

Local Procedure Title	Suspensions and Permanent Exclusions
Service	Bridge House School
ACS Policy number and title	ACS 36 Suspensions and Permanent Exclusions
Local Procedure template reference	ACS LP 36
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Local Procedure Author(s)	Jacky Gray
Local Procedure Ratification	Checked and approved by: Clare Hiom

1. Aims

- Use a suspension or exclusion only as a last resort, ensuring the process is clearly understood by staff, parents/carers, and children/young people, and that safeguarding considerations remain central to all decision-making.
- Ensure behaviour procedures are clear, consistently applied, and aligned with the service’s specialist modalities, supporting fair and evidence-based decision-making.
- Prevent children/young people becoming NEET by taking proactive, early action and ensuring alternative support or placement options are explored before suspension or exclusion is considered.

2. Roles and responsibilities

Head Teacher:

- May authorise a suspension; however, Regional Director approval is required for every suspension, regardless of duration.
- Chief Operating Officer (Education): Any permanent exclusion requires the direct involvement of the Chief Operating Officer (Education) and cannot proceed without their formal approval.

Regional Director:

- Provides oversight and formal approval for all suspensions, and—together with the Head Teacher—ensures a graduated response is implemented where repeated suspensions occur.
- Acts as Chair of Governors for the purpose of considering appeals and representations, and may delegate to another Regional Director where operationally appropriate.

3. Definitions (operational)

- Suspension: A temporary removal from school.
- Education during suspension: School must provide work to be completed at home during the suspension period. Work must be returned to school for marking.
- Permanent exclusion: removal from roll; permitted only for extreme unsafe behaviour where no other option exists; requires Regional Director approval and COO reporting.
- No informal suspensions/off-rolling: sending a pupil home without formal recording is unlawful, even with parental agreement. Formal process applies to all cases, including half-day.
- Interim reduced timetables: permitted only per national guidance; not to manage behaviour; time-limited with clear reintegration; in the pupil’s best interests; reasonable adjustments applied where needed.

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4. Decision Making Process

- Establish facts on the balance of probabilities, considering provocation and all relevant evidence.
- Review prior interventions; consider reasonable adjustments.
- Hear the child/young persons account (where appropriate).
- Consider therapeutic/restorative alternatives, adjusted provision or alternative placement; for repeated suspensions, enact a graduated response.
- Obtain Regional Director approval (and specifically before action if suspension exceeds 5 days).
- For permanent exclusion, consult Regional Director and COO; hold LA emergency/early review where required.
- Ensure no discrimination on protected grounds and that suspension is not due to SEN; record reasonable steps taken.
- Confirm documentary evidence and that enforcing the sanction will not place the pupil's safety at risk.

5. Immediate actions once a decision has been made

- Explain the decision to the child/young person. Contact parents/carers promptly to explain the decision and agree arrangements for transport/collection.
- Notify in writing (parents/carers): reasons, duration, return conditions; advise that during the first 5 school days pupils under 18 must not be in a public place during school hours without valid reason.
- Notify in writing (Local Authority): reasons and period; include any cancellations; schedule required meetings.
- Inform the Regional Director (as Chair of Governors) of all permanent exclusions, suspensions, those affecting public exams/tests, and any cancellations.
- Work set/marking: ensure appropriate work is set and marked.
- Safeguarding: consider specific risks/needs; inform relevant professionals (e.g., social worker, Virtual School).
- Record in the Management Information System within 24 hours and mark attendance accordingly.
- If the pupil lives in a children's home, provide written notification to the Registered Manager of the home.

6. Multi-agency partnership

- Work constructively with parents/carers, LA representatives, social workers, virtual school and any other external agencies as appropriate.

7. Re-integration following suspension

- Hold a formal reintegration meeting before returning to school.
- Cover reason for suspension; prior interventions; pupil/family/LA views; strategy to reintegrate and manage behaviour; update behaviour support and risk assessments as required.

8. Appeals and Complaints procedure

- Appeals may be made in writing to the Regional Director (Chair of Governors) or another Regional Director as appropriate. Decision within 15 school days of receiving the appeal.
- Grounds include: permanent exclusion; fixed-period suspension taking total over 15 days in a term; missed public examinations; perceived disproportionate, discriminatory or unfair sanction.

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| <ul style="list-style-type: none">• After the appeals/representation process, further concerns are managed under the Complaints Policy. |
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9. Monitoring arrangements

This local procedure will be reviewed by the Head Teacher annually.

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Local Procedure Review History:

Date Reviewed	Reviewer	Summary of revisions