



Jacksdale Primary School & Nursery

SUSPENSION POLICY

Reviewed: May 2026

Next review due: May 2028

JACKSDALE PRIMARY SCHOOL & NURSERY

At Jacksdale Primary & Nursery School, we understand that good behaviour and discipline is essential for promoting a high quality education. Our school ethos and behaviour policy is based around 'Kindness', 'Respect' and 'Safety'.

Amongst other disciplinary sanctions, the school recognises that Suspension of pupils may be necessary where there has been a serious breach, or consistent breaches, of the school's Behaviour Policy. Excluding a pupil may also be required in instances where allowing the pupil to remain in school would be damaging to the education and welfare of themselves or others; in all cases, excluding pupils should only be used as a means of last resort.

The school has created this policy to clearly define the legal responsibilities of the headteacher, governing board and LA when responding to pupil Suspensions, to ensure that they are dealt with both fairly and lawfully, and in line with DfE statutory guidance.

This policy also aims to secure a pupil's right to an education despite having been Suspended, by ensuring that appropriate arrangements are in place.

Legal framework

This policy has due regard to the related statutory legislation including, but not limited to, the following:

- ~ The Education Act 2002
- ~ The School Discipline (Pupil Suspensions and Reviews) (England) Regulations 2012
- ~ The Education and Inspections Act 2006
- ~ The Education Act 1996
- ~ The Education (Provision of Full-Time Education for Suspended Pupils) (England) Regulations 2007
- ~ The European Convention on Human Rights (ECHR)
- ~ The Equality Act 2010
- ~ The School Attendance (Pupil Registration) (England) Regulations 2024

This policy also has due regard to statutory and non-statutory guidance, including, but not limited to, the following:

- ~ DfE (August 2024) Suspension and permanent exclusion from maintained schools, academies and pupil referral units in England, including pupil movement
- ~ DfE (2017) 'Suspension from maintained schools, academies and pupil referral units in England'
- ~ DfE (2016) 'Behaviour and discipline in schools'
- ~ DfE (2015) 'Special educational needs and disability code of practice: 0 to 25 years'

- ~ DfE (2018) 'Mental health and behaviour in schools'

This policy will be implemented in conjunction with the following school policies and procedures:

- ~ Behaviour Policy
- ~ Anti-Bullying Policy
- ~ Special Educational Needs and Disability (SEND) Policy
- ~ Child Protection and Safeguarding Policy
- ~ KCSIE September 2025

Roles and responsibilities

The governing board is responsible for:

- ~ Considering parents' representations about Suspensions within 15 school days of receiving notice if the appropriate requirements are met.
- ~ Reviewing exclusion data to track the level of pupil moves, instances of repeat suspensions, and the characteristics of permanently excluded pupils to ensure the sanction is only used as a last resort.
- ~ Accommodating requests from parents to hold reinstatement meetings and Independent Review Panels (IRPs) via remote access (e.g., live video link). While this can be requested by parents or used during extraordinary events, face-to-face meetings should always be encouraged and remote access should not be the default option.
- ~ Ensuring that the pupil's social worker and Virtual School Head (VSH) are invited to attend governing board meetings and are allowed to share information and make representations regarding the pupil's welfare and safeguarding needs following the decision to uphold a Permanent Exclusion.

The headteacher is responsible for:

- ~ Implementing good levels of discipline to ensure all pupils can benefit from the opportunities provided by education and to minimise potential Suspensions.
- ~ Applying the civil standard of proof (the balance of probabilities (or preponderance of the evidence)). This means that the claimant must prove their version of events is more likely to be true than not true—often thought of as satisfying a greater than (50% likelihood), when establishing the facts in relation to an Suspension.
- ~ Complying with their statutory duties in relation to pupils with SEND when administering the Suspension process, as outlined in the Special Educational Needs and Disability (SEND) Policy.
- ~ Considering any contributing factors that are identified after an incident of poor behaviour has occurred, e.g. if a pupil has suffered bereavement, bullying or has a mental health issue.

