Vernham Dean Gillum's Church of England Primary School
Suspension and Permanent Exclusion Policy

Vision Statement
Our vision is to develop "Courageous, Compassionate, Creative citizens for the future," reflecting the high standards and aspirations we hold for everyone in our school community. We celebrate each child's achievements and, through our engaging, purposeful and creative curriculum, support children to take risks, make informed decisions, solve problems and build resilience - essential life skills for the future.

Statement of Intent
In line with our vision and values, Vernham Dean Gillum's CE Primary treats any decision to suspend or permanently exclude a pupil as a serious, last-resort measure.

We are committed to nurturing every child, embedding trauma-informed practices, and ensuring reasonable adjustments are made for pupils with Special Educational Needs and Disabilities (SEND). A suspension or permanent exclusion will only occur in response to serious or persistent breaches of the school's Behaviour Policy, and where allowing the pupil to remain in school would seriously harm the education, safety, or welfare of the pupil or others.

This policy complies with DfE statutory guidance (Suspension and Permanent Exclusion) and Hampshire County Council Inclusion Support Services procedures.

Executive Headteacher's Responsibilities
Only the Executive Headteacher (or Acting Headteacher in their absence) has the power to suspend or permanently exclude a pupil on disciplinary grounds.

- **Lawful Process**: "Informal" or "unofficial" suspensions (e.g., sending a pupil home to "cool off") are unlawful, regardless of parental agreement. Every incident where a pupil is sent off-site for disciplinary reasons must be formally recorded.

- **Cancellation**: The Headteacher may cancel any suspension or exclusion that has not yet been reviewed by the Governing Board. Parents, the LA, and governors must be notified without delay if cancelled.

- **Parental Notification**: The Executive Headteacher will notify parents/carers without delay, providing immediate verbal notification followed by written confirmation outlining:

    - The exact reason(s) and duration of the suspension, or confirmation of permanent exclusion.

    - Parents' rights to make representations to the Governing Board and how the pupil may be involved.

    - The process for submitting representations and attending meetings (with representation or a friend at their own expense).

    - Details regarding the setting and marking of work during the first 5 days.

- **Statutory Notifications**: The Executive Headteacher must notify the Local Authority (Hampshire County Council), the Governing Board, the pupil's Social Worker (if applicable) and the Virtual School Head (if the pupils is a looked after child) without delay regarding:

    - Permanent exclusions (or suspensions made permanent).

    - Suspensions resulting in a pupil being excluded for more than 5 school days (or 10 lunchtimes) in a single term.

    - Any exclusion resulting in a missed public examination or national curriculum test (SATs).

- All other suspensions will be reported to the Governing Board and Local Authority on a termly basis.

Governing Board Duties:
The Governing Board has a statutory duty to consider parental representations and review suspensions and exclusions according to mandatory timeframes:

- **Within 15 School Days**: The Governing Board must convene a Discipline Committee meeting to consider:
  - Any permanent exclusion.
  - Any suspension that brings the pupil's total to more than 15 school days in one term.
  - Any suspension that results in the pupil missing a public examination or national curriculum test (SATs).
- **Within 50 School Days**: For suspensions totalling more than 5 but fewer than 15 school days in a term, if requested by the parents, the board must meet to consider representations within 50 school days.
- Fewer than 5 Days: The board must consider any written representations submitted by parents, but is not required to hold a formal meeting or reinstate the pupil.

Preventative Measures & Interventions
Before resorting to suspension or permanent exclusion, the school will explore early interventions:

- **Off-Site Direction**: Directing a pupil off-site to another school or educational setting to improve behaviour (under Section 29A of the Education Act 2002).
- **Managed Moves**: A structured, voluntary transfer to another school arranged with parental consent and supported by Hampshire County Council.
- **SEND Reviews**: Reviewing Education, Health and Care Plans (EHCP) or SEND support plans in collaboration with Hampshire Inclusion Support Services.

Types of Exclusions & Educational Provision
- **Lunchtime Suspensions**: Disruptive behaviour at lunchtime may result in an exclusion from school grounds for the lunch period only. Each lunch session counts as half a school day for statistical limits.
- **Suspensions (Fixed-Period)**: Limited to a maximum of 45 school days in a single academic year for an individual pupil. If a child transfers to the Federation mid-year, previous suspensions at other schools count towards this total.
  - **Days 1–5**: The school sets and marks appropriate work immediately. The curriculum work provided will account for individual learning needs and SEND support (including structured prompts for non-independent learners). Parents are legally required to ensure the child is not in a public place during school hours without reasonable justification.
  - **Day 6 onw**ards: The school must arrange suitable, full-time off-site educational provision.
- **Permanent Exclusion**: Reserved for severe or persistent breaches where all other interventions have failed and allowing the pupil to remain would compromise safety or education.
  - **Day 6 onwards**: Hampshire Local Authority assumes responsibility for providing full-time education.

Grounds & Interventions
A pupil will only be suspended or permanently excluded when early interventions, pastoral support, and behaviour plans have proven insufficient, or following an acute, severe incident.

Serious Misbehaviours Include:

- Persistent disruptive behaviour violating school rules and Christian values.
- Bullying of any form, including racist, homophobic, biphobic, transphobic, or disablist abuse.
- Verbal abuse, intimidation, or threatening behaviour against pupils or staff.
- Physical assault or violence against pupils or adults.
- Wilful damage to school or personal property.
- Theft.
- Serious misbehaviour occurring outside school grounds (within the immediate vicinity, on school transport, or where the child's conduct directly impacts school discipline or reputation).

Reintegration & Pastoral Support
To foster resilience and a return to our community built on Compassion and Hope:

1. **Reintegration Meeting**: Following any suspension, the Executive Headteacher or Senior Leadership Team will host a formal meeting with the parents and pupil before or on the morning of their return.
2. **Individual Plans**: The child's Individual Behaviour Management Plan (IBMP) or Pastoral Support Plan (PSP) will be reviewed or established.
3. **Outreach & Targeted Support**: Where appropriate, the school will deploy internal pastoral interventions or engage external Hampshire Inclusion Support Services to prevent further risk of exclusion.

Date of Policy Update: September 2026
Date of Review: September 2027

Signed:  Dated: 24th September 2026
Ian Hickman – Executive Headteacher

Signed:  Dated: 24th September 2026
Paul Nicoll – Chair of Governors