

Farnborough Road Infant School



Suspension and Permanent Exclusion Policy

'Learning, Caring and Achieving Together'



Purpose

Farnborough Road Infant School (FRIS) is committed to providing a calm, safe, supportive and inclusive environment in which all children can learn and thrive. Suspension and permanent exclusion are serious disciplinary measures. They will be used lawfully, fairly and proportionately, with permanent exclusion used only as a last resort. This policy should be read alongside the school Relationships and Behaviour Policy, SEND Policy, Safeguarding and Child Protection Policy and Equality information and objectives.

Statutory Guidance and Legal Framework

This policy is based on Sefton Council's Suspensions and Exclusions guidance (September 2026) and the Department for Education statutory guidance School suspensions and permanent exclusions (July 2026), effective from 26 July 2026. The revised framework strengthens expectations around inclusion, safeguarding, pupil movement, record-keeping and governance while retaining the established legal threshold for suspension and permanent exclusion.

- Education Act 2002 and Education and Inspections Act 2006, as amended;
- Equality Act 2010;
- Children and Families Act 2014 and SEND Code of Practice;
- Keeping Children Safe in Education;
- DfE statutory guidance on school suspensions and permanent exclusions (July 2026); and
- Sefton Council Suspensions and Exclusions guidance (September 2026).

Principles

FRIS will ensure that decisions are lawful, reasonable, fair and proportionate and that safeguarding, equality and SEND duties are considered throughout. The school will not use informal or unofficial exclusions. Pupils will not be sent home for disciplinary reasons without the formal suspension or permanent exclusion process being followed.

The school will consider appropriate support and intervention before permanent exclusion where circumstances allow. Sefton guidance states that permanent exclusion remains a last resort and that alternative strategies should be considered where appropriate. If a child is at risk of permanent exclusion, the school will contact its allocated Sefton Inclusion Consultant at the earliest opportunity to explore interventions, support and alternative approaches.

Authority to Suspend or Permanently Exclude

Only the Headteacher can suspend or permanently exclude a pupil on disciplinary grounds. The decision will be taken on the civil standard of proof - the balance of probabilities - and will be based on the circumstances and evidence available. A suspension is for a fixed period. A permanent exclusion means that the pupil will no longer attend FRIS unless reinstated by the Governing Body or following the statutory review process.

A permanent exclusion may be considered where there has been a serious breach, or persistent breaches, of the school's Relationships and 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. Permanent exclusion will not be imposed in the heat of the moment; the Headteacher will consider the evidence, relevant context, mitigating factors, support provided and the pupil's individual circumstances.

SEND, Disability and Vulnerable Pupils

FRIS recognises the disproportionate impact that suspension and permanent exclusion can have on vulnerable pupils. Before making a decision, the Headteacher will consider whether a pupil's SEND, disability, communication needs, developmental stage, social care involvement, looked-after status, previously looked-after status or other vulnerability is relevant to the behaviour and decision. The school will consider reasonable adjustments and whether unmet needs require further assessment, support or intervention.

Where appropriate, the SENDCo, Designated Safeguarding Lead, relevant professionals, parents/carers and the pupil will contribute to planning. For looked-after children, the Virtual School will be involved; where a child has a social worker, the social worker will be informed and involved as required. Sefton guidance places particular emphasis on

monitoring outcomes for pupils with SEND, looked-after and previously looked-after children, children with social workers and other vulnerable groups.

Safeguarding Separation

Safeguarding separation is distinct from suspension or permanent exclusion. It may be used where a pupil is temporarily prevented from attending school, or from contact with another pupil, because of an identified safeguarding risk rather than as a disciplinary sanction. It must not be used to avoid the statutory exclusion process. FRIS will record why separation is necessary, why less restrictive alternatives are insufficient, how education will continue, how the arrangement will be reviewed and how it will end. Reintegration planning will follow significant safeguarding separation.

