

Suspensions & Exclusions Policy

This policy supersedes all other Suspensions & Exclusions policies

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1. Introduction and Aims

- 1.1 Fioretti Trust's exclusions policy aims to set out the process that will be followed and the additional considerations around suspensions and exclusions that the Trust will apply. Good behaviour and self-discipline lead to effective learning and help prepare children and young people for life beyond the school gate.
- 1.2 Where the Trust's approaches towards behaviour management have been exhausted, suspensions and permanent exclusions will sometimes be necessary as a last resort. This is to ensure that other pupils and teaching staff are protected from disruption and can learn in safe, calm and supportive environments.
- 1.3 Fioretti Trust will always have regard to the statutory guidance on suspensions and exclusions (August 2024) when making decisions on suspensions and exclusions, and will follow the law as set out in the relevant School Discipline (Pupil Exclusions and Reviews) (England) Regulations 2012 (as amended).
- 1.4 This policy should be read in conjunction with each school's behaviour policy and SEND policy.
- 1.5 The Trust will not tolerate off-rolling. Off-rolling is when a school removes a pupil from its roll, or pressures a parent/carer to do so, for the school's benefit rather than the pupil's - without following the formal exclusion process.
- 1.6 Suspensions and exclusions will only ever be made on disciplinary grounds. They will never be used because a pupil has SEND, because of poor academic performance, or because a pupil has not attended a reintegration meeting.
- 1.7 All those involved in a decision to suspend or exclude must have due regard to the Public Sector Equality Duty under the Equality Act 2010. The Trust does all it can to ensure that its policies do not discriminate against pupils or others, either directly or indirectly, on the grounds of any protected characteristic including race, religion, disability, sexual orientation and sex.

2. Application of this Policy

- 2.1 This policy applies to all Fioretti Trust schools and all members of the Trust community. Each school within the Trust will apply suspensions and exclusions in accordance with this policy and ensure that its contents are communicated to all staff, parents/carers and pupils.

3. Definitions

Term	Definition
Suspension	When a pupil is removed from the school for a fixed period. Previously referred to as a fixed-term exclusion. A pupil may receive a maximum of 45 days of suspension in any academic year.
Permanent Exclusion	When a pupil is removed from the school permanently and taken off the school admission register, subject to the outcome of any Governor Panel review or Independent Review Panel.
Off-site Direction	When the governing board requires a pupil to attend another education setting temporarily, to improve their behaviour. Parental consent is not required but parents/carers will be consulted.



Term	Definition
Managed Move	When a pupil is transferred to another school permanently. All parties, including parents/carers and the admission authority for the receiving school, must consent before a managed move occurs.
Off-Rolling	A form of gaming where a school removes or encourages the removal of a pupil from the roll other than through the statutory exclusion process. This is expressly prohibited by this policy.
Governor Panel	A panel of at least three governors drawn from across Fioretti Trust schools, convened to consider whether the Head Teacher's decision to exclude was lawful, rational, reasonable, fair and proportionate.
Independent Review Panel (IRP)	A panel arranged by the relevant Local Authority, entirely independent of the school and Trust, which reviews the Governor Panel's decision to uphold a permanent exclusion.
Governance Clerk	The Fioretti Trust Governance and Compliance Professional responsible for organising and clerking Governor Panel hearings and maintaining exclusion records.
Parent/Carer	Any person who has parental responsibility for, and any person who has care of, the child.

4. Roles and Responsibilities

4.1 The Head Teacher

Only the Head Teacher, or a person formally acting as Head Teacher in their absence, 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. A Deputy or Assistant Head Teacher may not authorise a suspension or exclusion unless they are formally acting as Head Teacher.

Every decision to suspend or exclude will be proportionate to the seriousness of the behaviour, with reference to the school's behaviour policy. The Head Teacher will take all the circumstances into account before making a decision.

4.2 The Governor Panel

The governing board is responsible for forming a Governor Panel to review exclusions and suspensions when required to do so by statute, when requested by parents/carers, or when it considers it prudent to do so. Governors from across Fioretti Trust schools may be asked to sit on a panel. No panel member may have had any prior knowledge of or involvement in the incident or circumstances leading to the exclusion.

