Yardleys School

WORKING TOGETHER FOR A BETTER FUTURE

Suspension and Permanent Exclusion Policy

Adopted by Governors:

Signed: ……

Date: ……

This policy is reviewed annually by the Curriculum & Standards Committee

Review date: ……

POLICY INFORMATION

Date of last review	September 2026	Review period	Annually
Date ratified by governors	Agreed at committee level, due for ratification November 2026	Governors' committee responsible	C&S
Policy owner	Laura Yates	SLT member responsible	Laura Yates
Date of next review	September 2027		

Reviews/revisions

Review date		By whom
November 2021	No changes	Gurpreet Basra
October 2022	Changes have been made to reflect with changes listed in the '**Suspension and Permanent Exclusion from maintained schools, academies and pupil referral units in England, including pupil movement guidance' July 2022** Note that the ethos of the policy remains the same and summary of key changes is in wording only as highlighted below. **Summary of changes** • Policy has been renamed as Suspension and Permanent Exclusion Policy. Previously known as 'Exclusion Policy' • A change in terminology from 'fixed term exclusion' to 'fixed term suspension' • A change to the Yardleys consequence ladder where the wording for 'internal exclusion steps' have been replaced as 'internal placements'	
October 2023	No changes	
October 2024	The addition of 'vaping' to the behaviour concerns listed on page 6. Changes made to the consequence ladder to mirror the previous changes to the behaviour policy. Criminal offences 'may' be reported to the police. The has changed from 'will' as it is sometimes the victims of the incidences who report the incidences and not ourselves. An additional section on 'Preventative Measures to school exclusion'.	Laura Yates

October 2025	Changes made to the consequence ladder to mirror the behaviour policy more clearly.	Laura Yates

Dates of linked staff training (if applicable)

Date	Course title	Led by

EQUALITY AND GDPR

All Yardleys' policies should be read in conjunction with our Equal Opportunities and GDPR policies.

Statement of principle - Equality

We will take all possible steps to ensure that this policy does not discriminate, either directly or indirectly against any individual or group of individuals. When compiling, monitoring and reviewing the policy we will consider the likely impact on the promotion of all aspects of equality as described in the Equality Act 2010.

Statement of principle - GDPR

Yardleys School recognises the serious issues that can occur as a consequence in failing to protect an individual adult's or child's personal and sensitive data. These include emotional distress, physical safety, child protection, loss of assets, fraud and other criminal acts.

Yardleys School is therefore committed to the protection of all personal and sensitive data for which it holds responsibility as the Data Controller and the handling of such data in line with the data protection principles and the Data Protection Act (DPA)/GDPR.

Statement of principle – Yardleys Way

Yardleys School treats everyone equally and we value everyone the same irrespective of age; disability; gender reassignment; marriage or civil partnership; pregnancy or maternity; race; religion or belief; sex; and sexual orientation.

Suspension and Permanent Exclusion Policy – The Yardleys Charter

***The Suspension and Permanent Exclusion Policy should be read in conjunction with the school behavior, anti-bullying and safeguarding policies.**

Aims/Vision

The Yardleys Charter is the driving force behind everything the school does and hopes to achieve. We aim to create **a safe and supportive learning environment** in which all members of the school are **working together** to develop their maximum potential. The Yardleys Charter is designed to incorporate our **vision** and **values** and develop a key ethos leading to academic excellence and personal development.



We aim to uphold the Yardleys Charter and ensure that our school community is safe and look after each other.

Suspension and Permanent Exclusion Policy – Introduction

Yardleys School 'Suspension and Permanent Exclusion Policy' complies with the Department for Education's statutory guidance 'Suspension and Permanent Exclusion from maintained schools, academies and pupil referral units in England, including pupil movement' (July 2026, effective from 26 July 2026).

As a school we will ensure

- The headteacher will always act in accordance with the law on suspensions and permanent exclusions and, along with the Governing Body, will have due regard to any guidance issued by the Secretary of State when implementing the procedure for suspensions and permanent exclusions.
- Only the headteacher or acting headteacher may suspend and permanently exclude a student.
- The headteachers suspend or permanently exclude a pupil, they must also notify the local authority, without delay. Legislative changes mean that this must be done regardless of the length of a suspension.
- The parent/carer(s) must be informed without delay of the length and type of suspension and of their right to make representation to the governors.
- Before any suspension or permanent exclusion decision is made, the Headteacher will consider all available evidence and, wherever possible, seek and consider the views of the pupil.
- The school will consider whether a pupil's behaviour may be linked to an unmet special educational need, disability, mental health need, safeguarding concern or other vulnerability. Reasonable adjustments and support strategies will be considered before exclusion wherever appropriate.
- The Headteacher may cancel an exclusion that has not been reviewed by the governing board. This practice is sometimes known as withdrawing/rescinding a suspension or permanent exclusion. If this occurs, parents, the governing board and the local authority should be notified, and if relevant, the social worker and VSH.
- The emphasis will be seeking to find ways to support students to maintain the high standards of behaviours expected, with suspension, temporary or permanent, being seen as a last resort when interventions have been exhausted.
- Where a suspended student has Special Educational Needs and Disability (SEND), the school will demonstrate the extensive support and intervention provided to help meet the needs and address underlying causes of disruptive behaviour.
- It is the duty of the headteacher and Governing Body to ensure that the interests of the safety of students and staff are always the primary considerations and to resolve appropriately conflicts between the needs of the individual student and those of the full school community.