Off-site Direction, Managed Moves and Off-rolling

Where an alternative intervention is considered, FRIS will follow the statutory and Sefton requirements. Any off-site direction will have clear reasons, objectives, duration and review arrangements, with appropriate information sharing about education, safeguarding and SEND needs. Progress, attendance, behaviour, safeguarding and reintegration will be reviewed.

Managed moves must be voluntary and comply with admissions legislation and the School Admissions Code. Trial managed moves are not lawful and a pupil will not be excluded because they or their parent refuses a managed move. FRIS will not remove a pupil from roll, encourage a pupil to leave or move a pupil between settings in order to improve performance, attendance or inspection outcomes.

Suspension - Decision and Notification

Where the Headteacher decides to suspend a pupil, parents/carers will be informed without delay and the decision will be confirmed in writing using the appropriate Sefton model letter. The letter will state the period and dates of suspension, the reason, the relevant breach of the school policy, arrangements for education, the parent's right to make representations and any applicable governing body review arrangements.

For a child who is looked after, the relevant Virtual School will receive the required notification. Where a child is open to Children's Social Care, the allocated social worker will also be notified. The school will make the required notifications to the Local Authority and Governing Body in accordance with statutory guidance and Sefton procedures.

Education During a Suspension

FRIS will set appropriate work during a suspension and will make arrangements for it to be completed and returned for marking. Where a suspension, or consecutive suspensions, lasts for more than five school days, suitable full-time education will be arranged from the sixth school day. The school will ensure that educational arrangements take account of the pupil's age, SEND, safeguarding needs and individual circumstances.

Reintegration Following Suspension

Following a suspension, FRIS will support a positive and successful return to school. A reintegration meeting will normally be offered with the pupil and parent/carer to review what happened, identify support needed, agree strategies for a fresh start and reduce the risk of further suspension. Reintegration will be supportive and restorative and will not be used to delay the pupil's return to school.

Permanent Exclusion

Permanent exclusion is a last resort. Before deciding to permanently exclude, the Headteacher will consider the individual circumstances of the case, the seriousness and impact of the behaviour, relevant evidence, previous interventions and support, SEND and equality duties, safeguarding information, and whether appropriate alternatives have been explored. Where a pupil is at risk of permanent exclusion, FRIS will seek early advice from its allocated Sefton Inclusion Consultant.

Parents/carers will be notified without delay and in writing using the Sefton model letter. The school will provide work for the first five school days. From the sixth school day following a permanent exclusion, the Local Authority is responsible for arranging suitable full-time education. The school will provide the Local Authority with the information needed to support continuity of education and safeguarding.

Notification to Sefton Local Authority

Where the Headteacher permanently excludes a pupil, the Local Authority Notification of Permanent Exclusion form at Appendix 1 will be completed and submitted to Sefton Local Authority within one school day of the decision. The form records school and pupil details, SEND and vulnerability information, the reason and circumstances of the exclusion, exclusion history, previous interventions and support, safeguarding and risk information, and education arrangements from Day 6.

Governing Body Responsibilities

The Governing Body will fulfil its statutory duties to consider suspensions and permanent exclusions and will determine whether reinstatement is appropriate where a formal review is required. For a permanent exclusion, the Governing Body must meet to consider the Headteacher's decision no later than the fifteenth school day after it is notified of the exclusion. Parents/carers and the pupil have the right to make representations and may be accompanied by a friend or representative. Where applicable, the Virtual School Head and/or social worker will be informed and invited to attend and make representations.

When considering a case, governors will consider whether the Headteacher's decision was lawful, reasonable, fair and proportionate, taking account of the school's behaviour policy, equality duties, safeguarding considerations, known SEND, mitigating circumstances, support previously provided and DfE statutory guidance. If the Governing Body decides not to reinstate a permanently excluded pupil, parents/carers have the right to request an Independent Review Panel.