The Trust will ensure that all governors who may be asked to sit on a Governor Panel have access to up-to-date training on exclusions (see Appendix I).

4.3 The Governance Clerk

The Governance Clerk is responsible for:

- Organising and convening the Governor Panel within the statutory timeframe
- Issuing all relevant papers to panel members, the Head Teacher and parents/carers at least 5 school days before the hearing
- Formally inviting parents/carers, the Head Teacher, the pupil (where appropriate) and relevant agency representatives to the hearing
- Notifying the Local Authority, social worker and/or Virtual School Head as appropriate



- Clerking the Governor Panel hearing and taking accurate minutes
- Drafting the decision letter and notifying all parties in writing within one school day of the hearing
- Ensuring all records are placed on the pupil's file

4.4 The CEO and Director of Education

For any permanent exclusion, the Head Teacher must consult with the CEO or Director of Education prior to making the decision. Where a pupil is at risk of permanent exclusion due to ongoing concerns, the Head Teacher should discuss this with their line manager at the earliest opportunity.

4.5 Parents/Carers

Parents/carers will be informed without delay of any suspension or exclusion and will be given the opportunity to make representations in relation to any such decision. Details of parents'/carers' rights will be set out in every letter sent by the Head Teacher or Governance Clerk.

4.6 Pupils

All pupils are expected to follow the behaviour expectations set out in each school's behaviour policy so that all pupils can learn and participate effectively in school life. Before any decision to suspend or permanently exclude is taken, the pupil will be given the opportunity to give their version of events, considering their age and understanding.

4.7 The Local Authority

Seven Fioretti Trust schools fall under Birmingham City Council. One school falls under Sandwell Metropolitan Borough Council. The duties of each Local Authority in relation to exclusions are set out in the relevant sections of this policy.

Sandwell school - please note

Where this policy refers to Local Authority processes - including referral forms, alternative provision arrangements and Independent Review Panel arrangements - the Head Teacher and Governance Clerk at the Sandwell school must follow Sandwell's specific procedures, which differ from those of Birmingham City Council. Full details are set out in Appendix A.

5. CCTV, Witness Evidence and Pupil Views

- 5.1 Fioretti Trust schools use closed circuit television (CCTV) within their premises to provide a safe and secure environment for pupils, staff and visitors. If a behavioural incident is recorded on CCTV, the footage may be viewed as part of the investigation and considered before imposing any sanction. Where CCTV is relied upon for a decision to suspend or permanently exclude, it will be made available in an appropriate format (redacted as necessary) at any Governor Panel or IRP hearing.
- 5.2 Where witness evidence is relied upon - whether from a pupil or a member of staff - signed and dated statements will be provided at any Governor Panel hearing. Anonymity may be preserved where the Head Teacher has good reason to do so, such as where there is a genuine risk of reprisals. The reasons for any such decision must be documented.
- 5.3 Before taking a decision to suspend or permanently exclude, and where appropriate to their age and understanding, the Head Teacher will take the pupil's views into account and inform the pupil how those views have been factored into the decision. Where relevant, the pupil will be given support to express their views, including through advocates such as parents/carers or a social worker. The Head Teacher will also consider



any contributing factors identified after a behavioural incident has occurred.

6. The Decision to Suspend or Exclude

- 6.1** Before deciding whether to suspend or permanently exclude a pupil, the Head Teacher must consider all the circumstances, including:
- Whether the evidence provides sufficient information to make a decision on the balance of probabilities
 - Whether all support and intervention strategies in the school’s behaviour policy have been fully explored
 - Whether there are alternatives that would have less adverse effects on the individual while maintaining a safe and positive school culture
 - Whether the pupil has been given the opportunity to give their version of events
 - Whether any mitigating factors exist, such as bereavement, mental health difficulties, bullying, or family circumstances
 - Whether the pupil has any identified or unidentified SEND, and whether the school has met all obligations under the SEND Code of Practice and the Equality Act 2010
 - With particular reference to looked-after children and those with care plans: whether the necessary support has been in place and whether the school has fulfilled all statutory obligations

A decision to suspend or permanently exclude will only be taken where both parts of the following test are satisfied:

The two-part test — both parts must be satisfied

Part 1: Serious breach OR persistent breaches of the school’s behaviour policy

Part 2: Allowing the pupil to remain in school would seriously harm the education or welfare of the pupil or others in the school

Each Fioretti Trust school has its own behaviour policy. Head Teachers must ensure that their school’s behaviour policy clearly sets out expectations and the range of sanctions available, and that pupils and parents/carers are made aware of these. Where there is a risk of permanent exclusion, the Head Teacher must refer to their school’s behaviour policy when presenting to the Governor Panel.

