

SUSPENSION AND EXCLUSION POLICY

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1.0 SCOPE AND PUBLICATION

- 1.1 The policy sets out guidelines and circumstances under which a student may be suspended or permanently excluded from Brentside Primary Academy and applies to all, including those who may be below or above compulsory school age. The policy is available on the school website and can be made available in large print or other accessible formats if required.
- 1.2 In this policy the term Headteacher also includes any person formally appointed as Acting Headteacher.

2.0 RELATIONSHIP TO OTHER POLICIES

- 2.1 This policy should be read in conjunction with relevant school policies, particularly the
 - School Behaviour Policy
 - Special Educational Needs Policy
 - The Child protection and Safeguarding Policy.
 - It also has a close inter-relationship with the Anti-Bullying Policy and Attendance and Punctuality Policy.

3.0 GUIDANCE AND LEGISLATION

- 3.1 This policy is drafted to be compliant with the Exclusion from maintained schools, academies and student referral units in England (September 2023) statutory guidance.
- 3.2 This policy contains a summary of the statutory guidance and is not intended to provide a full account of all the guidance content which should be read alongside this policy.
- 3.3 The non-statutory government guidance Behaviour in Schools (September 2022) is also very relevant.
- 3.4 This policy takes account of our public sector equality duty set out in section 149 of the Equality Act 2010.



4.0 STATEMENT OF PRINCIPLES

- 4.1 Permanent exclusion will only be used as a last resort, in response to a serious breach or persistent breaches of the School Behaviour Policy; **and** where allowing the student to remain in school would seriously harm the education or welfare of the student or others in the school.
- 4.2 We seek to reduce the number of incidents leading to a suspension and permanent exclusion by promoting a positive atmosphere of mutual respect and discipline within the school.
- 4.3 We regularly monitor the number of suspensions and permanent exclusions to ensure that no group of students is unfairly disadvantaged through their use and that any underlying needs of individuals are being fully met.

5.0 OFF-ROLLING

- 5.1 Our school is aware that off-rolling is unlawful. Ofsted defines off-rolling as:
The practice of removing a student from the school roll without a formal, permanent exclusion or by encouraging a parent/carer to remove their child from the school roll, when the removal is primarily in the interests of the school rather than in the best interests of the student.
- 5.2 We will not suspend or exclude students unlawfully by directing them off site, or not allowing students to attend school:
 - Without following the statutory procedure or formally recording the event, e.g. sending them home to 'cool off'.
 - Because they have special educational needs and/or a disability (SEND) that the school feels unable to support. In this instance clear communication with the parents and local authority will be made in order to support the pupil to attend school even if this is on a part time basis.
 - Due to poor academic performance.
 - Because they have not met a specific condition, such as attending a reintegration meeting.
 - By exerting undue influence on a parent/carer to encourage them to remove their child from the school.

6.0 AUTHORITY TO SUSPEND OR PERMANENTLY EXCLUDE

- 6.1 Permanent exclusions can only be authorised by the Headteacher, after discussion with chair of governors.
- 6.2 Suspensions can only be authorised by the Headteacher, after consultation with other members of the SLT and the chair of governors would be informed. These decisions must not be delegated to anyone else (other than an Acting Headteacher).
- 6.3 The final decision will always rest with the Headteacher.
- 6.4 The Headteacher must always seek legal advice where any potential suspension or permanent exclusion involves a child with special educational needs or a disability (SEND), or a looked-after or previously looked-after child or for any exclusion where the circumstances are particularly complex.



7.0 DECISION TO SUSPEND OR PERMANENTLY EXCLUDE

- 7.1 A student may be suspended for one or more fixed periods, up to a maximum of 45 school days in a single academic year.
- 7.2 A student can also be excluded permanently.
- 7.3 A decision to permanently exclude a student will only be taken:
- In response to a serious breach, or persistent breaches, of the School Behaviour & Ethos Policy; **and** where a student's behaviour means that allowing the student to remain in school would seriously harm the education or welfare of the student or others in the school.
- 7.4 The decision will always be:
- Lawful
 - Rational
 - Reasonable
 - Fair
 - Proportionate
- 7.5 When establishing the facts in relation to a possible exclusion, the Headteacher will always apply the civil standard of proof i.e., on the balance of probabilities it is more likely than not that a fact is true, rather than the criminal standard of 'beyond reasonable doubt.'