- ~ Considering the use of an EHAF for a pupil who demonstrates persistent disruptive behaviour, with the possibility of referring to the EHU (Early Help Unit) for further agency support and guidance – or the SBAP to request support from the Behaviour Lead. The support identified by other supporting agencies should also be given due consideration, although this may not overrule the decision to implement a suspension depending on the context.
- ~ Reviewing the effectiveness of Suspensions as a sanction, e.g. if a pupil has received multiple Suspensions or is approaching the legal limit for Suspensions in an academic year.
- ~ Considering what extra support may be needed to identify and address the needs of individual pupils, particularly those with SEND, eligible for FSM and LAC.
- ~ Engaging effectively with parents in supporting the behaviour of pupils with additional needs.
- ~ Determining whether a pupil will be Suspended on disciplinary grounds.
- ~ Ensuring any decision to Suspend is lawful, rational, reasonable, fair and proportionate.
- ~ Making the decision to Suspend based on the evidence available at the time.
- ~ Notifying a pupil's parents without delay where the decision is taken to Suspend the pupil, including the days on which the parents must ensure the pupil is not present in a public place at any time during school hours. Written confirmation of the suspension should be issued within 24 hours. Verbal notification is to be used in the first instance to a parent who holds P.R. Time dependent – At least 1 parent who holds PR must be informed verbally by a senior leader or a staff member directed by a member of the leadership team.
- ~ Ensuring that all information provided to parents is clear and easily understood.
- ~ Notifying the governing board and LA of their decision to Suspend a pupil (through the use of Nottinghamshire County Council's agreed Suspension form).
- ~ Notifying the governing board once per term of any Suspensions not already notified – evidence within the Head Teachers written report to Governor's which is presented to the board at Full Governor meetings.
- ~ Providing information to the Secretary of State and LA about any Suspensions within the last 12 months.
- ~ Arranging suitable full-time education for any pupil of compulsory school age Suspended on a fixed-term basis. Where a Suspension would result in a pupil missing a public examination or test, considering the Suspension before this date.
- ~ Considering whether it would be appropriate for a pupil to be permitted onto the school premises to sit the public examination or test.
- ~ Considering the interests and circumstances of the Suspended pupil, including the circumstances in which they were Suspended, and have due regard to the interests of others at the school.
- ~ Using the civil standard of proof (based on the 'balance of probabilities', it is more than likely that the fact is true) when establishing the facts relating to an Suspension.
- ~ Notifying the pupil's parents, the governors and LA of its decision and the reasons for it, without delay.

- ~ Taking steps to ensure work is set and marked for the first five school days of a suspension or permanent exclusion, which can include utilising online pathways like Google Classroom or Oak National Academy.
- ~ Notifying the pupil's social worker and the VSH (if the child is looked-after) without delay whenever a suspension or permanent exclusion occurs.
- ~ Cancelling an exclusion before the governing board has met to consider reinstatement. If an exclusion is cancelled, the headteacher must notify the parents, the governing board, the local authority, the social worker, and the VSH without delay.

1. Grounds for Suspension

The school will only Suspend a pupil where it is absolutely necessary, and where all other possible disciplinary sanctions, as detailed in the school's Behaviour Policy, have failed to be successful.

The following examples of behaviour may underline the school's decision to Suspend a pupil:

- ~ Any incident which poses a risk to other pupils or members of staff, e.g. bringing a weapon onto the premises / threatening behaviour
- ~ Any incidents which breach the law
- ~ Persistent and severe bullying
- ~ Unprovoked verbal and / or physical abuse – child or adult (employed or visiting the school site)
- ~ Constant disruption to teaching and learning for themselves, others or both
- ~ A single, serious and major incident, e.g. serious assault on another individual leading to injury / intentional destruction of property

Pupils can be Suspended on a fixed-period basis, i.e. up to 45 school days within a year, or permanently. Similarly, pupils can be permanently Suspended following a fixed-period Suspension, where further evidence is presented. In all cases, the headteacher will decide which Suspension period a pupil will be subject to, depending on what the circumstances warrant. The school has the power to direct a pupil off-site to improve their behaviour and this is outlined within the school's behaviour policy. Off-site direction must only be used as a short-term, temporary measure to improve future behaviour and must never be used as a punishment for past misconduct. Managed moves are a permanent transfer to another mainstream school and must be strictly voluntary and agreed with all parties involved, including the parents. An agreement is in place with Brinsley Primary School should an external temporary school isolation be appropriate. A staff member shall be nominated to attend the school isolation with the pupil and it is parent / carer responsibility to take and collect the pupil from the partner school.