Where a Head Teacher is considering permanent exclusion, they must first consult with the CEO or Director of Education and complete the Pre-Exclusion Checklist at Appendix A.

7. Suspensions

7.1 Authority to Suspend

Only the Head Teacher, or a person formally acting as Head Teacher, may suspend a pupil. Suspensions may include half-day suspensions. A pupil cannot be suspended for more than 45 school days in any academic year. A suspension cannot be converted into a permanent exclusion; any subsequent permanent exclusion would be a fresh decision.



7.2 Suspensions Before a Permanent Exclusion

In exceptional circumstances, a pupil may receive a suspension prior to a permanent exclusion — for example where further evidence has come to light or where the incident is serious and time is needed to investigate fully and consider alternatives. In such cases the Head Teacher will send the relevant suspension letter setting out the rights of parents/carers. Any subsequent permanent exclusion would be a fresh decision commencing immediately after the suspension period has ended.

7.3 When the Governor Panel Must Be Involved

A Governor Panel must be convened where a suspension would:

- Result in the pupil being excluded for more than 15 school days in a term; or
- Cause the pupil to miss a public examination or national curriculum test.

Where a suspension would bring the pupil's total days suspended in a term to between 6 and 15 days, the Governor Panel must consider any representations made by parents/carers within 50 school days, but is not required to hold a meeting unless requested. The panel cannot direct reinstatement in these cases.

Where a suspension is 5 school days or fewer in a term, the Governor Panel is not required to meet. It must still consider any representations made by parents/carers but cannot direct reinstatement.

7.4 Notifying Parents/Carers

If the Head Teacher decides to suspend a pupil, parents/carers will be informed by telephone or in person of the period of suspension and the reason(s) without delay. The Head Teacher will also confirm this in writing without delay. The written notification must include:

- The reason(s) for the suspension and the length of the suspension period
- The parents'/carers' right to make representations to the Governor Panel (where applicable) and how to do so
- Their right to attend and be represented at any panel meeting
- Their right to request that any meeting be held remotely
- For pupils of compulsory school age: the legal duty for the first 5 school days not to allow the pupil in a public place during school hours without reasonable justification, and the potential penalties for non-compliance (fixed penalty notice or prosecution)

7.5 Notifying the Chair of Governors and the Local Authority

The Head Teacher must notify the Chair of Governors and the relevant Local Authority without delay of:

- Any permanent exclusion (including where a suspension is followed by a permanent exclusion)
- Any suspension resulting in the pupil being excluded for more than 5 school days, or more than 10 lunchtimes, in a term
- Any exclusion that would cause the pupil to miss a public examination or national curriculum test
- Any cancelled suspension or exclusion, including the reason for cancellation

Sandwell school - please note

Head Teachers at the Sandwell school must notify Sandwell Metropolitan Borough Council rather than Birmingham City Council. The Sandwell referral form and contact details are in Appendix A.



7.6 Notifying the Pupil's Social Worker and/or Virtual School Head

If a pupil with a social worker, or a looked-after child, is at risk of or receives a suspension, the Head Teacher will inform the social worker or Virtual School Head as early as possible. They will be invited to any Governor Panel meeting and may attend remotely.

8. Part-time Timetables

8.1 A part-time timetable is not a formal sanction and has no statutory basis. It must never be used as a tool to manage a pupil's behaviour. A part-time timetable may only be used in very exceptional circumstances where it is genuinely in a pupil's best interests - for example, where a medical condition temporarily prevents full-time attendance.

