



**THE
DIOCESE OF
SHEFFIELD
ACADEMIES
TRUST**

DSAT SUSPENSIONS & EXCLUSIONS POLICY

2026/2027

September 2026

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1. Principles

DSAT's mission underpins this policy:

- To create and sustain challenging, stimulating, nurturing and exciting learning experiences where all children achieve well and are keen to learn.
- To deliver good and outstanding teaching and learning for all pupils every day.
- To offer an inclusive framework for education that opens for our children "life in all its fullness."
- To empower leadership at all levels to drive improvements so that each school is aspirational and moves to its next level of performance.

We recognise that:

- Some children may need more, or something different, from our core mainstream offer.
- Belonging is central to DSAT's ethos.
- Attendance at any DSAT academy must equate to fair, equitable treatment.
- Inclusion is a Trust-wide commitment.

DSAT spans four Local Authorities. All schools follow statutory DfE guidance, but also comply with LA-specific requirements. This policy reflects DSAT expectations and LA guidance.

Suspensions replace the term "fixed-term exclusions" in statutory guidance. Permanent exclusion remains a last resort.

This policy must be read alongside **Suspension and Permanent Exclusion Guidance (DfE, - updated 2026)**.

DSAT governance structure:

- Statutory responsibilities sit with the **Board of Trustees**.
- A **Trust Exclusions Panel (ExP)** replaces the Governing Board for all exclusion considerations.
- A member of the Local School Board attends each panel hearing.
- The ExP is chaired by the **Chair of the Exclusions Panel**.

"Headteacher" includes Heads of School, Executive Headteachers, and acting/interim leaders.

"Parent" includes anyone with parental responsibility, including the Local Authority where applicable.

Only the Headteacher can suspend or permanently exclude a pupil.

All decisions must be **lawful, rational, reasonable, fair, and proportionate**.

2. Aims

DSAT aims to:

- Apply the exclusions process fairly and consistently.
- Help governors, staff, parents/carers and pupils understand the process.
- Ensure pupils are safe, happy, and supported.
- Prevent pupils from becoming NEET.
- Ensure all suspensions and permanent exclusions are carried out lawfully.

A note on off-rolling

Off-rolling is unlawful. DSAT will not:

- Remove a pupil from roll without a formal permanent exclusion.
- Encourage a parent to remove their child from roll.
- Retain a pupil on roll but prevent attendance without formal exclusion or suspension.

Suspensions/exclusions will **never** be used because:

- A pupil has SEND the school feels unable to support.
- A pupil has poor academic performance.
- A pupil has not met a condition (e.g., attending a reintegration meeting).

Any such action is off-rolling.

3. Legislation and statutory guidance

This policy is based on:

- Suspension and Permanent Exclusion Guidance (DfE 2026)
- Education Act 2002 (Section 51A)
- Education Act 2011
- School Discipline (Pupil Exclusions and Reviews) Regulations 2012
- Education and Inspections Act 2006
- Education Act 1996 (Section 579)

- Education (Provision of Full-Time Education for Excluded Pupils) Regulations 2007/2014
- Equality Act 2010
- Children and Families Act 2014
- School Inspection Handbook (off-rolling definition)

This policy complies with DSAT's funding agreement and Articles of Association.

4. Definitions

Suspension — temporary removal from school for a fixed period. Permanent exclusion — removal from roll.

Off-site direction — temporary placement elsewhere to improve behaviour.

Managed move — permanent transfer to another school.

Parent/carers — anyone with parental responsibility or care of the child.

5. Roles and responsibilities

5.1 The Headteacher

Deciding whether to suspend or exclude

Only the Headteacher may suspend or permanently exclude.

Sometimes, suspension may be necessary.

Suspension may be used:

- In line with the behaviour policy.
- To signal unacceptable behaviour.
- To show behaviour is placing the pupil at risk of permanent exclusion.

Permanent exclusion may be used only:

- For serious or persistent breaches of behaviour policy.
- Where allowing the pupil to remain would seriously harm education or welfare.

Before deciding, the Headteacher must:

- Consider all relevant facts on the balance of probabilities.