Parent / Carer Responsibilities During a Suspension

Parents / carers are expected to work in partnership with the school to support improvements in behaviour and to ensure that suspensions are effective in supporting pupil reflection, safety and future success.

During the first five school days of a suspension, parents / carers are legally responsible for ensuring that their child is not present in a public place during normal school hours without reasonable justification. Parents / carers may receive a fixed penalty notice or prosecution if this duty is not fulfilled.

It is the responsibility of parents / carers to make appropriate arrangements for the supervision and care of their child during the suspension period. A suspension remains lawful and valid regardless of parental work commitments, childcare difficulties or transport arrangements. The school is not responsible for providing childcare or alternative supervision arrangements during the suspension period unless statutory alternative provision duties apply.

Parents / carers are also expected to:

- * Support the school in addressing the behaviours which led to the suspension.
- * Engage with reintegration meetings and support plans where requested.
- * Ensure that their child completes any work provided by the school during the suspension period.
- * Encourage their child to reflect on the incident and support a successful return to school.
- * Communicate with the school if additional support or guidance may be required during the suspension period.

The headteacher's power to Suspend

Only the headteacher has the power to suspend a pupil from the school, and is able to decide whether this is on a fixed-period or permanent basis. All suspensions will only be issued on disciplinary grounds. In the absence of the headteacher, the deputy headteacher will discharge these duties. The headteacher is able to suspend pupils from the premises where their behaviour is disruptive during lunchtime. All lunchtime suspensions will be counted as half of a school day. The headteacher is able to consider a pupil's disruptive behaviour outside of the school premises as grounds for suspension, in accordance with the school's Behaviour Policy. All Suspensions will be formally recorded on the MIS (Arbor) and a copy of the suspension letter shall be placed in the pupil file. When sending a pupil home following any suspension, the headteacher will ensure that they exercise their duty of care at all times and will always inform the parents. The headteacher will apply the civil standard of proof when responding to the facts relating to an suspension, i.e. that 'on the balance of probabilities' it is more likely than not that the facts are true.

Factors to consider when excluding a pupil

When considering the Suspension of a pupil, the headteacher will:

- ~ Allow the pupil the opportunity to present their case.
- ~ Take into account any contributing factors that are identified after a case of poor behaviour has occurred, e.g. if the pupil's wellbeing has been compromised, or they have been subjected to bullying.
- ~ Take into consideration whether the pupil has received multiple suspensions or is approaching the legal limit of 45 suspension days per school year, and whether suspension is serving as an effective sanction. Whilst the suspension may not be preventing repeated behaviours, it may be necessary to ensure the safety of others and maintaining the effective education of others.
- ~ Consider early intervention to address underlying causes of disruptive behaviour, including liaising with external agencies, to assess pupils who demonstrate consistently poor behaviour.

The headteacher will consider what extra support may be available for vulnerable pupil groups whose Suspension rates are higher, to reduce their risk of Suspension, including the following: LAC, Pupils eligible

for FSM, Pupils with SEND. The headteacher will consider avoiding permanently excluding LAC pupils, those with SEMH issues or pupils with an EHC plan, though fixed term suspensions may still be used in relation to children involving these factors, in line with the school's behaviour policy. Where any member of staff has concerns about vulnerable pupil groups and their behaviour, they will report this to the headteacher who will instigate an EHAF or review (this may be a TAF or a review meeting with existing external agencies) to determine whether the behavioural issues might be as a result of educational, mental health or other needs and vulnerabilities. The headteacher will work in conjunction with the parents of any pupil with additional needs, to establish the most effective support mechanisms.