8.2 Where a part-time timetable is used to support reintegration following a suspension, it must be implemented for the shortest time necessary, include formal arrangements for regular review with the pupil and their parents/carers, be clearly in the interests of the child, and be accompanied by a personalised support plan reviewed frequently and adapted in collaboration with the pupil, parents/carers and relevant professionals.

9. Parental Contact and Responsibilities

9.1 Parents/carers are legally required to ensure that a suspended or excluded pupil is not present in a public place during school hours for the first five school days of the exclusion, unless there is reasonable justification. The Head Teacher will notify parents/carers of this duty and the potential penalties for non-compliance.

9.2 If a parent/carer refuses to collect their child, the Head Teacher will follow this escalation process:

- Contact the parent/carer again, explain their legal duty and the potential penalties
- Offer reasonable alternatives, such as another family member or emergency contact collecting the child
- If refusal continues, contact the Local Authority for support with transport or safeguarding arrangements
- If the situation poses a safeguarding risk, contact social services or the police

9.3 All actions and communications must be documented.

10. Permanent Exclusion

10.1 Permanent exclusion means a pupil is no longer allowed to attend the school, unless reinstated by the Governor Panel. It should only be taken as a last resort, in response to a serious breach 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 the pupil or others in the school.

10.2 Before making the decision to permanently exclude, the Head Teacher must:

- Consult with the CEO or Director of Education
- Complete the Pre-Exclusion Checklist at Appendix A
- Notify parents/carers by the end of the afternoon session on the day of the exclusion, then in writing without delay
- Notify the Chair of Governors and the Governance Clerk without delay
- Notify the relevant Local Authority without delay and submit the required referral forms
- Notify the pupil's social worker and/or Virtual School Head, where applicable



- Arrange work for the pupil for the first five school days where the pupil is not attending alternative provision

Sandwell school - please note

For the Sandwell school, the Head Teacher must notify Sandwell Metropolitan Borough Council and use Sandwell's permanent exclusion referral process. Sandwell referral details are in Appendix A.

11. Directing Off-Site and Managed Moves

11.1 Before taking any decision to permanently exclude a pupil, the Head Teacher will consider whether a direction to attend alternative provision and/or a managed move would be a reasonable alternative.

11.2 In the case of directing a pupil off site to alternative provision, the aim is for it to be used as a short-term measure as part of the school's behaviour management strategy to improve the pupil's behaviour, where in-school interventions and/or outreach have been unsuccessful or are deemed inappropriate. While parental consent is not required, discussions will take place with parents/carers to gather their views.

11.3 For a managed move to take place, there must be agreement between the school, the parents/carers and the receiving school. Before a managed move is agreed, the pupil will often attend the receiving school as part of a direction off site. Relevant information will be shared with the receiving school and confirmation sought that they have an integration strategy. At the end of this off-site period, all parties (including parents/carers) will review progress before a decision is taken about whether the move becomes permanent.

12. Cancelling a Suspension or Exclusion

12.1 The Head Teacher may cancel a suspension or permanent exclusion that has already begun, or one that has not yet begun, provided it has not yet been reviewed by the Governor Panel. A permanent exclusion cannot be cancelled if doing so would mean the pupil has been excluded for more than 45 school days in that academic year.

12.2 Where a suspension or exclusion is cancelled, the Head Teacher must without delay:

- Notify parents/carers, the Chair of Governors, the Governance Clerk and any relevant agencies, providing the reason for cancellation
- Offer parents/carers the opportunity to meet to discuss the circumstances
- Allow the pupil back into school without delay

12.3 Any days spent out of school prior to the cancellation count towards the maximum 45 school days permitted in any school year. Where the Governor Panel has not yet been convened, its duty to meet and consider reinstatement ceases upon cancellation.

13. Providing Education During Exclusion

13.1 First 5 School Days

For the first 5 school days of a suspension or permanent exclusion, where the pupil is not attending alternative provision, the Head Teacher will take steps to ensure achievable and accessible work is set and marked for the pupil. Online pathways may be used. Where a pupil has SEND, reasonable adjustments will be made to the provision.

For looked-after children and pupils with a social worker, the school will work with the Local Authority to arrange alternative provision from the first day of the exclusion wherever possible.



