



SUSPENSION AND EXCLUSION POLICY

Approved by:	Reigate School Full Governing Board	Date: March 2026
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1. Aims

Our school aims to ensure that:

- There is a formal exclusions process that is clearly understood by governors, staff, parents, carers and children.
- The exclusions process is applied fairly and consistently.

2. Legislation and statutory guidance

This policy is based on statutory guidance from the Department for Education (DfE): [Exclusion from maintained schools, academies and child referral units \(PRUs\) in England](#).

It is based on the following legislation, which outline schools' powers to exclude children:

- The Education Act 2002, as amended by the Education Act 2011
- The School Discipline (Pupil Exclusions and Reviews) (England) Regulations 2012
- The School Discipline (Pupil Exclusions and Reviews) (England) (Amendment and Transitional Provision) Regulations 2023
- Sections 64-68 of the School Standards and Framework Act 1998

In addition, the policy is based on:

- Part 7, chapter 2 of the [Education and Inspections Act 2006](#), which looks at parental responsibility for excluded children
- 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 \(Provision of Full-Time Education for Excluded Children\) \(England\) \(Amendment\) Regulations 2014](#)

This policy complies with our Funding Agreement and Articles of Association.

3. The decision to suspend or exclude

Only the Headteacher, or acting Headteacher, can suspend or permanently exclude a child from school. A permanent exclusion will be used as a last resort.

A child's behaviour outside of school can be considered grounds for a suspension or permanent exclusion.

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

3.1 Suspension

A child may be suspended for one or more fixed periods (up to a maximum of 45 school days in a single academic year) in response to a serious breach of school rules as set out in the school's Behaviour & Rewards Policy.

3.2 Permanent exclusion

A decision to permanently exclude a child from the school will be taken only:

- In response to a serious breach or persistent breaches of the school's Behaviour & Rewards Policy, **and**
- where allowing the child to remain in school would seriously harm the education or welfare of the child or others such as pupils or staff in the school.

Before deciding whether to suspend or exclude a child, either for a fixed period or permanently, the Headteacher will:

- Consider all the relevant facts and evidence;
- Allow the child to give their view of events; and
- Take into account any special educational needs (SEN) the child may have, as well as any other contributing circumstances.

4. Definition

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

5. Informing parents/carers of a suspension or permanent exclusion

The Headteacher will, without delay, notify the child's parents/ carers of a suspension or permanent exclusion usually by telephone and provide the following information, in writing, to the parents/carers:

- The reason(s) for the suspension or permanent exclusion;
- The period of the suspension or, for a permanent exclusion, the fact that it is permanent;
- Information about parents'/carers' right to make representations about the suspension or permanent exclusion to the Governing Board and how the child may be involved in this;
- How any representations should be made; and
- Where there is a legal requirement for the Governing Board to meet to consider whether the child should be reinstated, that parents/carers have a right to attend a meeting, be represented at a meeting (at their own expense) and to bring a friend

6. Informing the Governing Board and local authority of exclusions

The Headteacher will, without delay, notify the local authority of all exclusions regardless of the length of the suspension and any permanent exclusions.

The Headteacher will immediately notify the Governing Board of:

- A permanent exclusion, including when a suspension is followed by a decision to permanently exclude a child;
- Any suspension or permanent exclusion which would result in the child being suspended or permanently excluded for a total of more than five school days (or more than ten lunchtimes) in a term; and
- Any suspension or permanent exclusion which would result in the child missing a public examination.

For a permanent exclusion, if the child lives outside the local authority area in which the school is located, the Headteacher will also immediately inform the child's 'home authority' of the exclusion and the reason(s) for it without delay.

The Headteacher will also notify the Governing Board once a term of any other suspensions of which they have not previously been notified.

7. The school's and local authorities' duties to arrange education for excluded children

- During the first five school days of a suspension or permanent exclusion, the school will set and mark work for the child.
- For a suspension for more than five school days, the school will arrange suitable full-time education for the child.
- For a permanent exclusion, the local authority must arrange suitable full-time education for the child to begin from the sixth school day after the first day of the permanent exclusion.

8. The Governing Board's duty to consider an exclusion

Reigate School's Governing Board must consider and decide on the reinstatement of a suspended or permanently excluded child within 15 school days of receiving the notice of a suspension or permanent exclusion from the Headteacher if:

- The exclusion is permanent;
- It is a suspension which would bring the child's total number of school days out of school to more than 15 in a term;
- It would result in a child missing a public examination

Where a suspension or permanent exclusion would result in a child missing a public examination, Reigate School's Governing Board must, so far as is reasonably practicable, consider and decide on the suspension or permanent exclusion before the date of the examination. If this is not practicable, the Chair of the Governing Board plus any one member of the Governing Board (or the Vice-Chair where the Chair is not available plus any one member of the Governing Board) will consider the exclusion independently and decide whether or not to reinstate the child.

The meeting of the Governing Board will be arranged by the Clerk to the Governing Board, who will communicate with the relevant parties including the child's parents/carers.

The Governing Board can either:

- Decline to reinstate the child, or
- Direct the reinstatement of the child immediately, or on a particular date.

In reaching a decision on whether a child should be reinstated, the Governing Board will consider whether the decision to exclude was lawful, reasonable and procedurally fair. They will also consider any representations made, the Headteacher's legal duties, the welfare and safeguarding of the child and their peers and any evidence that was presented to the Governing Board.

The Clerk to the Governing Board will notify, in writing, without delay, the parents/carers and the local authority of the Governing Board's decision.

Where an exclusion is permanent, and the Governing Board has decided not to reinstate the child, parents/carers have the right to ask for the decision to be reviewed by an Independent Review Panel – details of how to do this will be provided in the decision letter.

For suspensions where a child would be out of school for more than five days but not more than 15 days in a term, **and** the parents/carers have made representations, the Governing Board must consider and decide within 50 school days of the notification from the Headteacher of the suspension, whether the suspended child should be reinstated. In the absence of any representations from the parents/carers, the Governing Board is not required to meet and cannot direct the reinstatement of the child.

For suspensions which do not bring a child's total number of days out of school to more than five school days in a term, the Governing Board will consider any representations made by parents/carers but they are not required to meet and are unable to direct reinstatement.

9. School registers

A child's name will be removed from the school admissions register if:

- 15 school days have passed since the parents/carers were notified of the Governing Board's decision to not reinstate the child and no application has been made for an Independent Review Panel; or

- The parents/carers 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, the Governing Board will wait until that review has concluded before removing a child's name from the register.

10. Links with other policies

This Suspension and Exclusion Policy is linked to our:

- Behaviour & Rewards Policy
- SEND Policy and Information Report

This policy will be reviewed by the Headteacher every 2 years. At every review, the policy will be shared with and approved by the Governing Board.