



Fixed-Term (Suspension) and Permanent Exclusion Policy

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1. Policy Statement

Active Futures Academy is committed to providing a safe, inclusive and supportive environment in which all pupils can engage positively in learning. Exclusion—whether fixed-term (suspension) or permanent—will only be used as a last resort when all other appropriate interventions have been exhausted or when a serious incident necessitates immediate action.

This policy aligns with relevant statutory guidance, including:

- Suspension and Permanent Exclusion from maintained schools, academies and pupil referral units in England
- Education Act 2002 and Education and Inspections Act 2006
- Equality Act 2010
- Keeping Children Safe in Education (KCSIE)

2. Key Principles

1. Fairness & Proportionality – Decisions must be lawful, reasonable and proportionate.
2. Last Resort – Exclusion will only be used when other interventions have been tried or the behaviour is sufficiently serious.
3. Safeguarding First – The welfare of the pupil and others is paramount.
4. SEND Consideration – Additional needs and EHCP provisions will always be reviewed.
5. Non-Discrimination – No exclusion will be influenced by protected characteristics.
6. Right to be Heard – Pupils will have the opportunity to give their version of events.
7. Parental Partnership – Parents/carers will be informed promptly and involved in the process.
8. Focus on Reintegration – Following a suspension, reintegration is planned and supportive.

3. Definitions

3.1 Fixed-Term Exclusion (Suspension)

A temporary removal from Active Futures Academy for a set number of days, up to a maximum of 45 days within an academic year (combined or separate). Work will be provided and pupils must not be in public spaces during school hours for the first five days unless supervised.

3.2 Permanent Exclusion

A decision that the pupil will not return to Active Futures Academy, used only for serious breaches or repeated behaviours where continued placement poses significant risk.

4. Reasons for Considering Exclusion

4.1 Serious Misconduct

- Physical assault against a pupil or staff member
- Possession or use of weapons
- Possession, supply, or use of illegal substances
- Serious bullying, discrimination, or harassment
- Sexual misconduct or harmful sexual behaviour
- Significant damage to property
- Serious defiance or refusal to follow safety instructions

4.2 Persistent Behaviour Concerns

Repeated behaviours that disrupt learning or place others at risk despite targeted intervention.

5. Decision-Making Process

Provision Leaders/Directors will:

1. Conduct a fact-finding investigation.
2. Consider safeguarding, SEND, trauma or contextual factors.
3. Evaluate previous interventions and behaviour support.
4. Decide whether exclusion is proportionate.
5. Make a written record of the decision.

Only the Provision Leaders/Directors may authorise an exclusion.

6. Notification Procedures

6.1 Parents/Carers

Parents/carers will be informed without delay via phone and written communication. They will receive:

- Reason(s) for exclusion
- Length and type of exclusion
- Details of their right to make representations
- Work arrangements during exclusion
- Reintegration meeting information (for suspensions)

6.2 Local Authority

The AP will notify the LA of:

- All permanent exclusions
- Suspensions over 5 days in a term

- Any exclusion involving missed examinations
- Daily exclusion returns, as required

7. Duration and Limits of Suspensions

- A pupil may not exceed 45 days of suspension in an academic year.
- If patterns emerge indicating unmet needs, the AP will review support plans.
- Internal alternatives may be considered as preventative measures.

8. Reintegration after Suspension

A reintegration meeting will be held with the pupil and parent/carer. This will include:

- Reviewing the incident
- Assessing wellbeing and support needs
- Adjusting pastoral or behaviour plans
- Agreeing a Reintegration Plan

9. Permanent Exclusion Procedure

Permanent exclusion may be used when:

- The incident is extremely serious
- Repeated behaviour persists despite high-level intervention
- Continuing to attend poses significant risk

After a permanent exclusion:

- Parents/carers are notified immediately in writing
- LA is informed

- Directors/management committee reviews the decision
- Parents/carers may access the Independent Review Panel (IRP)
- SEND Experts may be requested at IRP hearings

10. SEND, EHCP and Looked-After Children

Before exclusion, Active Futures Academy will:

- Consider whether behaviour relates to unmet needs
- Convene an urgent EHCP review if relevant
- Liaise with Virtual School for looked-after children
- Review reasonable adjustments

11. Recording, Monitoring and Governance

Active Futures Academy will maintain clear records of:

- Incident reports
- Exclusion decisions and letters
- Reintegration documentation
- Behaviour patterns and data

12. Appeals and Representation Rights

Parents/carers may make representations to the governing body/management committee. For permanent exclusions, they may request an Independent Review Panel (IRP) and a SEND expert.

13. Safeguarding Considerations

Staff must consider:

- Risk of missing education
- Risk of exploitation or unsafe environments
- Mental health and wellbeing

14. Review of Policy

This policy will be reviewed annually or sooner if statutory guidance changes.