13.2 From Day 6 Onwards

For any suspension of more than 5 school days, suitable full-time alternative education will be arranged by the school, beginning no later than the sixth school day of the suspension.

For permanent exclusions, the Local Authority is responsible for arranging suitable full-time education to begin no later than the sixth school day after the first day of the exclusion.

Sandwell school - please note

For the Sandwell school, the duty to arrange full-time education from Day 6 for permanent exclusions falls to Sandwell Metropolitan Borough Council. The Head Teacher should liaise directly with Sandwell's Inclusion Services. Contact details are in Appendix A.

14. The Governor Panel

14.1 Purpose

The Governor Panel exists to review whether the Head Teacher's decision to suspend or permanently exclude was lawful, rational, reasonable, fair and proportionate. It is not a disciplinary body and should approach its role with objectivity and fairness to all parties. The panel applies the civil standard of proof throughout: on the balance of probabilities.

14.2 Composition

The Governor Panel will comprise a minimum of three governors drawn from across Fioretti Trust schools. No panel member may have had any prior knowledge of or involvement in the incident or circumstances leading to the exclusion. Where it is not possible to convene a panel within the statutory timeframe, the CEO or Director of Education may be asked to sit on the panel, but only if they have had no prior involvement in the case.

14.3 Organising the Panel

The Governance Clerk will convene the Governor Panel, arrange the hearing at a date and time that is reasonable for all parties, and issue all relevant papers to panel members, the Head Teacher and parents/carers at least 5 school days before the hearing. If parents/carers are unable to attend, they may submit written representations and/or send a representative. The Governance Clerk will make every reasonable effort to find a suitable date but must adhere to statutory time limits.

14.4 Papers for the Hearing

The following papers must be made available to all participants at least 5 school days before the hearing:

- List of attendees
- Clear account of the incident(s) and the reasons for the exclusion
- Signed and dated statements from the Head Teacher, parties to the incident, witnesses and the excluded pupil
- The school's behaviour policy and any other relevant policies
- SEND information and reports (if applicable)
- Pastoral support records and/or support plans (if applicable)
- Behaviour logs and details of any previous suspensions (where relevant)
- Information on involvement of other agencies (where relevant)
- Completed Pre-Exclusion Checklist - permanent exclusions only
- Birmingham Headteacher's Report on Permanent Exclusion (Birmingham schools only) - permanent exclusions only



14.5 Panel Decisions

The Governor Panel may only reach one of two decisions:

- Reinstatement the pupil - where the panel decides the Head Teacher’s decision was not justified in light of the available evidence.
- Uphold the exclusion - where the panel decides the Head Teacher’s decision was justified.

The panel cannot increase the exclusion, extend the fixed period, or impose conditions on reinstatement. The panel’s decision and reasons will be communicated in writing to parents/carers, the Head Teacher and the Local Authority within one school day of the hearing. See Appendix G for the template decision letter.

14.6 Timeline

Action	Who	Timescale
Notify parents/carers of exclusion	Head Teacher	Without delay — by end of afternoon session, Day 1
Notify Chair of Governors and LA	Head Teacher	Without delay
Convene Governor Panel	Governance Clerk	Within 15 school days of notification
Issue papers to all attendees	Governance Clerk	At least 5 school days before the hearing
Governor Panel hearing	Panel (min. 3 governors)	Within 15 school days
Notify all parties of panel decision	Governance Clerk	Within 1 school day of hearing
Send information about IRP (perm. excl. only)	Governance Clerk (via decision letter)	With the decision letter
Add record to pupil’s file	Head Teacher	Without delay

15. Independent Review Panel (IRP)

15.1 If the Governor Panel upholds a permanent exclusion, parents/carers have the right to request a review by an Independent Review Panel (IRP) within 15 school days of being notified of the panel’s decision in writing. The IRP is arranged by the relevant Local Authority and is entirely independent of the school and the Trust.

Sandwell school — please note

For the Sandwell school, the IRP will be arranged by Sandwell Metropolitan Borough Council, not Birmingham City Council. Parents/carers at the Sandwell school must be directed to Sandwell’s IRP process. Contact details are in Appendix A. Do not direct parents/carers from the Sandwell school to edappealsadmin@birmingham.gov.uk.

