

Suspension and Permanent Exclusion policy



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Staff member responsible for this policy:	Miss Claire Holloway
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Exclusion

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Policy Statement

At St Olave's Prep School, we are committed to providing a safe, nurturing and inclusive environment in which every child can flourish academically, socially and emotionally. We believe that children learn best when they feel secure, valued and supported by positive relationships with the adults around them.

The School promotes high standards of behaviour through clear expectations, restorative practice, strong pastoral care and close partnership with parents. We recognise that behaviour is a form of communication and that children may require support, intervention or reasonable adjustments to help them meet behavioural expectations successfully.

The vast majority of behavioural concerns can be addressed through early intervention, careful support and collaborative working between school and home. Suspension and permanent exclusion are therefore viewed as measures of last resort and will only be considered where all reasonable alternatives have been explored or where a serious breach of discipline makes such action necessary.

In all decisions relating to suspension or permanent exclusion, the welfare, safety and education of all children remain paramount.

Linked Policies

This policy should be read alongside the:

- Restorative Behaviour Policy
- Safeguarding and Child Protection Policy
- SEND Policy
- Equal Opportunities Policy
- Attendance Policy
- Anti-Bullying Policy
- Complaints Policy
- Admissions Policy

I. Legal and Regulatory Framework

This policy has been developed with regard to:

- Equality Act 2010
- Children and Families Act 2014
- SEND Code of Practice (2015)
- Education (Independent School Standards) Regulations 2014 (as amended)
- Keeping Children Safe in Education (KCSIE) 2025
- Human Rights Act 1998
- United Nations Convention on the Rights of the Child

Exclusion

The School recognises its duty to ensure that decisions regarding suspension and permanent exclusion are lawful, fair, proportionate and free from discrimination.

2. Principles

St Olave's Prep School seeks to create an environment where all children can learn and thrive. High standards of behaviour are essential to achieving this aim and help to ensure that every child feels safe, respected and able to participate fully in school life.

The School believes that positive behaviour is most effectively promoted through strong relationships, consistent expectations, effective teaching, pastoral support and restorative approaches. Where difficulties arise, staff work proactively with children and families to identify concerns and provide support at the earliest possible stage.

Suspension and permanent exclusion are not viewed as behaviour management strategies but as serious responses to exceptional circumstances. Every effort will be made to support children in remaining successfully engaged in school wherever it is safe, appropriate and reasonable to do so.

3. Early Intervention and Support

Before suspension or permanent exclusion is considered, the School will normally seek to implement appropriate support and intervention strategies. These may include restorative conversations, increased pastoral support, meetings with parents, behaviour targets, behaviour support plans, mentoring, reasonable adjustments, SEND interventions or involvement from external professionals.

The support offered will reflect the individual needs of the child and the nature of the concerns being addressed. The School recognises that children make mistakes and that behavioural difficulties can often be successfully addressed through timely intervention and strong partnership between home and school.

In some circumstances, a child may be removed temporarily from a lesson or activity to allow for reflection, support or investigation. Such arrangements are intended to support learning and wellbeing rather than act as a punitive measure.

4. Safeguarding, SEND and Equality Considerations

The School recognises that behaviour does not occur in isolation and that difficulties in behaviour may be linked to safeguarding concerns, unmet special educational needs, disability, mental health needs or external circumstances affecting a child.

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Before any decision is made regarding suspension or permanent exclusion, careful consideration will be given to the child's individual circumstances. Where appropriate, the Headteacher will consult with the Designated Safeguarding Lead, SENCo and other relevant professionals to ensure that all factors have been properly considered.

The School will consider whether reasonable adjustments have been made, whether additional support is required and whether further intervention may be appropriate. Decisions will always be made in accordance with the Equality Act 2010 and the School's commitment to inclusion.

Whilst the School is committed to supporting vulnerable children, there may be circumstances in which suspension or permanent exclusion remains necessary in order to safeguard the welfare, safety or education of others.

5. Suspension

A suspension is a temporary removal from school for a specified period.

A suspension may be considered where a child's behaviour represents a serious breach of the School's Behaviour Policy, places the safety or wellbeing of others at risk or significantly disrupts the learning environment. It may also be used where a serious incident requires a period of reflection, investigation or restorative planning before a child returns to school.