8.0 STEPS TO TAKE BEFORE ISSUING A SUSPENSION OR PERMANENT EXCLUSION

8.1 Before issuing a suspension or permanent exclusion the Headteacher will:-

8.1.1 Investigate and collect evidence

Ensure that a thorough investigation has been carried out and consider all the relevant facts and evidence on the balance of probabilities, including whether the incident(s) leading to the exclusion were provoked. As per the School Behaviour, the Headteacher may consider the behaviour of a student outside school as grounds for an exclusion or suspension.

8.1.2 Ensure the student has a voice

Allow and encourage the student to give their version of events. The Headteacher will give the student an opportunity to present his or her case taking into account their age and understanding, before taking the decision to exclude or suspend unless it would not be appropriate to do so. Students who need support to express their views will be allowed support of an advocate, such as a parent/carer or social worker.

8.1.3 Consider the vulnerability of the student

Find out whether the student comes into a category that is known to be a particularly vulnerable group (e.g., students with SEND, free school meal (FSM) students; looked after children; students with a social worker; certain ethnic groups; (for example traveller children) and consider whether all supportive and preventative strategies have been fully utilised.



8.1.4 Consider SEND of the student

Where a student has any SEND, the Headteacher will consider if any reasonable adjustments need to be made and use the Avoiding Exclusion Toolkit to ensure the student has been provided with adequate support and to consider whether any further support can be provided. The Headteacher will seek to understand the underlying cause of the behaviour and consider whether the student's SEND influenced their behaviour and if it did, whether it is still appropriate to issue the sanction or any sanction at all.

8.1.5 Review the involvement of a Social worker/VSH

Where a student has a social worker or a Virtual School Head (VSH) the Headteacher will ensure they and, as appropriate, any parent/carers; the Designated Safeguarding Lead; and the designated lead for Looked-After Children are involved as early as possible in relevant conversations.

8.1.6 Consider alternatives

Consider whether all relevant initial intervention strategies set out in the Behaviour in Schools guidance and alternative solutions have been explored, including an off-site direction or managed move.

8.1.7 Review any mitigating circumstances

Take into account possible short-term mitigating circumstances such as bereavement, mental health issues etc.

8.1.8 Review safeguarding concerns

Consider whether there are any safeguarding concerns and whether the Designated Safeguarding Lead should be consulted.

8.1.9 Seek guidance

Guidance available from CEFM or legal associates. The Headteacher has access to a Pre-Exclusion Checklist to ensure all legal considerations have been made.

8.2 The Headteacher will keep a written record of the actions taken including the signed statements of witnesses. Any exclusion of a student, even for short periods of time, will be formally recorded.

8.3 The Headteacher will not:-

- Exclude or suspend any student for non-disciplinary reasons
- Use exclusion informally or unofficially, students will not be sent home to 'cool off' even with parent/carers' permission, if a child has been injured or is overly distressed or dysregulated, leading to them feel unwell or unable to attend school then their parent may be called to support them.
- Extend or 'convert' a suspension into a permanent exclusion. In exceptional cases, usually where further evidence has come to light, a further suspension may be issued to begin immediately after the first suspension; or a permanent exclusion may be issued to begin immediately after the end of the suspension.



9.0 BEHAVIOUR RELATED TO A PROTECTED CHARACTERISTICS

- 9.1 We will take care to ensure that a decision to exclude or suspend does not involve any kind of discrimination as defined by the Equality Act 2010. We will not discriminate against students on the basis of protected characteristics, such as disability or race.
- 9.2 The school will make reasonable adjustments for managing behaviour which is related to a student's disability. Where permanent exclusion or suspension needs to be considered, the school will ensure that a student with a disability is able to present his or her case fully where the disability might hinder this.
- 9.3 We recognise that disruptive behaviour can be an indication of unmet needs. Where we have concerns about a student's behaviour, we will try to identify whether there are any causal factors and try to intervene early in order to reduce the need for a subsequent sanction. We will consider whether a multi-agency assessment that goes beyond a student's educational needs is required.
- 9.4 Where a student has SEND or an EHC Plan and we have concerns about their behaviour, we will work in partnership with others to consider what additional support or alternative placement may be required. A reduced timetable may be deemed appropriate before an exclusion is considered.
- 9.4 We will use the Avoiding Exclusions Toolkit to help avoid exclusions for students with SEND and help ensure these students are fully supported in school and in liaison with other agencies.
- 9.5 We will also work proactively with parent/carers in supporting behaviour of students with additional needs.

