



AL AMEEN
PRIMARY SCHOOL



SUSPENSION AND PERMANENT EXCLUSION POLICY

Approved/reviewed by: Mohammed Rahman (Head Teacher)

Date effective from: September 2026

Next review due by: September 2027

Signed: M A Rahman

IN THE FOOTSTEPS OF
MUHAMMAD

1. Purpose and aims

Al Ameen Primary School is committed to maintaining a safe, orderly and caring environment in which pupils can learn and flourish. Suspension and permanent exclusion are serious sanctions and will only be used in accordance with this policy, the school's Behaviour Policy, the parent contract and the school's legal duties.

The school aims to:

- apply sanctions fairly, consistently and proportionately;
- protect the welfare, education and safety of pupils and staff;
- ensure decisions take account of safeguarding, special educational needs and/or disabilities (SEND), vulnerability and reasonable adjustments;
- give pupils an appropriate opportunity to be heard and parents clear written reasons for decisions;
- avoid unlawful discrimination, informal exclusion and off-rolling; and
- keep clear records of serious sanctions and review patterns in their use.

2. Legal and regulatory framework

Al Ameen Primary School is an independent school. The Department for Education statutory guidance Suspension and Permanent Exclusion from maintained schools, academies and pupil referral units in England does not apply to independent schools as a statutory exclusions code. The school nevertheless has regard to its principles where they represent useful good practice, while following the legal and contractual framework that applies to independent schools.

This policy has been reviewed with particular regard to:

- The Education (Independent School Standards) Regulations 2014, as amended, including Part 3 paragraph 9 (behaviour, sanctions and records), Part 6 paragraph 32(3)(a) (information about admissions, misbehaviour and exclusions) and Part 7 paragraph 33 (complaints);
- DfE Independent school standards guidance (April 2026);
- The Equality Act 2010, including the duty not to discriminate and the duty to make reasonable adjustments for disabled pupils;
- The Children and Families Act 2014 and the SEND Code of Practice, where relevant;
- Keeping Children Safe in Education 2026 and the school's safeguarding duties;
- The School Attendance (Pupil Registration) (England) Regulations 2024 and current DfE attendance guidance;
- DfE guidance on children missing education and elective home education;
- current ISI inspection framework and handbook requirements concerning behaviour, welfare, safeguarding, leadership and information for parents; and
- where relevant, the Human Rights Act 1998 and the school's contractual arrangements with parents.

3. Key principles

- Suspension or permanent exclusion will be imposed only for disciplinary reasons and in line with the published Behaviour Policy and the parent contract.

- Permanent exclusion is a last resort for the most serious incidents or persistent serious misconduct where continued attendance is no longer compatible with the welfare, safety, discipline or education of the school community.
- A pupil will not be suspended or permanently excluded simply because the school considers that it cannot meet SEND or disability-related needs, because of poor academic attainment, or because a parent has raised a complaint.
- The school will consider whether behaviour may be linked to SEND, disability, trauma, safeguarding concerns, mental or physical health needs, or other vulnerability, and whether reasonable adjustments or additional support are required.
- Decisions will be based on the balance of probabilities and will take account of all relevant evidence, including the pupil's account where appropriate.
- The school will not use informal or unofficial exclusions, including sending a pupil home to cool off without recording a suspension, or pressuring parents to withdraw a pupil or electively home educate.
- No pupil will be prevented from returning after a suspension because a parent is unable or unwilling to attend a reintegration meeting.

Off-rolling

The school will not remove a pupil from roll, prevent normal attendance, use a part-time timetable, or place pressure on a parent to withdraw a pupil where the primary purpose is to serve the interests of the school rather than the pupil. Any removal from roll will be consistent with the school's published policies, contractual arrangements and the statutory rules governing the admission register.

4. Definitions

Suspension: a temporary exclusion from attendance at school for a specified period as a disciplinary sanction.

Permanent exclusion: termination of the pupil's place at the school for disciplinary reasons, in accordance with this policy and the contractual arrangements with parents.

Internal removal: a temporary arrangement in which a pupil continues to attend school but is educated away from their usual class. This is not a suspension.

Managed move: a voluntary, agreed transfer to another school. It must never be used as a threat or as an alternative to following the school's proper exclusion process.

5. Authority to suspend or permanently exclude

The Headteacher, or the person formally acting as Headteacher, has authority to suspend or permanently exclude a pupil. In exceptional circumstances the proprietor may exercise any authority reserved to it under the school's governance documents or parent contract.

A decision may relate to serious or persistent misconduct in school, on school-related activities, while travelling to or from school, online, or outside school where the behaviour has a material connection to the school, its pupils or staff, or risks bringing the school into serious disrepute.

Examples that may justify permanent exclusion include, but are not limited to, serious violence, possession or use of a weapon, sexual violence or serious sexual misconduct, supplying illegal drugs, serious bullying or harassment, serious safeguarding risk, serious malicious allegations, or persistent serious breaches following appropriate support and sanctions. Each case will be considered individually.

6. Before a decision is made

Before deciding on suspension or permanent exclusion, the Headteacher will, so far as reasonably practicable:

- establish the facts and consider relevant evidence on the balance of probabilities;
- give the pupil an opportunity to explain what happened, taking account of age, understanding and communication needs;
- consider whether the incident was provoked, whether there were mitigating circumstances and whether others involved have been treated consistently;
- consult the DSL, SENDCo and other relevant staff where safeguarding, SEND, disability or vulnerability may be relevant;
- consider reasonable adjustments and whether unmet needs or insufficient support may have contributed to the behaviour;
- consider the pupil's wider circumstances, including whether they are looked after, previously looked after, have a social worker or are otherwise vulnerable;
- consider the effectiveness of previous support and sanctions and whether a less serious response would be sufficient; and
- ensure the proposed sanction is consistent with the Behaviour Policy, Equality Act duties and the parent contract.

Where an immediate decision is necessary to protect safety, the pupil may be removed from the situation while enquiries continue. This will not be treated as an unrecorded suspension.

7. Suspension procedure

When a pupil is suspended, the school will inform the parent as soon as reasonably practicable and provide written confirmation without undue delay. The notice will normally state:

- why the pupil has been suspended;
- the start and end date and, where relevant, the time from which the suspension takes effect;
- any arrangements for work, safeguarding, collection and return to school;
- any expectations during the suspension;
- details of the reintegration arrangements; and
- how the parent may raise concerns or request a review under section 10 of this policy.

The school will take reasonable steps to ensure suitable, accessible work is provided during a suspension and will make appropriate adjustments for pupils with SEND or disabilities. For a longer suspension, the school will consider whether additional educational arrangements are necessary and will liaise with the local authority or other agencies where appropriate.

The school will record the suspension as a serious sanction and use the correct attendance code in accordance with current attendance regulations and guidance.

8. Reintegration after suspension

A reintegration meeting will normally be held before or on the pupil's return. It will focus on a fresh start, restoring relationships, clarifying expectations and identifying support needed to reduce the risk of recurrence.

The reintegration plan may include pastoral support, SEND strategies, reasonable adjustments, behaviour targets, mentoring, risk management, restorative work and liaison with external

professionals. A pupil will not be refused readmission solely because a parent does not attend the meeting.

9. Permanent exclusion procedure

Permanent exclusion will be used only where the Headteacher considers that the seriousness or persistence of the misconduct, together with all relevant circumstances, makes continued attendance at the school untenable and that permanent exclusion is proportionate.

The parent will be informed as soon as reasonably practicable and will receive written notice setting out:

- the decision and the disciplinary reason(s);
- the effective date;
- a summary of the principal matters considered, subject to safeguarding, confidentiality and data protection requirements;
- any immediate arrangements for the pupil's education, belongings and records;
- the arrangements for requesting a review under section 10;
- information about the school's Complaints Procedure; and
- where relevant, information about rights to make a disability discrimination claim to the First-tier Tribunal or seek other independent advice.

The school will notify the local authority and other agencies where required by law or where necessary to safeguard the pupil or prevent them from becoming a child missing education. A pupil's name will be removed from the admission register only when a lawful ground for deletion under the School Attendance (Pupil Registration) (England) Regulations 2024 has been met. Any required return to the local authority will be made promptly.

10. Review of a permanent exclusion or significant suspension

Because Al Ameen Primary School is an independent school, the statutory governing board reinstatement and independent review panel procedure that applies to maintained schools and academies does not apply. The school nevertheless provides an internal review process to support fairness and accountability.

A parent may request a review of a permanent exclusion, or of a suspension they consider materially unfair or discriminatory, by writing to the Chair of Governors/Proprietor within 10 school days of the written decision. A late request may be accepted where there is a reasonable explanation.

For a permanent exclusion, the review will normally be considered by a panel of at least three people who were not directly involved in the original decision. At least one panel member will be independent of the management and running of the school, in line with the principles of the school's Complaints Procedure. The parent may attend, be accompanied and make written or oral representations. The pupil may also participate where appropriate to their age and understanding.

The panel will consider whether the decision was consistent with this policy, the Behaviour Policy, the parent contract and the school's legal duties; whether the evidence reasonably supported the findings; whether relevant SEND, disability, safeguarding and mitigating factors were properly considered; and whether the sanction was proportionate.

The panel may uphold the decision or require the decision to be reconsidered. Where the school's governance arrangements give the panel authority to do so, it may overturn the decision and direct

reinstatement. The outcome and reasons will be provided in writing. Nothing in this section removes any external legal right available to a parent.

11. SEND, disability and equality

The school will comply with the Equality Act 2010. It will not discriminate unlawfully because of a protected characteristic and will make reasonable adjustments for disabled pupils. Where behaviour may arise from disability or SEND, the school will consider what the pupil knew or could reasonably have been expected to understand, what support and adjustments were in place, whether further reasonable adjustments were available, and whether the proposed sanction remains justified and proportionate.

Where a pupil has an EHC plan, the school will liaise with the local authority as appropriate and may request or contribute to an early review where needs or placement appear to require reconsideration. Exclusion will not be used simply because the school considers that a pupil's needs are difficult to meet.

12. Safeguarding and vulnerable pupils

Suspension or exclusion does not remove the school's safeguarding responsibilities. The DSL will be consulted where there is a safeguarding concern. Where relevant, the school will liaise with social care, the pupil's social worker, the virtual school head, the local authority and other professionals. Particular care will be taken where exclusion may increase vulnerability, exploitation risk, absence from education or risk of harm.

13. Records, monitoring and governance

The school will keep a record of suspensions and permanent exclusions as serious sanctions, including the reason, duration/outcome and relevant decision-making information. Records will be handled in accordance with the school's data protection and retention arrangements.

The Headteacher will report appropriate anonymised or summary information to governors/proprietor so that they can monitor frequency, repeat suspensions, reasons, patterns by protected characteristic or SEND, safeguarding themes, consistency of decision-making, reintegration and any indication of off-rolling or disproportionality.

Where monitoring identifies a pattern or disparity, leaders and governors will consider whether behaviour systems, curriculum, pastoral support, SEND provision, staff training or policy require improvement.

14. Links with other policies

- Behaviour Policy
- Safeguarding and Child Protection Policy
- SEND Policy and SEND Information Report
- Anti-Bullying Policy
- Attendance Policy
- Complaints Procedure
- Equality Policy
- Data Protection Policy
- Admissions Policy and parent contract/terms and conditions

15. Monitoring and review

This policy will be reviewed at least annually, and sooner if there is a material change to legislation, statutory guidance, the Independent School Standards, inspection requirements or the school's contractual arrangements. The Headteacher and proprietor/governing body are responsible for ensuring that the policy is implemented consistently.