- Consider provocation or mitigating factors.
- Hear the pupil's version of events.
- Consider SEND needs.
- Consider vulnerability (LAC, social worker involvement).
- Consider whether behaviour may be a manifestation of disability.
- Consider whether reasonable adjustments were applied.
- Consider alternative strategies (detentions, restorative work, AP, managed move).
- Ensure pupil voice is taken and recorded.
- Ensure the pupil understands how their views were considered.

Informing parents/carers

Parents/carers must be informed **without delay**, ideally by phone and followed by written notification. (See appendices for letters to parents)

Written notification must include:

- Reasons for suspension/exclusion.
- Length of suspension or confirmation of permanence.
- Right to make representations.
- Right to attend a meeting (where applicable).
- Right to request remote access.
- Legal duty to ensure the pupil is not in a public place for days 1–5.
- AP arrangements (start date, times, location, contact person).

Alternative provision (AP)

- For suspensions >5 days: AP must begin by day 6.
- For LAC or pupils with social workers: AP from day 1 wherever possible.
- AP details must be provided no later than 48 hours before start (unless AP begins before day 6).

Cancelling suspensions/exclusions

A suspension or exclusion may be cancelled **only** if not yet reviewed by the ExP.

If cancelled:

- Parents/carers, ExP, LA, social worker/VSH must be notified.
- Pupil returns immediately.
- Days already missed count toward the 45-day annual limit.
- A meeting with parents must be offered.

Notifying DSAT

Headteacher must notify:

- DSAT Head of Access to Education (CEO)
- DSAT Behaviour and Access Team
- Exclusions Panel
- LA
- Home LA (if different)
- Social worker/VSH (where applicable)

5.2 The Exclusions Panel (ExP)

The ExP must:

- Consider representations.
- Consider reinstatement where required.
- Provide data to Secretary of State and LA within 14 days.
- Arrange AP for suspensions >5 days.
- Monitor patterns, absence codes, interventions, rolling averages, timing of moves, characteristics of excluded pupils, AP placements, and cost implications.

5.3 The Local Authority

For permanent exclusions:

- LA arranges AP from day 6.
- For LAC or pupils with social workers: AP from day 1 wherever possible.

6. Considering the reinstatement of a pupil

The ExP must meet within:

- **15 school days** for permanent exclusions.
- **15 school days** for suspensions >15 days in a term.
- **50 school days** for suspensions 6–15 days (if parents request).
- **Before an exam/test** where reasonably practicable.

The ExP may:

- Decline reinstatement.
- Direct reinstatement immediately or from a specified date.

The ExP must consider:

- Lawfulness, reasonableness, proportionality.
- Safeguarding.
- SEND and Equality Act duties.
- Evidence presented.

Minutes must be taken and records kept.

Parents/carers, Headteacher, social worker, VSH may attend.

7. Independent review

If parents apply within 15 school days, DSAT will arrange an IRP.

IRPs may be held remotely.

Panel composition

- Lay member (chair)
- Governor category
- Headteacher category

Panel members must be impartial and trained within the last 2 years.

Panel duties

Panel must consider:

- Interests and circumstances of the pupil.
- SEND expert views.
- Social worker/VSH views.
- Whether the ExP decision was flawed.

Panel outcomes

- Uphold decision
- Recommend reconsideration
- Quash decision and direct reconsideration

Panel must notify all parties in writing.

8. School registers

A pupil's name is removed from roll when:

- 15 school days have passed since ExP decision and no IRP request is made, or
- Parents state they will not request an IRP.

Attendance coding:

- B — education off-site
- D — dual registration
- E — absent

LA return must include pupil details, parent details, new school details, new address (if applicable).

9. Returning from a suspension

9.1 Reintegration strategy

Schools must:

- Maintain contact during suspension.
- Welcome pupil back.
- Provide pastoral support.
- Offer mentoring.
- Review progress regularly.
- Avoid part-time timetables except where absolutely necessary.