10.0 INTERNAL & LUNCHTIME SUSPENSIONS

10.1 Internal Suspensions

- 10.1.1 The Headteacher has the option to utilise an internal suspension.
- 10.1.2 Rather than sending a pupil home, the pupil will serve their suspension on school grounds. The pupil will spend time in alternative classrooms and playgrounds and will not interact with their own year group. It is at the Headteacher's discretion as to whether or not a suspension should be served in school.

10.2 Lunchtime Suspensions

- 10.2.1 A suspension can be for parts of the school day. For example, students whose behaviour at lunchtime is disruptive may be suspended from the school premises for the duration of the lunchtime period only, then back into school in the afternoon. In such cases the legal requirements in relation to suspensions, such as the Headteacher's duty to notify parent/carers, still apply.
- 10.2.2 Lunchtime suspensions are counted as half a school day for statistical purposes.

Headteacher: Caroline Crosdale

11.0 ACTION FOLLOWING ANY SUSPENSION OR PERMANENT EXCLUSION

11.1 Informing parent/carers

11.1.1 The Headteacher will provide the following information to parent/carers of a suspended or permanently excluded student (or the student if they are 18 or older), without delay (usually by phone initially and then followed up in a letter):

- The reason(s) for the suspension or permanent exclusion.
- The length of a suspension or, for a permanent exclusion, the fact that it is permanent.
- Information about parent/carers' right to make representations to the governing body and how the student may be involved in this.
- where there is a legal requirement for the governors panels to consider the reinstatement of a student, and that parent/carers have a right to attend a meeting, be represented at a meeting (at their own expense) and to bring a friend
- The Headteacher will also notify parent/carers **by the end of the afternoon session** on the day their child is suspended or permanently excluded:
- That for the first five school days of a suspension or permanent exclusion, or until the start date of any alternative provision where this is earlier, parent/carers are legally required to ensure that their child is not present in a public place during school hours without a good reason. Parent/carers may be given a fixed penalty notice or prosecuted if they fail to do this.

11.1.2 If alternative provision is being arranged, the following information will be included when notifying parent/carers of an exclusion:

- The start date for any provision of full-time education that has been arranged.
- The start and finish times of any such provision, including the times for the sessions, where relevant.
- The address at which the provision will take place.
- Any information required by the student to identify the person they should report to on the first day.

11.1.3 Where this information on alternative provision is not reasonably ascertainable by the end of the afternoon session, it may be provided in a subsequent notice, but it will be provided no later than 48 hours before the provision is due to start. The only exception to this is where alternative provision is to be provided before the sixth day of an exclusion, in which case the information can be provided with less than 48 hours' notice with parent/carers' consent.

11.1.4 The Ealing local authority has provided template letters available for the Head teacher to communicate this information to parent/carers with further detail as to what must be included. This letter should be sent without delay.

11.1.5 It may be required to send an initial holding letter until full details of an investigating has been completed.

11.1.6 There are a number of template letters that should be used when initially informing a parent/guardian of a suspension or permanent exclusion they are. These templates are available on the EGFL exclusions and suspensions page <https://www.egfl.org.uk/services-children/exclusions-and-suspensions#notification> :-

- Up to 5 days of suspensions
- Between 6-15 days of suspension (Adds details of Alternative provision and GDC option)
- Over 5 days of cumulative suspension within 1 term (Adds GDC option)
- Suspension of over 15 days (Adds details of Alternative provision and GDC option)
- Lunch time suspension
- Internal suspension letter
- Pending permanent exclusion
- Permanent exclusion letter



Headteacher: Caroline Crosdale

11.2 Informing the Governing board

11.2.1 The Headteacher will immediately notify the Chair of Governors of:-

- A permanent exclusion.
- Suspensions which would result in the student being excluded for more than five school days (or more than 10 lunchtimes) in a term.
- Suspensions which would result in the student missing a public examination.

11.3 Informing the Local Authority (LA)

11.3.1 The Headteacher will notify the LA of all suspensions and permanent exclusions without delay, regardless of the length of a suspension.

