



HELP AND  
INFORMATION  
FOR FAMILIES  
WITH SPECIAL  
NEEDS AND  
DISABILITIES  
BRADFORD AND DISTRICT  
LOCAL OFFER

# LO Suspension and Pupil Permanent Exclusion from School

## A One Minute Guide

**What is suspension and permanent exclusion from school?** Suspension is the formal sending home of a pupil from school for disciplinary reasons (breaking school rules within the behaviour policy), a permanent exclusion is where a pupil is not allowed back into school unless the School Governors re-instate them.

Decisions to exclude or suspend a pupil must be lawful, reasonable and fair. Schools have a duty to comply with the law captured within [Suspension and Permanent Exclusion from maintained schools, academies and pupil referral units in England, including pupil movement \(2022\)](#). Only the head teacher or academy principal (or Acting Head teacher/Principle) has the power to suspend or exclude a pupil from school.

### Types of exclusions

- **Suspension** This is a fixed period where a pupil is not allowed in their school. Parents will have a return date to school in the written notification from school. The school will set work for pupils to do at home which should be returned to school for marking. If the suspension is for more than 5 days, the school will give parents written notification of where the pupil should attend for education for day 6 to the end of the suspension period.
- **Permanent Exclusion** is the most serious sanction a school can give if a child does something that is against the school's behaviour policy. Permanent exclusion should only be used as a 'last resort' and is given for a very serious incident or repeated and persistent breaches of policy that have not improved despite support. The Local Authority will arrange full time education from the 6th day of the exclusion.

It is never legal for any school to send a pupil home to 'cool off' even when parents have agreed. Any pupil sent home because of their behaviour must be recorded as an official suspension.

**What should a head teacher or academy principal consider before a decision to suspend or permanently exclude a pupil?** A head teacher should take into account the outcome of any investigation into the incident and any contributory factors that are identified after an incident of poor behaviour has occurred e.g. bereavement, mental health issues or bullying; special educational needs and disabilities of a pupil; underlying causes of disruptive behaviour; whether suspension is providing an effective sanction where a pupil has received multiple suspensions; the needs of pupils eligible for Free School Meals; children who are in care to the local authority and pupils from minority ethnic groups.

**Can I challenge the decision to exclude/suspend my child from school?** The letter from the Head teacher will tell you your rights and how to make representations to the Governing Board.

- **Suspension of 5 school days or less in the term:** The Governing Board must consider any representations made by parents but it cannot direct reinstatement and is not required to arrange a meeting with parents.
- **Suspensions of more than 5 days but fewer than 16 days in the term:** Governors must meet with parents if requested within 50 school days to consider reinstatement. The governing board is not required consider the suspension without a parent request but does have the power to consider the reinstatement of the pupil.
- **Suspensions of more than 15 days in the term:** Governors must convene a meeting to consider reinstatement within 15 school days of receiving notification of the suspension.
- **Permanent exclusions:** Governors must meet to consider the reinstatement of the excluded pupil within 15 school days of receiving notification of the exclusion. More details about a permanent exclusion can be found [in this guidance](#).
- **What happens if Governors do not reinstate a pupil who has been permanently excluded from school?** If the Governors' Disciplinary Committee decides that your child should not be reinstated a parent can request the decision is reviewed by an Independent Review Panel. This must be requested within 15 school days from receipt of the Governors' decision letter. More details are [in this guidance](#).

### Where can I get further information, advice and support?

Bradford School Exclusions Team can offer impartial advice. 01274 439333 [exclusionsteam@bradford.gov.uk](mailto:exclusionsteam@bradford.gov.uk)

Coram Children's Legal Centre 0808 802 0008 [www.childrenslegalcentre.com](http://www.childrenslegalcentre.com)

Advice related to special education needs and disability Bradford SENDIASS 01274 513300

<https://www.barnardos.org.uk/what-we-do/services/bradford-sendiass> or

IPSEA – [www.ipsea.org.uk](http://www.ipsea.org.uk) which is a registered charity. It offers free and independent information, advice and support to help get the right education for children and young people with all kinds of special educational needs (SEN) and disabilities.