9.2 Reintegration meetings

Meetings should:

- Communicate a fresh start.
- Include pupil, parents and senior staff.
- Proceed even if parents do not attend.
- Not prevent a return to class if parents decline.

10. Remote access to meetings

Parents may request remote access.

Remote meetings must:

- Allow full participation.
- Be fair and transparent.
- Be rearranged if technical issues prevent fairness.

Social workers/VSH may join remotely at any time.

11. Monitoring arrangements

DSAT collects data on:

- Attendance
- Suspensions
- Permanent exclusions
- PRU use
- Off-site directions
- Managed moves
- Stakeholder surveys

The Trust Behaviour & Educational Access Team meets half-termly.

The CEO (Head of Access to Education) reviews patterns, interventions, rolling averages, timing, characteristics and AP placements.

Data is analysed by:

- School
- Age
- Time
- Protected characteristic

This Policy is reviewed annually – or earlier, in line with statutory updates and/or changes to Trust-wide procedure.

12. Links with other policies

- Behaviour Policy
- Child Protection and Safeguarding Policy
- SEND Policy
- SEND Information Report
- Attendance Policy

Appendix 1: Headteacher Suspension Checklist

Suspension Criterion	Yes	No
Serious breach of behaviour policy	☐	☐
Balance of probabilities met	☐	☐
Pupil voice taken	☐	☐
SEND needs considered	☐	☐
Reasonable adjustments applied	☐	☐
Vulnerability considered (LAC/social worker)	☐	☐
Provocation/mitigation considered	☐	☐
Alternatives explored	☐	☐
Parents informed	☐	☐
LA/DSAT notified	☐	☐
AP arranged (>5 days)	☐	☐
Reintegration planned	☐	☐

Appendix 2: Headteacher Permanent Exclusion Checklist

Permanent Exclusion Criterion	Yes	No
Serious/persistent breach	☐	☐
Balance of probabilities met	☐	☐
Evidence gathered	☐	☐
Witness statements collected	☐	☐
Pupil voice taken	☐	☐
SEND/EHCP considered	☐	☐
Reasonable adjustments applied	☐	☐
Safeguarding considered	☐	☐
Alternatives exhausted	☐	☐
Parents informed	☐	☐
LA/DSAT notified	☐	☐
EP1 pack prepared	☐	☐
AP arranged (LA)	☐	☐
IRP rights explained	☐	☐

Appendix 3: Independent Review Panel Training

Training must cover:

- Legislation and statutory guidance
- Procedural fairness and natural justice
- Role of chair and clerk
- Equality Act duties
- Human Rights Act duties

Appendix 4: Exclusion Packs

What could be in Exclusion panel packs (if appropriate)

- Attendance sheet (current academic year)
- Suspension letters plus evidence relating to them
- Behaviour log/chronology including:
 - ✓ description of incidents of poor behaviour
 - ✓ sanctions/actions taken and by whom
 - ✓ support strategies
- Evidence of incidents including:
 - ✓ witness accounts from adults and students
 - ✓ the account of the excluded student If appropriate:
 - ✓ summary of incidents
 - ✓ photographic evidence
 - ✓ accident/incident reports
- Examples of parental involvement e.g., letters, logged telephone calls, minuted meetings.
- Most recent academic report
- Additional evidence of support strategies:
 - ✓ AP consultation sheets/placement report
 - ✓ Reports from outside agencies
 - ✓ Educational psychologist's report
 - ✓ Social care and health
 - ✓ CAMHS referral
 - ✓ Behaviour contracts
 - ✓ Mentoring progress reports
- For students on the SEND register:
 - ✓ EHCP (if relevant)
 - ✓ Latest individual support plan and review (if applicable)

Appendix 5:

Agenda for Exclusion Panel

EXAMPLE

DOCUMENT TITLE	Page No
Cover sheet-overview of the student during their time at the school	
Incidents, serious incidents related to breaches of school policy – a chronology	
Incident Details [this is usually the incident directly leading to the PEX]	
PEX documentation including letter to parent advising of the PEX	
Interventions / support put in place	
Support plans with review dates/targets	
Communication with parent/guardian, letters home etc.	
Minutes of formal behaviour meetings	
Safeguarding information	