11.3.2 The notification will include:

- The reason(s) for the suspension or permanent exclusion.
- The length of a suspension or, for a permanent exclusion, the fact that it is permanent.

11.3.3 Notify Ealing Council using one of the following forms <https://www.egfl.org.uk/services-children/exclusions-and-suspensions#notification> :-

- Suspension Notification Form
- Permanent Exclusion Notification Form

11.3.4 For a permanent exclusion, if the student lives outside the LA in which the school is located, the headteacher will also, without delay, inform the student's 'home authority' of the exclusion and the reason(s) for it.

11.4 Informing the student's social worker and/or virtual school head (VSH)

11.4.1 As noted above, if a:

- Student with a social worker is at risk of suspension or permanent exclusion, the Headteacher will inform the social worker as early as possible.
- Student who is a looked-after child (LAC) is at risk of suspension or exclusion, the Headteacher will inform the VSH as early as possible.

11.4.2 This is in order to work together to consider what factors may be affecting the student's behaviour, and what further support can be put in place to improve the behaviour.

11.4.3 If the Headteacher decides to suspend or permanently exclude a student with a social worker / a student who is looked after, they will inform the student's social worker / the VSH, as appropriate, without delay, that:

- They have decided to suspend or permanently exclude the student.
- The reason(s) for the decision.
- The length of the suspension or, for a permanent exclusion, the fact that it is permanent.
- The suspension or permanent exclusion affects the student's ability to sit a National Curriculum test or public exam (where relevant).

11.4.4 The social worker/VSH will be invited to any meeting of the school about the suspension or permanent exclusion. This is so they can provide advice on how the student's background and/or circumstances may have influenced the circumstances of their suspension or permanent exclusion. The social worker should also help ensure safeguarding needs and risks and the student's welfare are taken into account.



12.0 ALTERNATIVE EDUCATION

12.1 During the first five days of a suspension

- 12.1.1 During the first five days of a suspension, the Headteacher will take steps to ensure that achievable and accessible work is set for the pupil. Online pathways such as 'Purple Mash' may be used for this. If the student has a special educational need or disability, the Headteacher will make sure that reasonable adjustments are made to the provision where necessary.
- 12.1.2 If the student is looked after or if they have a social worker, the school will work with the LA to arrange AP from the first day following the suspension. Where this is not possible, the school will take reasonable steps to set work for the student, including the use of online pathways.

12.2 For a suspension of more than five school days

- 12.2.1 For a suspension of more than five school days for a student of compulsory school age, the school will arrange suitable full-time education in partnership with the local authority, for the student to begin no later than the sixth day of the suspension. However, the school will attempt to start this provision as soon as possible.
- 12.2.2 Where a student receives consecutive suspensions, these are regarded as a cumulative period of suspension for the purposes of this duty. This means that if a student has more than five consecutive school days of suspension, then education must be arranged for the sixth school day of suspension, regardless of whether this is as a result of suspension or more than one suspension.
- 12.2.3 For permanent exclusions, the student's home LA has responsibility for arranging suitable full-time education for the student.

13.0 REINTEGRATION

13.1 Reintegration Strategy

- 13.1.1 Following suspension or any cancelled suspension or cancelled permanent exclusion, the school will put in place a strategy to help the student reintegrate successfully into school life and full-time education.
- 13.1.2 Where necessary, the school will work with third-party organisations to identify whether the student has any unmet special educational and/or health needs.
- 13.1.3 The following measures may be implemented, as part of the strategy, to ensure a successful reintegration into school life:
- Maintaining regular contact during the suspension and welcoming the student back to school.
 - Daily contact in school with a designated pastoral professional.
 - Mentoring by a trusted adult
 - Regular reviews with the student and parent/carers to praise progress being made and raise and address any concerns at an early stage.
 - Informing the student, parent/carers and staff of potential external support.
 - A part time timetable maybe required to settle the child back into the school.
- 13.1.4 The strategy will be regularly reviewed and adapted where necessary throughout the reintegration process in collaboration with the student, parent/carers, and other relevant parties.