Governance, Monitoring and Inclusion Oversight

The Governing Body will monitor and challenge data and practice relating not only to suspensions and permanent exclusions but also off-site directions, managed moves, pupil movement, potential off-rolling and patterns affecting vulnerable groups. Governors will seek assurance that exclusion is genuinely a last resort, interventions are lawful and effective, safeguarding separation is necessary and proportionate, and no group is disproportionately represented without appropriate scrutiny and response.

Cancellation of a Suspension or Permanent Exclusion

Where permitted by statutory guidance, the Headteacher may cancel a suspension or permanent exclusion before it has been reviewed by the Governing Body. Parents/carers will be informed in writing, the Governing Body and Local Authority will be notified as required, and the Virtual School and/or social worker will be informed where applicable. The pupil may return to school on the date specified and appropriate reintegration arrangements will be made.

Recording and Evidence

FRIS will maintain clear, accurate and contemporaneous records of incidents, investigations, witness accounts, pupil voice, parent communication, support and interventions, reasonable adjustments, risk assessments, decision-making, notifications, educational provision and reintegration. Records will demonstrate that decisions have been considered carefully and that statutory safeguarding, equality and SEND duties have been addressed.

Review of this Policy

This policy will be reviewed annually, or sooner if statutory guidance or Sefton Council procedures change. The Governing Body will receive appropriate information about suspensions, permanent exclusions and related pupil movement and will hold leaders to account for lawful, inclusive and proportionate practice.

References

- Department for Education: School suspensions and permanent exclusions - statutory guidance (July 2026).
- Sefton Council: Suspensions and Exclusions (September 2026).
- Farnborough Road Infant School: Relationships and Behaviour Policy (June 2026).

Policy approved by	Governing Body
Date approved	
Review date	September 2027
Headteacher	Jennifer Sephton

APPENDIX 1

Sefton Local Authority Notification of Permanent Exclusion

Official template supplied by Sefton - September 2026

LOCAL AUTHORITY NOTIFICATION OF PERMANENT EXCLUSION

To be completed and submitted to the Local Authority within one school day of the Headteacher's decision to permanently exclude a pupil.

SECTION 1: SCHOOL DETAILS

School Name: _____

DfE Number: _____

School Address: _____

Headteacher: _____

Named Contact for Enquiries: _____

Telephone Number: _____

Email Address: _____

Date of Permanent Exclusion Decision: _____

Effective Date of Permanent Exclusion: _____

SECTION 2: PUPIL DETAILS

UPN: _____

Legal Surname: _____

Legal Forename(s): _____

Preferred Name (if different): _____

Date of Birth: _____

Year Group: _____

Gender: _____

Ethnicity: _____

Home Address: _____

Parent/Carer Name(s): _____

Parent/Carer Contact Number(s): _____

Parent/Carer Email: _____

SECTION 3: ADDITIONAL NEEDS AND VULNERABILITY INFORMATION

SEND Status

- | | |
|--|---|
| ☐ EHCP | ☐ SEND Support |
| ☐ EHCP Assessment in Progress | ☐ No Identified SEND |

Primary Need (if applicable):

Vulnerability Indicators

- | | |
|--|--|
| ☐ Child in Need | ☐ Young Carer |
| ☐ Child Protection Plan | ☐ Youth Justice Service Involvement |
| ☐ Child Looked After | ☐ Young Person at Risk of Criminal Exploitation |
| ☐ Previously Looked After Child | ☐ Young Person at Risk of Sexual Exploitation |
| ☐ Care Leaver | ☐ None Known |
| ☐ Early Help | |

Involvement of Professionals

- | | |
|---|--|
| ☐ Social Worker | ☐ School Nurse |
| ☐ Early Help Worker | ☐ Youth Justice Worker |
| ☐ Educational Psychologist | ☐ Family Support Worker |
| ☐ CAMHS | ☐ Other |

Details:

