrimination is alleged to have taken place (see DFE Guidance para 68-72) • The headteacher must arrange a reintegration interview (applies to all schools)

GDC = Governors' Discipline Committee

Appendix III – Suspensions: procedures and timescales at a glance Long Fixed Period Suspension

Long fixed period suspensions 16-45 days in any one term, block or accumulated
• The school shall make available, suitable full time education from day 6 • Notification to parent/carer, GDC, & LA immediately • GDC to meet between 6 and 15 school days after the date of the receipt by the GDC of exclusion • Parents may make representation to the GDC orally and/or in written form • LA must be consulted in order to assess whether LA statement and/or attendance at the GDC is appropriate • Full paperwork should be provided by the school to all the parties prior to the meeting • LA may provide a written statement to all parties where applicable • The exclusion must be used to plan for the child and a BAP or PSP should be put into place if not already initiated • GDC has the power to uphold, reinstate or mitigate the length of the exclusion (although time served will remain as served and a note will be placed on the pupil file) • A copy of the GDC decision letter should be sent to the LA • There are no rights of Independent Appeal although appeals could be made to the First Tier Tribunal where disability discrimination is alleged to have taken place • The headteacher must arrange a reintegration interview (applies to all schools)

GDC = Governors' Discipline Committee

Appendix IV – Exclusions: procedures and timescales at a glance (Permanent Exclusion)

Permanent Exclusion
• The LA shall make available, suitable full time education from day 6 • Notification to parent/carer, GDC & LA immediately • GDC to meet between 6 and 15 school days from the date of receipt by the GDC of a notice of exclusion • Parents may make representation to the GDC orally and/or in written form • The LA must be invited to the meeting at a time convenient to all parties • Full paperwork should be provided by the school to all the parties 5 days prior to the meeting (see Section D) • LA will provide a written statement to all parties • GDC has the power to uphold, or reinstate the pupil immediately or by a particular date. They should write to parents and LA informing them of their decision within one school day • If reinstated, the exclusion remains on the pupil record as a matter of fact, but the reinstatement is added to the record • Parents have the right to make an appeal to an Independent Appeals Panel (IAP) even if they do not attend the GDC meeting and/or if they do not wish their child to be reinstated to the excluding school. They must do this within 15 school days after the receipt of notification of the GDC decision to uphold the permanent exclusion • IAPs will also hear appeals against permanent exclusion where disability discrimination is alleged to have taken place • See the Introduction for “relevant date” and “when a pupil comes off roll”. Schools will be notified by the LA

GDC = Governors’ Discipline Committee