Duty to inform parents

Following the headteacher's decision to suspend a pupil, they will immediately inform the parents, in person or by telephone, of the period of the suspension and the reasons behind this. The headteacher will inform the parents in writing of the following (within 24 hours):

- ~ The reason(s) for the suspension
- ~ The length of the fixed-period suspension or, for a permanent suspension, the fact that it is permanent
- ~ Their right to raise any representations about the suspension to the governing board, including how the pupil will be involved in this and how the representations will be made
- ~ Their right to attend a meeting where there is a legal requirement for the governing board to consider the suspension, and the fact that they are able to bring an accompanying individual
- ~ Their right to request a remote access meeting (e.g. via live video link) for the governing board consideration, including instructions on how and to whom to make this request
- ~ The arrangements that have been made for the pupil to continue their education prior to the organisation of any alternative provision, or the pupil's return to school
- ~ Relevant sources of free, impartial information

Where the pupil is of compulsory school age, the headteacher will inform the parents verbally by the end of the afternoon session that for the first five days of the suspension, parents are legally required to ensure that their child is not present in a public place during school hours without justification, and that parents may receive a penalty fine if they fail to do so. Where the headteacher has arranged alternative provision, they will also inform the parents of the start and end date, the address at which the provision will take place, and any information necessary for the pupil to identify the person they should report to. If the headteacher has decided to suspend the pupil for a further fixed period following their original suspension, or to permanently suspend them, they will notify the parents without delay and issue a new suspension notice to parents.

Duty to inform the governing board and LA

The headteacher will inform the governing board and LA, without delay, of any permanent suspensions or fixed term suspensions. 2.7. All notifications to the governing board and LA will include the reasons for suspension and the duration of any fixed-period suspension.

Arranging education for suspended pupils

For any fixed-period suspensions of more than five school days, the governing board will arrange suitable full-time education for the pupil, which will begin no later than the sixth day of suspension. Where a pupil receives consecutive fixed-period suspensions, these will be regarded as cumulative, and full-time education will still have to be provided from the sixth day of suspension. For permanent Suspensions, full-time education will also be provided for the pupil from the sixth day of suspension.