SECTION 4: EXCLUSION INFORMATION

Primary Exclusion Reason Code

- | | |
|--|---|
| ☐ AB Misandry behaviour | ☐ DR Drug related |
| ☐ AR Alcohol related | ☐ DS Abuse relating to disability including bullying |
| ☐ BU Bullying | ☐ LD Persistent disruptive behaviour / low-level disruption |
| ☐ BW Bringing a weapon or prohibited item into school | ☐ LG Abuse against sexual orientation and gender identity including bullying |
| ☐ CB Challenging/unacceptable behaviour | ☐ MB Misogynistic behaviour |
| ☐ DM Damage to property | |

- ☐ MP Use of mobile phone
- ☐ MT Inappropriate use of social media or online technology
- ☐ OS Misbehaviour outside school
- ☐ OW Use or threat of use of an offensive weapon or prohibited item
- ☐ PA Physical assault against an adult
- ☐ PH Wilful and repeated transgression of protective measures
- ☐ PP Physical assault against a pupil
- ☐ RA Racist abuse including bullying

- ☐ SB Harmful sexual behaviour
- ☐ SM Sexual misconduct
- ☐ SR Smoking
- ☐ TB Cyber-bullying/threatening behaviour online
- ☐ TH Theft
- ☐ VA Verbal abuse/threatening behaviour against an adult
- ☐ VP Verbal abuse/threatening behaviour against a pupil
- ☐ VR Vape related

Date of Incident Leading to Exclusion

Detailed Summary of Incident(s)

Provide a factual summary of the events leading to the permanent exclusion decision:

SECTION 5: EXCLUSION HISTORY

Suspensions

Number of suspensions this academic year: _____

Number of suspensions in previous academic year: _____

Total days suspended this academic year: _____

Previous Interventions

- | | |
|---|---|
| ☐ Pastoral Support Plan | ☐ Educational Psychology |
| ☐ Behaviour Support Plan | ☐ Counselling |
| ☐ SEND Support Plan | ☐ Early Help Support |
| ☐ Alternative Provision | ☐ Team Around the Family |
| ☐ Offsite Direction Discussion | ☐ Offsite Direction |
| ☐ Outreach Support | |
| ☐ Other | |

Details:

SECTION 6: SUPPORT PROVIDED PRIOR TO EXCLUSION

Outline interventions undertaken before the exclusion decision:

SECTION 7: SAFEGUARDING INFORMATION

Current Safeguarding Concerns

☐ Yes

☐ No

If yes, provide details:

Is the pupil currently open to:

☐ Early Help

☐ Child Protection

☐ Children's Social Care

☐ Youth Justice Service

☐ Other

Details:

SECTION 8: RISK ASSESSMENT AND SAFETY PLANNING

Has a risk assessment been completed?

☐ Yes (copy attached)

☐ No

☐ In Progress

Does the pupil present risks in any of the following areas?

Risk Area	Yes	No
Risk to other pupils	☐	☐
Risk to staff	☐	☐
Risk to self	☐	☐
Absconding / Missing Education	☐	☐
Damage to property	☐	☐
Substance Misuse	☐	☐

Risk Area	Yes	No
Weapons possession	☐	☐
Criminal exploitation	☐	☐
Sexualised behaviour	☐	☐
Harmful sexual behaviour	☐	☐
Online safety concerns	☐	☐
Gang affiliation concerns	☐	☐
Other	☐	☐

Summary of Identified Risks

Strategies Implemented by School

☐ Individual Risk Assessment

☐ Behaviour Support Plan

☐ Positive Handling Plan

☐ Pastoral Support Plan

☐ Alternative Provision

☐ Enhanced Supervision

☐ Other

Details:

☐ Reduced Timetable

☐ SEND Provision

☐ Early Help

☐ Multi-Agency Support

Relevant Agencies Holding Risk Information

☐ Social Care

☐ Early Help

☐ Police

☐ Youth Justice Service

☐ CAMHS

☐ SEND Team

☐ Educational Psychology

☐ Alternative Provision

☐ Other

Details:

SECTION 9: EDUCATION FROM DAY 6

Has education provision been arranged from Day 6?

☐ Yes

☐ No

If yes, provide details

Provider:

Start Date: