



Suspensions and Permanent Exclusions Procedure

2026 - 2027

Policy Owner	Deputy Head (Pastoral)
Responsible Officer	Head
Approved by	Head and Governing Body
Applicable to	Whole College (Day and Boarding Students)
Last Reviewed	August 2026
Next Review	August 2027

1. Purpose

This procedure sets out how St Andrew's College will implement suspensions and permanent exclusions fairly, lawfully and consistently.

It should be read alongside:

- Behaviour Policy
- Safeguarding and Child Protection Policy
- SEND Policy
- Anti-Bullying Policy
- Boarding Handbook
- Equality, Diversity and Inclusion Policy

The College's approach is founded upon three principles:

- safeguarding all members of the community;
- maintaining high standards of behaviour;
- supporting Students to repair behaviour and successfully reintegrate wherever possible.

Suspension is an important behaviour-management tool. Permanent exclusion will only be used where it is necessary, proportionate and a last resort.

2. Legal and Regulatory Framework

This procedure has been informed by:

- DfE Suspension and Permanent Exclusion Guidance
- Behaviour in Schools Guidance



- Keeping Children Safe in Education
- Equality Act 2010
- Human Rights Act 1998
- Independent School Standards Regulations
- National Minimum Standards for Boarding Schools

Although statutory exclusion legislation primarily applies to maintained schools and academies, St Andrew's follows these principles as recognised best practice and to meet ISI expectations for fairness, safeguarding and leadership.

3. Scope

This procedure applies to behaviour:

- on College premises;
- during boarding;
- while travelling on College business;
- during educational visits;
- online where behaviour affects the College community;
- outside College where behaviour may impact safety, welfare or the College's reputation.

4. Definitions

Term	Meaning
Suspension	Temporary removal from College for a fixed period.
Lunchtime Suspension	Removal during lunchtime only.
Internal Suspension	Supervised removal from normal lessons while remaining in College.
Permanent Exclusion	Permanent removal from the College roll.

Internal suspension is a separate sanction under the Behaviour Policy and is not the same as a formal suspension.

5. Principles

Any decision will be:

- lawful;
- reasonable;



- proportionate;
- evidence-based;
- consistent;
- mindful of safeguarding duties;
- mindful of SEND and disability obligations.

The College will never use informal or unofficial exclusions.

Students will not be sent home without following this procedure unless an immediate safeguarding emergency requires temporary protective action.

6. Authority to Suspend or Permanently Exclude

Only the Head may suspend or permanently exclude.

In the Head's absence, this authority may be delegated in writing to a designated senior leader.

Other staff may recommend suspension but cannot impose it.

7. Before Making a Decision

Where reasonably practicable, the Head will consider:

- witness accounts;
- CCTV (where available);
- written statements;
- safeguarding information;
- previous behaviour record;
- any SEND or disability needs;
- proportionality;
- whether alternative sanctions would be sufficient.

The Student will normally have an opportunity to explain their account.

Immediate removal may occur where necessary to protect others while enquiries take place.

8. Circumstances That May Result in Suspension

Suspension may be appropriate for serious incidents including:

- physical assault;



- fighting;
- bullying or harassment;
- racist, sexist or discriminatory abuse;
- serious disruption;
- threatening behaviour;
- damage to property;
- possession of prohibited items;
- misuse of alcohol, drugs or vaping;
- repeated serious breaches of the Behaviour Policy.

This list is illustrative rather than exhaustive.

9. Circumstances That May Result in Permanent Exclusion

Permanent exclusion will only be considered where:

- allowing the Student to remain would seriously harm the welfare or education of others; or
- there has been a fundamental breakdown in the relationship between the Student and the College despite appropriate support.

Examples include:

- serious violence;
- supplying illegal drugs;
- possession of offensive weapons;
- sexual violence;
- significant safeguarding risks;
- repeated serious misconduct.

Each case will be considered individually.

10. Students with SEND or Disabilities

Before making a decision involving a Student with SEND, the Head will carefully consider:

- whether behaviour arose from unmet needs;
- reasonable adjustments;



- support already provided;
- advice from specialists where appropriate.

The Equality Act duty remains throughout the process.