The length of any suspension will be determined by the Headteacher, taking into account the nature of the incident, the age and circumstances of the child and any relevant safeguarding or SEND considerations.

Parents will be informed as soon as reasonably practicable and will receive written confirmation outlining the reasons for the suspension, its duration and arrangements for reintegration.

The School will seek to maintain appropriate contact with the child and family throughout the suspension period and will work collaboratively to support a successful return to school.

6. Reintegration Following Suspension

Following a suspension, the School will normally hold a reintegration meeting involving the child, parents and relevant members of staff.

The purpose of this meeting is to review the circumstances that led to the suspension, identify any support required, agree expectations moving forward and restore positive relationships. Where appropriate, a behaviour support plan or pastoral support programme may be implemented.

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The School's aim is always to help children learn from difficulties, rebuild confidence and return successfully to school life.

7. Permanent Exclusion

Permanent exclusion is the most serious sanction available to the School and will only be considered in exceptional circumstances.

A permanent exclusion may be considered where a child has committed a serious breach of discipline, where the safety, welfare or education of others is at significant risk or where allowing the child to remain in school would seriously undermine the orderly running of the School.

Examples might include serious violence, significant bullying, serious discriminatory behaviour, sexual misconduct, serious theft, malicious damage or conduct that places members of the school community at significant risk of harm. These examples are not exhaustive and every case will be considered individually on its own facts and circumstances.

In some cases, a permanent exclusion may follow a sustained period of serious behavioural concerns where extensive intervention, support and reasonable adjustments have been unsuccessful. However, permanent exclusion will never be imposed automatically and all relevant circumstances will be carefully considered before a decision is reached.

8. Investigation and Decision Making

Before reaching a decision regarding permanent exclusion, the Headteacher will undertake a thorough investigation of the circumstances and consider all available evidence.

The child will be given an opportunity to provide their account where appropriate and parents will have the opportunity to share relevant information. The Headteacher will consider safeguarding concerns, SEND needs, proportionality, fairness and the impact on the wider school community.

Decisions will be made on the balance of probabilities and will be based upon the information available at the time.

The Headteacher may consult with the Chair of Trustees before making a final decision.

9. Notification of Permanent Exclusion

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Parents will be informed verbally as soon as reasonably practicable and will receive written confirmation of the decision.

The written notification will explain the reasons for the exclusion, the date on which the exclusion takes effect and the process by which the decision may be reviewed.

The School will maintain appropriate records of all suspensions and permanent exclusions.

10. Review by Trustees

Parents may request a review of a permanent exclusion decision by writing to the Chair of Trustees within seven calendar days of receiving written notification.

A panel of Trustees who have not been directly involved in the original decision will review the circumstances of the case, the evidence considered and the procedures followed. Parents will be given the opportunity to make representations and provide additional information if they wish.

The review panel will consider whether the decision was fair, reasonable and proportionate in the circumstances. The outcome of the review will be communicated in writing and will be final.

11. Conduct of Parents

The School values positive and constructive relationships with parents and recognises the importance of partnership in supporting children's wellbeing and success.

In exceptional circumstances, where parental conduct seriously undermines the School's ability to maintain a safe, respectful and productive environment, the School reserves the right to require the removal of a child in accordance with the Parent Contract and relevant School policies.

Any such decision would only be taken following careful consideration of all relevant circumstances.

12. Monitoring and Review

The Headteacher will maintain records of suspensions and permanent exclusions and will monitor patterns, trends and outcomes. Particular attention will be given to safeguarding considerations, equality implications and the effectiveness of support provided before exclusion decisions are made.

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Trustees will receive appropriate anonymised information to support their oversight responsibilities and to ensure that the School's approach remains fair, proportionate and consistent with its values.

This policy will be reviewed annually or sooner if required by changes in legislation, statutory guidance or school practice.

Summary

At St Olave's Prep School, suspension and permanent exclusion are recognised as serious measures that will only be used when necessary, proportionate and in the best interests of the child, the wider school community or both.

The School's primary focus remains early intervention, partnership with families, restorative practice and ensuring that every child receives the support they need to thrive. We are committed to maintaining a safe, inclusive and respectful environment where all children can flourish and achieve their full potential.