13.2 Reintegration Meeting

- 13.2.1 The school will explain the reintegration strategy to the student in a reintegration meeting before or on the student's return to school. During the meeting the school will communicate to the student that they are getting a fresh start and that they are a valued member of the school community.
- 13.2.2 The student, parent/carer, a member of senior staff, and any other relevant staff will be invited to attend the meeting. The meeting can proceed without the parent/carer if they cannot or do not attend.
- 13.2.3 This meeting will seek to establish ways in which further suspension or permanent exclusion can be avoided and behaviour modified to acceptable standards in partnership between student, parent/carer, and school.

14.0 CANCELLING A SUSPENSION OR PERMANENT EXCLUSION

- 14.1 The Headteacher may cancel a suspension or permanent exclusion that has already begun, but this will only be done where it has not yet been reviewed by the governors.
- 14.2 Where there is a cancellation:
 - The parent/carers, governors and LA will be notified without delay.
 - Where relevant, any social worker and Virtual School Head will notified without delay.
 - Parent/carers will be offered the opportunity to meet with the Headteacher to discuss the cancellation.
 - The Headteacher will report to the governors once per term on the number of cancellations; and
 - The student will be allowed back in school.

15.0 CONSIDERING THE REINSTATEMENT OF A STUDENT (GDC PANEL)

- 15.1 BPA governors have delegated responsibility for reviewing suspensions and permanent exclusions. The academy will established a Governors Disciplinary Committee (GDC) for this purpose.
- 15.2 The Clerk to the academy will arrange a GDC panel to consider the reinstatement of an excluded student within 15 school days of receiving the notice if:
 - The exclusion is permanent
 - It is a suspension which would bring the student's total number of school days of exclusion to more than 15 (including 15.5 days) in a term
 - It would result in a student missing a public examination.
- 15.3 If requested to do so by parent/carers, a GDC panel will consider the reinstatement of a suspended or permanently excluded student within 50 school days of receiving notice ,if the student would be suspended from school for more than five school days, but less than 16, in a single term.
- 15.4 **The GDC Panel**
 - 15.4.1 The GDC panel will consist of at least three Governors, Members or Trustees.
 - 15.4.2 The panel members must be impartial and not be conflicted in taking a place on the GDC panel through, for example, a personal connection with the excluded student or his or her family.
 - 15.4.3 Where an exclusion would result in a student missing a public examination or national curriculum test, a GDC panel will consider the reinstatement of the student, as far as reasonably practicable, before the date of the examination or test. If it is not practicable for a sufficient number of panel members to consider the decision before the examination or test, a smaller sub-committee may make the decision.
 - 15.4.4 The GDC panel can either:
 - Decline to reinstate the student, or
 - Direct the reinstatement of the student immediately, or on a particular date.



Headteacher: Caroline Crosdale

15.5 Panel Decision

- 15.5.1 In reaching a decision, the GDC panel will consider whether the exclusion or suspension was:-
- Lawful
 - Reasonable
 - Procedurally fair
 - Whether the Headteacher followed their legal duties.
- 15.5.2 They will decide whether or not a fact is true 'on the balance of probabilities', which differs from the criminal standard of 'beyond reasonable doubt', as well as any evidence that was presented in relation to the decision to exclude.
- 15.5.3 Minutes will be taken of the meeting, and a record of evidence considered kept. The outcome will also be recorded on the student's educational record.
- 15.5.4 The GDC will notify, in writing, the Headteacher, parent/carers, the LA (and where relevant the social worker and VSH) of its decision, along with reasons for its decision, without delay.
- 15.5.5 Where an exclusion is permanent, the GDC's decision will also include the following:
- The fact that it is permanent.
 - Notice of parent/carers' right to ask for the decision to be reviewed by an independent review panel
 - The date by which an application for an independent review must be made
 - The name and address to whom an application for a review should be submitted
 - That any application should set out the grounds on which it is being made and that, where appropriate, reference to how the student's SEND are considered to be relevant to the exclusion
 - That, regardless of whether the excluded student has recognised SEND, parent/carers have a right to require the school to appoint a SEND expert to attend the review
 - Details of the role of the SEND expert and that there would be no cost to parent/carers for this appointment
 - That parent/carers must make clear if they wish for a SEND expert to be appointed for a review
 - That parent/carers may, at their own expense, appoint someone to make written and/or oral representations to the panel, and parent/carers may also bring a friend to the review.
 - That if parent/carers believe that the exclusion has occurred as a result of discrimination, they may make a claim under the Equality Act 2010 to the first-tier tribunal (special educational needs and disability), in the case of disability discrimination, or the county court, in the case of other forms of discrimination. A claim of discrimination made under these routes should be lodged within six months of the date on which the discrimination is alleged to have taken place.
 - Availability of free and impartial advice.
- 15.5.6 The GDC panel members should utilise the template response letters found on the EGFL website, to ensure all of the required information is provided and explained clearly to parent/carers.
<https://www.egfl.org.uk/services-children/exclusions-and-suspensions#notification>
- 15.5.7 The GDC should set out the reasons for its decision in sufficient detail to enable all parties to understand why the decision was made.