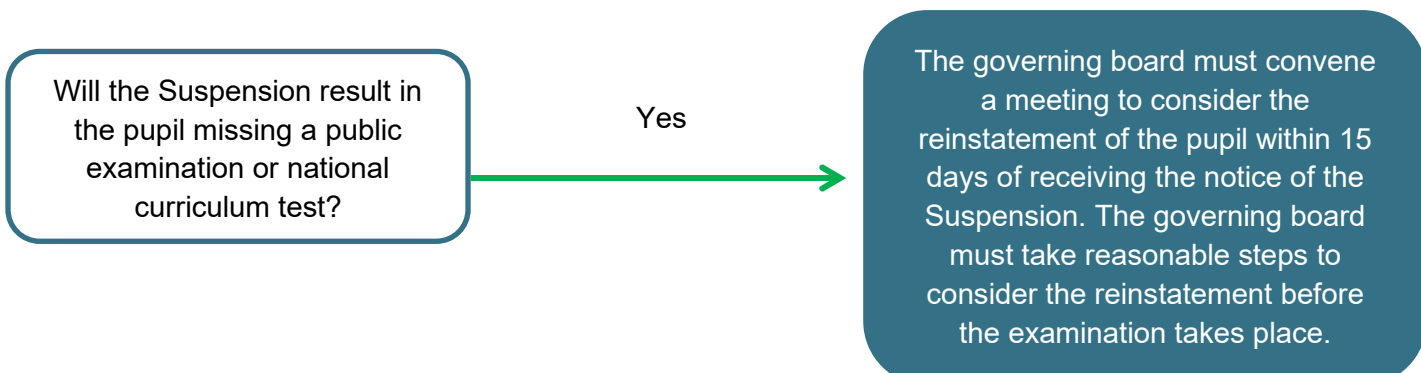
Considering Suspensions

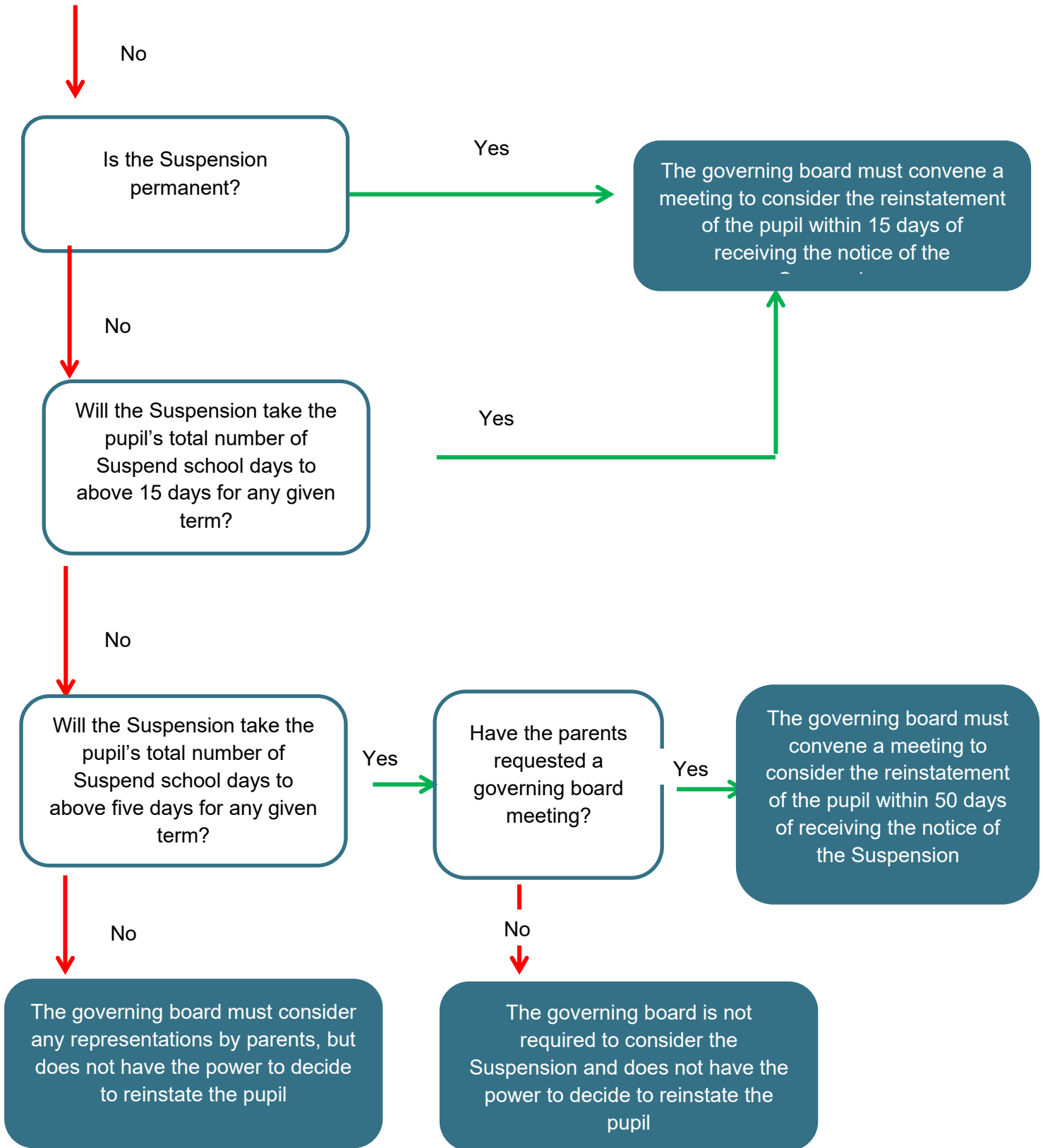
The governing board will consider any representations made by parents in regard to suspensions. Parents and, where requested, a friend or representative, the headteacher and a member of the LA will be invited to attend any consideration of suspensions and will be able to make representations. Any meeting to consider reinstatement of a pupil will be arranged at a date and time convenient for all parties, and in compliance with any statutory time limits. In the case of a fixed period suspension, where the pupil's total number of suspended school days does not amount to more than five, in the absence of any such representations, the governing board is not required to meet and cannot direct the reinstatement of the pupil.