15.2 The IRP will consider whether the Governor Panel’s decision was flawed on the grounds of:



- Illegality - whether the Head Teacher and/or Governor Panel acted outside the scope of their legal powers
- Irrationality - whether the decision was so unreasonable that no sensible governing body could have made it
- Procedural impropriety - whether the process was so unfair or flawed that justice was clearly not done

15.3 The IRP can:

- Uphold the decision of the Governor Panel
- Recommend that the governing body reconsiders its decision
- Direct the governing body to reconsider the exclusion and consider reinstating the pupil

15.4 Where directed to reconsider, the Governor Panel must reconvene within 10 school days. If it does not offer to reinstate the pupil within that timeframe, the school may be required to pay £4,000 to the Local Authority.

15.5 A member of the Governor Panel will be required to attend the IRP hearing to explain the panel's decision and how it relates to the exclusions framework. It is therefore essential that panel minutes and decision letters are clear, accurate and consistent with the legislation.

15.6 Parents/carers who believe the exclusion occurred as a result of disability discrimination may make a claim under the Equality Act 2010 to the First Tier Tribunal (SEND) or the County Court within 6 months of the date of the alleged discrimination.

16. Returning from a Suspension

16.1 Following a suspension (or cancelled suspension or exclusion), the school will put in place a strategy to support the pupil's successful reintegration into school life. The purpose of the reintegration strategy is to:

- Offer the pupil a fresh start
- Help them understand the impact of their behaviour on themselves and others
- Teach them how to meet the high expectations of behaviour in line with school culture
- Foster a renewed sense of belonging within the school community
- Build engagement with learning so that further suspensions are not needed

16.2 As a minimum, every school must:

- Hold a reintegration meeting with the pupil before or on their return, at which the pupil is welcomed back and given a genuine fresh start
- Invite parents/carers and relevant members of staff to the reintegration meeting (the meeting may proceed if parents/carers are unable to attend)
- Put a written reintegration support plan in place, reviewed regularly in collaboration with the pupil and parents/carers
- Not prevent a pupil from returning to the classroom on the grounds that they have not attended a reintegration meeting

16.3 Each school manages reintegration in line with its own behaviour policy. Schools will use various measures to support successful reintegration including pastoral interventions, mentoring, report cards with personalised targets, academic catch-up support, and regular reviews with the pupil and parents/carers. Where necessary the school will work with third-party organisations to identify any unmet SEND or health needs.



17. Remote Meetings

- 17.1** Parents/carers may request that a Governor Panel meeting or an IRP be held remotely. If no preference is expressed, the meeting will be held in person. Remote meetings are subject to the same procedural requirements as in-person meetings.
- 17.2** Before agreeing to proceed remotely, the Governance Clerk must ensure that all participants have access to the necessary technology, are able to participate fully, and that the meeting can be conducted fairly and transparently. If technical issues arise that cannot be reasonably resolved, the meeting will be rearranged to in-person without delay.
- 17.3** Social workers and the Virtual School Head may always join remotely, whether the meeting is being held in person or not. A meeting may also take place remotely where an extraordinary event or unforeseen circumstance makes it not reasonably practicable to meet in person.

18. Complaints

- 18.1** If parents/carers have any concerns or complaints about the application or implementation of this policy, or feel that they are being pressured into a managed move, they should raise their concerns with the Head Teacher in accordance with the school's complaints policy. Where the concern relates to an exclusion, the statutory procedure set out in the DfE statutory guidance on suspensions and exclusions will be followed.

19. School Registers

- 19.1** A pupil's name will be removed from the school admission register only if:
- 15 school days have passed since parents/carers were notified of the Governor Panel's decision not to reinstate, and no application for an IRP has been made; or
 - Parents/carers have stated in writing that they will not apply for an IRP; or
 - An IRP application was made and the review process has concluded.
- 19.2** Attendance codes used for excluded pupils:
- Code E - absent (pupil is not attending alternative provision during the first 5 days)
 - Code B - education off-site (where alternative provision has been arranged from Day 6)
- 19.3** Where a pupil's name is removed from the register following a permanent exclusion, the school will make a return to the relevant Local Authority including the pupil's full name, parent/carer contact details, grounds for removal, and details of any new school if known.