16.0 INDEPENDENT REVIEW PANELS (IRP)

- 16.1 Applications for an independent review must be made by the parent/carers within 15 school days of notice being given to the parent/carers by the GDC of its decision to not reinstate a student.
- 16.2 If parent/carers apply for an independent review, the Clerk to the Academy will arrange for an independent panel to review the decision of the GDC not to reinstate a permanently excluded student.
- 16.3 The academy will seek to use an independent company to manage the review panel process and the school will have a legal representative to support the process.
- 16.4 The independent panel will decide one of the following:
 - Uphold the GDC's decision.
 - Recommend that the GDC reconsiders reinstatement.
 - Quash the GDC's decision and direct that the GDC reconsider reinstatement (only when the decision is judged to be flawed).
- 16.5 The panel's decision can be decided by a majority vote. In the case of a tied decision, the chair has the casting vote.

16.6 Information required by IRP

- 16.6.1 The following documents are required for an Independent Review Panel (IRP)
 - Contact details for the appellants
 - All documents presented to the governors at the disciplinary hearing, including the letter from the headteacher issuing the permanent exclusion, appellants' submissions, and any documents which were also tabled at the hearing.
 - Contact details of:
 1. The student's Social Worker to the hearing if the family are known to Social Services
 2. The Virtual School Head if the student is a Looked After Child.
 - If the exclusion is for persistent disruptive behaviour – a copy of the student's behaviour log
 - A copy of the outcome letter and minutes from the governors following the disciplinary hearing.
 - A copy of the parent's letter/email request for an IRP.
 - A copy of the behaviour for learning policy.
 - A copy of any other policies relevant to the exclusion e.g., if excluded for bullying, the school's anti-bullying and equality policy will be needed, and a copy of the school's SEND policy. Detail/evidence of any strategies (and outcomes of strategies) used to support the student (if applicable), any reports, e.g., Educational Psychologist, CAMHS reports.
 - Any documents which the governing board would reasonably have been expected to take account of in reaching its decision on reinstatement.
 - Any other correspondence relating to the exclusion.
 - Headteacher/Principal summary statement.
 - Names of individuals from the school who will attend the review hearing (ideally this should be the Principal/Headteacher and either the chair of the student disciplinary committee hearing or one of the governors who attended that hearing. Names of any witnesses for the school/academy.
 - Contact details for the attendees from the school/academy and
- 16.6.2 The BPA IRP document Checklist should be used to ensure that all the required information is provided



16.7 IRP Location & Layout

16.7.1 The Review can be held at the school providing the venue is accessible for all parties (including any auxiliary aids and services that provides additional support or assistance to a disabled person). The authority/academy must comply with its duties under the Equality Act 2010.

16.7.2 However, if the school wishes to choose an alternative venue they can do so

16.7.3 An example seating layout for the IRP is available

17.0 SCHOOL REGISTERS

17.1 A student's name will be removed from the school admissions register if:

- 15 school days have passed since the parent/carers were notified of the GDC's decision to not reinstate the student and no application has been made for an independent review panel, or
- The parent/carers have stated in writing that they will not be applying for an independent review panel.

17.2 Where an application for an independent review has been made, the Academy will wait until that review has concluded before removing a student's name from the register.

17.3 Where alternative provision has been made for an excluded or suspended student and they attend it, code B (education off-site) or code D (dual registration) will be used on the attendance register.

18.0 REPORTING, MONITORING AND ANALYSING SUSPENSIONS AND EXCLUSIONS DATA

18.1 Suspension and exclusion data is recorded and regularly monitored.

18.2 All exclusion and suspension data is reported to the Governor in the termly Head Teacher's Report