Reintegration

The school will design a reintegration strategy to help pupils return successfully to school life and full-time education following a suspension or off-site direction. This strategy will offer the pupil a fresh start, help them understand the effect of their behaviour on themselves and others, and build engagement with learning. The reintegration strategy must be clearly communicated at a reintegration meeting before or at the beginning of the pupil's return to school. However, a pupil cannot be prevented from returning to the classroom if parents are unable or unwilling to attend this meeting. Part-time timetables must not be used to manage a pupil's behaviour and must only be in place for the shortest time necessary.

Reviewing the Headteacher's Suspension Decision







Jacksdale Primary and Nursery School

Main Road, Jacksdale, Nottinghamshire NG16 5JU

Tel: 01773 783930

email: office@jacksdale.notts.sch.uk

Head Teacher: Miss Julie Brockerton

DATE

Dear PARENTS / CARERS

I am writing to inform you of my decision to suspend CHILD for a fixed period of XXX days. This means that HE/SHE/THEY will not be allowed in school for this period. The suspension begins at TIME on DATE and ends at TIME on DATE.

I realise that this suspension may well be upsetting for you and your family, but the decision to suspend NAME has not been taken lightly. NAME AND REASON FOR SUSPENSION. Having fully reviewed the incident, including the level of risk that arose during the episode, it has been decided to suspend NAME for the fixed term of XXX days.

I want to be very clear that this decision is not a punishment and it is not based on intent. The decision has been taken because the incident presented a significant and immediate risk to others / themselves / prevented the effective teaching and learning of themselves / others, and we need a short period of time to review and strengthen the support and risk management around NAME before HE / SHE / THEY return.

We will speak to you before NAME returns to school so that we can work together on the next steps. I know this is not easy to hear, and I want to reassure you that our focus is on getting the right support in place for NAME.

You have a duty to ensure that your child is not present in a public place in school hours during this suspension unless there is reasonable justification for this. 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 and times. If so, it will be for you to show reasonable justification.

You have the right to make representations about this decision to the governing body at Jacksdale Primary School. If you wish to make representations, please contact Mr J. Wakeling, Jacksdale Primary & Nursery School, Main Road, Jacksdale, Nottinghamshire, NG16 5JU, as soon as possible. Whilst the governing body has no power to direct reinstatement,

they must consider any representations you make and may place a copy of their findings on your child's school record.

You should also be aware that if you think the suspension relates to a disability your child has, and you think disability discrimination has occurred, you have the right to appeal, and/or make a claim, to the First Tier Tribunal (<http://www.justice.gov.uk/guidance/courts-and-tribunals/tribunals/send/index.htm>).

You may also find it useful to contact the Children's Legal Centre. They aim to provide free legal advice and information to parents on state education matters. They can be contacted **on** 0808 802 0008 **or on** <http://www.childrenslegalcentre.com/>. The advice line is open from 8am to 8pm Monday to Friday, except Bank Holidays and 24th December to the 1st January.

NAMES suspension expires at **TIME** on **DATE** and we expect **HIM / HER / THEM** to be back in school on **DATE**. Please attend the reintegration meeting along with **NAME** on **DATE** at **TIME**. **NAMED STAFF MEMBER** will lead the reintegration meeting.

Yours sincerely

REINTEGRATION MEETING:

| | | |
|---|-------------------------------|--|
| NAME: YEAR: | Previous suspensions : | Current suspension: (date and duration) |
| Previous Actions Taken (If applicable): <ul style="list-style-type: none">• | | |

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|-----------------------|
| What happened? |
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| | |
|-----------------------------------|---------------|
| What should have happened? | |
| Pupil: | Staff: |

| | |
|--|---------------|
| What have we learnt and what can we change? | |
| Pupil: | Staff: |

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|--|
| Is a physical risk assessment or a physical handling plan now needed? |
| A reviewed and updated risk assessment/safety plan will be completed in collaboration with the SENCo, relevant staff and parents to ensure that: |

| | | |
|------------------------|--------------------------------|------------------------|
| Signed (pupil): | Signed (parent/carers): | Signed (staff): |
| | | |