Sandwell school - please note

The Sandwell school must make this return to Sandwell Metropolitan Borough Council in line with Sandwell's procedures. Contact details are in Appendix A.

20. Equality Impact

- 20.1** The Trust does all it can to ensure that this policy does not discriminate against pupils or others, either directly or indirectly, in line with any Equality Act 2010 protected characteristic, including race, religion, disability, sexual orientation and sex. All those involved in a decision to suspend or exclude must eliminate discrimination, advance equality of opportunity, and foster good relations between people who share a protected



characteristic and those who do not.

- 20.2** The Trust recognises that certain groups of pupils are statistically more likely to be suspended or permanently excluded, including pupils with SEND, looked-after children and pupils from certain ethnic backgrounds. The monitoring arrangements set out in Section 21 are designed to identify and address any such patterns.

21. Monitoring and Reporting

21.1 School-level Reporting

Head Teachers will report on suspensions and exclusions to their local governing body each term. Reports must include the number of suspensions and permanent exclusions in the current academic year with reference to the previous two years, the number of repeat suspensions, analysis by gender, ethnicity, SEND and Pupil Premium eligibility, patterns relating to looked-after children and those with protected characteristics, and lessons learned.

The governors will also monitor: the interventions put in place for pupils at risk of exclusion; the processes in place for reviewing off-site directions at sufficient intervals; the full-time educational provision for permanently excluded pupils from Day 6; whether there is any variation in exclusion data and the characteristics of pupils; how the behaviour policy is applied and its consistency; whether school registers and absence codes have been recorded correctly; and whether personal education plans for looked-after children have been reviewed on a termly basis.

21.2 Trust-level Oversight

The CEO and Director of Education will review suspension and exclusion data across all schools regularly. The Trust Board will receive an annual summary of suspension and exclusion data, including analysis of any patterns or disparities across the Trust. The Trust will use this data to meet its duties under the Equality Act 2010 and will provide information to the Secretary of State within 14 days of any request.

22. Policy Review

- 22.1** This policy will be reviewed annually by the Trust Board, or earlier if required by changes in legislation, updated statutory guidance, or issues identified through the Trust's quality assurance processes. The Governance Clerk is responsible for ensuring this policy remains current and for presenting it to the Trust Board for approval.



Appendix A - Local Authority and External Contacts

Birmingham City Council

Exclusions Team

Phone: 0121 303 2685 / 0121 464 2351

Email: exclusions@birmingham.gov.uk

Use for: General exclusions advice, notifications and queries for Birmingham schools

COBS and SENAR Permanent Exclusion Referrals

Email: permanentexclusionreferrals@birmingham.gov.uk

COBS form: COBS Permanent Exclusion Referral Sheet — complete and submit for every permanent exclusion

SENAR form: SENAR Permanent Exclusion Referral Sheet — complete and submit where the pupil has SEND involvement

Deadline: Both forms must be submitted without delay on the day of the exclusion decision

School Appeals Team — Independent Review Panel (IRP)

Email: edappealsadmin@birmingham.gov.uk

Address: The School Appeals Team, PO Box 15992, Birmingham B2 2UQ

Use for: Parents/carers wishing to request an Independent Review Panel following a permanent exclusion decision

Deadline for parents: Within 15 school days of written notice of the Governor Panel's decision not to reinstate

SENDIASS Birmingham

Phone: 0121 303 5004

Email:
SENParentPartnership@birmingham.gov.uk

Website: birmingham.gov.uk/sendiaass

Use for: SEND advice and support for parents/carers during the exclusion process

Virtual School Head — Looked After Children

Use for: Notification of any suspension or permanent exclusion involving a looked-after or previously looked-after child

Note: The Virtual School Head must be invited to any Governor Panel hearing involving a LAC pupil

Contact: Via the pupil's allocated social worker in the first instance

Parent and Carer Support — Exclusions Information

Website: [Birmingham City Council exclusions support page](#)

Use for: Video content, key terminology, parent/carer rights, what to expect at governor review and IRP stages

Note: Include this link in all permanent exclusion letters sent to parents/carers



Sandwell Metropolitan Borough Council

Important: The Sandwell school must follow Sandwell MBC processes at every stage. Do NOT use Birmingham City Council referral forms, letters or contacts for the Sandwell school.