- Parents may make representations to the governing board regarding suspensions. In cases of permanent exclusion, parents may request an Independent Review Panel (IRP) following the governing board's decision.

Safeguarding separation

In exceptional safeguarding circumstances, a pupil may be required not to attend school premises whilst a safeguarding matter is being investigated. This is a safeguarding measure rather than a suspension and will be used only where necessary and proportionate.

Yardleys School – The Consequence Ladder

Students who behave in an unacceptable way will be dealt with by reference to the consequence ladder. The consequence ladder progresses in clear steps which could lead to a permanent exclusion. The consequence ladder is to last throughout a student's school life. Steps can be repeated if the student has shown improvement in behaviour over a suitable period of time. **Please note for serious/repeat incidents the consequence ladder steps can be increased (please refer to the extreme clause section).**

- There are a number of steps and interventions that are **taken before** pupils are placed on the consequence ladder and at each step of the consequence ladder.
- Meetings, letters and phone calls from HoY to parents/guardians to discuss concerns such as smoking, vaping, truanting, leaving school premises without permission, graffiti and damage to school building, litter, low level disruption, punctuality to lessons, homework concerns, chewing etc.
- Pupils will also receive **support** such as:
  - Being 'On Report' (Reports for attendance, general behaviour, punctuality, departmental) to improve in areas mentioned above. Reports will be monitored and tracked by Form Tutors/ Subject Staff/HoY/SLT. Individual Action Plans to address and support behaviour may be put into action and discussed with parents.
  - Being placed on individual behaviour contracts, signed by both the students and parents/carers.
  - They may receive support from the school such as the SEND team and outside agencies.
  - A managed move may also be considered.
  - Directing a pupil off-site for education to improve his or her behaviour. (Please note - Parental consent is not required in order for a school to direct a pupil off-site under this provision.)

However for pupils who behave in a way which is not acceptable (despite the support above) there needs to be a step by step process as highlighted by the consequence ladder.

Consequence Ladder (INTERNAL PLACEMENTS)

Internal Placements (1, 2, 3, 4, 5, 10 Days)

- Only the SLT, Head of Year and Assistant Head of Year (with consultation with the SENCO, where appropriate) can authorise an internal placement.
- Internal placements will be served in the Isolation Room and will result in an automatic 40 minute detention each day for the time that needs to be served.
- Steps on the ladder can be repeated if the school feels behaviour has improved over a period of time.
- Steps on the ladder can be skipped if the school feels the poor behaviour demonstrated by the student warrants an increased sanction.
- Parents will be informed about an internal placement through a letter and be contacted by the student's Head of Year or Isolation Manager.

ONE DAY INTERNAL
(Continuous poor behaviour despite Warning Letters and support)

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TWO DAY INTERNAL
(Continuous poor behaviour despite One Day Internal)

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THREE DAY INTERNAL
(Will result in a meeting with Pupil, Parent, AHoY/HoY)

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FOUR DAY INTERNAL
(Will result in a meeting with Pupil, Parent and AHoY/HoY)

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FIVE DAY INTERNAL
(Will result in a meeting with Pupil, Parent, AHoY/HoY and SLT Link)

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TEN DAY INTERNAL
(Final warning before progressing to the suspension exclusions and will result in a meeting with the Deputy Headteacher)

Consequence Ladder (FIXED TERM EXTERNAL SUSPENSIONS)

Fixed Term External Suspensions (1-5 Days)
For serious or repeated offences or any behaviour that is deemed, in the judgment of the Headteacher, to undermine the authority of the member of staff will warrant an external suspension. **This will normally be for anything between 1 to 5 Days but in exceptional circumstances could be up to 45 Days in any one school year.** Work will be provided for students on an external suspension. Parents/Carers, if relevant, the social worker and VSH, will be expected to attend a meeting to discuss the suspension and the re-admittance of the student back into school.

Extreme Clause

- The Headteacher will invoke an extreme clause where staff or students' safety is put at risk or the student's anti-social behaviour is so extreme that the school has no other alternative. This includes anti-social behaviour outside of school.
- In these circumstances the Headteacher will decide on the appropriate sanction, regardless of where the student is on the consequence ladder. The decisions will be lawful, reasonable, fair and proportionate.
- A physical assault or threat of physical assault on a member of staff will not be tolerated and will lead to a lengthy suspension or permanent exclusion from school.

Permanent Exclusion

The Headteacher may decide that a permanent exclusion is necessary because **(regardless of where the student is on the consequence ladder):**

- All other steps to encourage the student to obey the school rules have failed or
- Allowing the student to remain in the school would be seriously detrimental to the education or welfare of others in the school
- Persistent and defiant behaviour
- Doing anything that may bring the school into disrepute including behaviour outside of school
- Serious actual or threatened violence against a student or member of staff
- Serious discriminatory bullying, including but not limited to racist, disability-related, homophobic, biphobic, transphobic, sexist or online abuse.
- Sexual misconduct
- Supply of an illegal drug, being under the influence whilst at school or on a trip, or the severe examples of misuse of an illegal drug
- Carrying (or involvement) an offensive weapon

Criminal offences may be reported to the police.

In reaching the decision the Headteacher will also take into account the previous disciplinary record.

Remember the more serious consequences and sanctions only apply for the minority of pupils. The majority of pupils want to learn and succeed.

Preventative Measures to school exclusion

In addition to the initial strategy interventions, the headteachers may also consider the following as preventative measures to school exclusion:

A. an off-site direction (temporary measure that maintained schools and academies for similar purposes can use).
B. managed moves (permanent measure) as preventative measures to exclusion.