Suspensions & Exclusions Policy: Quick Read Guide

Purpose

This is a quick overview of the policy. It helps you find what you need if your child has been suspended or excluded.

Section 1 of the policy covers: The law (UK legislation), Government guidance (UK government policy) and other school policies. Read these alongside this policy.

Where to find what in the full policy, if your child has been suspended or excluded

Reading guide	Policy sections
Policy details/context	Sections 1, 2, 6, 8, 9
Read now	Sections 3, 4, 5, 6, 7
Read later	Sections 11 to 25
If the suspension is more than 5 days	Sections 8, 10 and 11
Permanent exclusion only	Sections 14 to 20

Flowchart 1: What happens when your child is suspended or excluded

What you can expect, in order.

The school tells you your child has been suspended or excluded

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The headteacher tells you straight away (immediately), in person or by phone.

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You then get written notice: the reasons, the length, your right to have your say (make representations), your right to ask for an online meeting (remote access), and where to find free, impartial information.

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You will be told your child must not be in a public place during school hours. Penalty fines can follow

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If the suspension is over 5 days, the Governing Body tries to arrange alternative education before day 6. If it cannot, the school sets and marks work

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The school plans to help your child return (reintegration strategies) and discusses it with you

School policy Sections 4, 7 and 10.

Flowchart 2: How long, and what happens next

Every suspension is recorded on the school's system, including internal ones.

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Has your child been suspended for more than 5 school days, or more than 10 lunchtimes, in a term? (A lunchtime counts as half a school day.)

↓ Yes	↓ No
The headteacher must tell the Governing Body straight away. The Governing Body must arrange full-time education (suitable full-time education) from the sixth school day at the latest. Back-to-back suspensions add up	Governing Body doesn't need to be informed

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Over a whole school year
A child cannot be suspended for more than 45 school days in one school year

School policy Sections 4, 8 and 10.

If your child has been suspended

You can have your say to the Governing Body (in the Policy, this is referred to as: make representations). What the Governing Body has to do depends on how many school days your child has missed in a term.

Read the School Policy Section 11, 12, 13.

If your child is permanently excluded

Read the School policy Sections 13, 15, 16 and 21.

Extra support

The school will consider extra support for groups of children whose suspension and exclusion rates are higher. The school policy includes children who are:

Looked After Children; Eligible for free school meals; Pupils with SEND; From certain ethnic groups. This isn't an exhaustive list. The policy also says the headteacher will consider trying to avoid excluding Looked After Children, children with SEMH needs, and children with an EHC plan.

Read the School policy Section 5.

If your child has SEND

The headteacher will take into account their legal duties under the Equality Act (2010) and SEND Code of Practice 0-25.

Read the School policy Section 4,5 13 .

Useful links

Other helpful guidance

- Herts Parent Carer Involvement Network (HPCI): A guide to exclusions, suspensions and other attendance issues
- Herts SENDIASS https://www.hertssendiass.org.uk/home.aspx#
- IPSEA https://www.ipsea.org.uk/#
- SOS!SEN https://sossen.org.uk/#

Local support

You may be able to get phone advice or support at meetings from local organisations, including:

Angels Support Group, Add-vance, SPACE, SENDIASS Hertfordshire, IPSEA, SOS!SEN and Re:SEND. This list is not exhaustive.