Sandwell MBC — Exclusions Team

Phone: 0121 569 8467

Use for: General exclusions advice, notifications and permanent exclusion referrals for the Sandwell school

Note: Sandwell has its own permanent exclusion referral form

Sandwell MBC — Fair Access and Exclusions Team (Inclusion Services)

Phone: 0121 569 2777

Email: inclusion_support@sandwell.gov.uk

Address: Connor Education Centre, Connor Road, West Bromwich, B71 3DJ

Use for: Day 6+ full-time education arrangements for permanently excluded pupils; support for pupils at risk of exclusion; Fair Access Protocol

Sandwell MBC — Independent Review Panel (IRP)

Phone: 0121 569 6765 (Parent Support Line)

Email: Schoolappeals_admissions@sandwell.gov.uk

Use for: Parents/carers from the Sandwell school wishing to request an IRP following a permanent exclusion

Deadline for parents: Within 15 school days of written notice of the Governor Panel's decision not to reinstate

To verify: The Sandwell IRP contact details above should be verified directly with Sandwell MBC before this appendix is published, as the School Appeals contact may relate to admissions appeals rather than exclusion IRPs specifically. The Governance Clerk should contact the Exclusions Team on 0121 569 8467 to confirm the correct IRP referral process for permanent exclusions.

Sandwell MBC — Virtual School Head

Use for: Notification of any suspension or permanent exclusion involving a looked-after or previously looked-after child at the Sandwell school

Contact: Via the pupil's allocated social worker in the first instance, or through Sandwell's Virtual School

Sandwell Community School — PRU

Address: Westminster Road, West Bromwich, West Midlands, B71 2JN

Phone: 0121 533 5802

Email: enquiries@sandwellcs.org.uk

Use for: Day 6+ alternative provision for permanently or temporarily excluded pupils



Independent advice for parents and carers

The following organisations offer free, independent advice to parents and carers involved in the exclusion process. Details of these services must be included in all permanent exclusion letters sent to parents/carers.

<p>Coram Child Law Advice</p> <p>Phone: 0300 330 5485 Hours: Mon–Fri, 8am–6pm Website: childlawadvice.org.uk Use for: Free legal advice for parents on exclusions, SEND and education law</p>	<p>ACE Education</p> <p>Advice line: 0300 0115 142 Hours: Mon–Wed, 10am–1pm (term time only) Website: ace-ed.org.uk Use for: Free independent advice for parents on school exclusions</p>	<p>IPSEA</p> <p>Website: ipsea.org.uk Use for: Free SEND and exclusions advice, particularly for pupils with EHCPs or unmet SEND needs</p>
<p>National Autistic Society — School Exclusions Service</p> <p>Phone: 0808 800 4002 Email: schoolexclusions@nas.org.uk Use for: Free support and advice for parents of autistic pupils facing exclusion</p>	<p>Information Advice & Support Services (IASS)</p> <p>Website: councilfordisabledchildren.org.uk/IASS Use for: Local SEND advice and support services network for parents and carers</p>	

Statutory guidance and legislation

<p>DfE — Suspensions & Exclusions Guidance</p> <p>Version: August 2024 — in force from 1 September 2023 Website: gov.uk/school-exclusion Note: This is the primary statutory document. All exclusion decisions must comply with it.</p>	<p>First Tier Tribunal (SEND)</p> <p>Use for: Discrimination claims under the Equality Act 2010 relating to an exclusion. Must be lodged within 6 months of the alleged discrimination. Website: gov.uk/first-tier-tribunal-send</p>	<p>DfE — Behaviour in Schools Guidance</p> <p>Version: February 2024 Website: gov.uk/behaviour-in-schools Note: Companion document to the exclusions guidance. Relevant to the school’s behaviour policy.</p>
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