11. Safeguarding Considerations

Safeguarding takes priority.

Where behaviour indicates possible abuse, exploitation or mental health concerns, the Designated Safeguarding Lead will be consulted before decisions are finalised wherever practicable.

Suspension will not replace safeguarding action.

12. Notification of Parents

Parents will be informed without delay.

Written confirmation will include:

- reason;
- length;
- dates;
- arrangements for education;
- expectations during suspension;
- right to make representations;
- review arrangements.

The College will use the quickest practical communication method, followed by written confirmation.

13. During Suspension

Academic Work

The College will provide appropriate work to minimise disruption.

Contact

Pastoral staff will maintain appropriate welfare contact.

Expectations

Students remain subject to College expectations during suspension.



14. Boarding Arrangements

For boarders:

- parents or guardians will normally collect the Student;
- where immediate collection is impossible, suitable supervised arrangements will be made;
- safeguarding remains paramount.

The Boarding House will work closely with the Deputy Head (Pastoral).

15. Reintegration Following Suspension

Every returning Student will receive a structured reintegration meeting.

This will normally involve:

- Deputy Head (Pastoral);
- Tutor;
- Houseparent (for boarders);
- parents where appropriate.

The meeting will:

- reflect on the incident;
- restore relationships;
- agree expectations;
- identify support;
- set review dates.

A reintegration plan may include mentoring, behaviour targets or wellbeing support.

16. Governor Oversight

The Governing Body provides oversight of:

- permanent exclusions;
- significant suspensions;
- fairness;
- consistency;



- equality impacts.

Governors do not automatically rehear every suspension but will consider representations in accordance with College procedures and current guidance.

17. Review Process

Parents may request a review.

The review will consider:

- whether procedures were followed;
- whether the decision was reasonable;
- whether relevant evidence was considered.

The review panel will not simply substitute its own view unless appropriate under the procedure.

18. Permanent Exclusion Procedure

Where permanent exclusion is being considered:

1. Full investigation.
2. Head's decision.
3. Immediate written notification.
4. Opportunity for parental representations.
5. Governor review.
6. Appropriate records maintained.

The College will assist families with onward transition wherever appropriate.

19. Managed Moves

Where appropriate, the College may support a managed transition to another education provider.

A managed move:

- is voluntary;
- requires agreement;
- is not a trial exclusion;
- will only occur where it serves the Student's best interests.



20. Off-Site Direction

Where appropriate and lawful, temporary off-site education may be considered.

Any arrangement will:

- have clear educational purpose;
- be time-limited;
- involve parental communication;
- include review arrangements.

21. Recording

The College will maintain records including:

- incident details;
- investigation notes;
- witness statements;
- communications;
- duration;
- reintegration actions;
- equality considerations.

22. Equality Monitoring

The College will regularly monitor suspension and exclusion data by:

- year group;
- boarding status;
- SEND;
- protected characteristics where appropriate;
- repeat suspensions.

This helps identify disproportionality and improve practice.

23. Preventing Repeat Suspensions

Following repeated suspensions, the College will consider:



- pastoral support plans;
- mentoring;
- SEND review;
- safeguarding assessment;
- attendance review;
- external agency involvement where appropriate.

The aim is early intervention before behaviour escalates.

24. Roles and Responsibilities

Head

- Makes suspension and exclusion decisions.
- Ensures lawful process.

Deputy Head (Pastoral) / DSL

- Oversees implementation.
- Leads reintegration.
- Monitors patterns.
- Advises on safeguarding

Tutors and Houseparents

- Support reintegration.
- Monitor progress.

Governors

- Provide oversight.
- Hear representations where appropriate.

Appendix A – Suspension Decision Checklist

Before issuing a suspension, confirm:

- Facts established
- Student heard



- SEND considered
- Safeguarding considered
- Equality duties considered
- Alternatives considered
- Parents informed
- Written confirmation issued
- Work arranged
- Reintegration meeting booked

Appendix B – Typical Reintegration Agenda

1. Welcome.
2. Reflection on incident.
3. Restorative discussion.
4. Behaviour expectations.
5. Support required.
6. Tutor/Houseparent actions.
7. Parent involvement.
8. Review date.