Appendix 6:

Headteacher Letter for over-turning a decision

RESCIND LETTER TO BE SENT IF THE HEAD TEACHER MAKES THE DECISION TO WITHDRAW A PERMANENT EXCLUSION BEFORE IT HAS BEEN REVIEWED BY THE EXCLUSIONS PANEL

Dear [**Parent/Carer**]

Rescinding of Permanent Exclusion of [**Pupil's Name, Date of Birth and Year Group**]

As you are aware, I made the decision to permanently exclude [**Pupil's Name**] with effect from [**date of exclusion**]. My decision was subject to a review by the Exclusions Panel who make the overall decision on whether pupils are reinstated back into school following permanent exclusion.

Whilst I considered permanent exclusion to be an appropriate response at the time of my original decision, an alternative has now been agreed. Therefore, in light of your cooperation, and as the Exclusions Panel has not yet met to review the permanent exclusion, I am able to rescind my decision.

I therefore confirm rescission of the permanent exclusion with effect from [**date**] (**which should be the date of the letter; or the date that the alternative plan can be implemented or the date that the pupil is to be readmitted**)

You and [**Pupil's Name**] will be invited to a meeting in order to develop a reintegration plan.

Whilst a Exclusions Panel Hearing will no longer need to take place to consider the re-instatement of [**Pupil's Name**], you are still entitled, if you wish, to make representations about the exclusion. If you wish to discuss my decision further, a meeting can be arranged. Please submit any request in writing to school for my attention.

Yours sincerely

[**Name**]

Head Teacher/HoS

Copies: Chair of the Local School Board
Clerk to the Local School Board
DSAT Head of Educational Access
[**Insert as required: Pupil's social worker, Virtual School, Education, Health and Care Assessment Team etc.**]
Local Authority Exclusion Team
Pupil's file

- ***Additional template letters are available by request from DSAT Head of Educational Access***

Appendix 7: Suspension/Exclusion Letters

SUSPENSIONS OF 5 DAYS OR LESS (including lunchtime suspensions) AND WHERE A PUBLIC EXAMINATION WOULD NOT BE MISSED

Dear [Parent/Carer]

[Pupil's Name, Date of Birth and Year Group]

I regret to inform you of my decision to suspend [Pupil's Name] for a period of [x day(s)]. You are being notified of this suspension **without delay**, in accordance with statutory requirements. This decision has been made in accordance with the Department for Education's statutory guidance *Suspension and Permanent Exclusion from maintained schools, academies and pupil referral units* (2023, updated 2026).

While this suspension is in force, you are responsible for ensuring [Pupil's Name] does not come onto school premises unless invited by me. Should [Pupil's Name] come onto school premises, this would be considered a breach of the suspension conditions. It is your legal duty as a parent to ensure your child is not in a public place for the first 5 days of the suspension.

(Delete paragraph as necessary – if the pupil is due to have an assessment) As you are aware, [Pupil Name] is due to have an assessment (specify type of assessment). The assessment will go ahead on [specify date, time, place, staff contact and instructions for arrival].

The suspension [begins/began] at [time] on [date] and ends at [time] on [date]. [Pupil's Name] should return to school on [date & time]. This suspension is for a **fixed period only**. [Pupil's Name] remains on roll and has the right to return at the end of the suspension.

REASON FOR SUSPENSION

The suspension is for: [Arbor category]

The reason for my decision is: (give a factual description of the incident, including date and time of incident, ensuring that the specific reason for suspension is understood).

[Pupil's Name] was given the opportunity to provide their account of the incident before this decision was made, and this was taken into consideration.

In reaching this decision, I considered proportionality, the seriousness of the incident, [Pupil's Name]'s age, SEND needs, previous behaviour and whether alternative sanctions were appropriate. I am satisfied that suspension is a lawful, reasonable and proportionate response.

Safeguarding considerations were taken into account, including the safety and wellbeing of [Pupil's Name], other pupils and staff.

(Delete as necessary) Due to the serious nature of the incident, I will continue to investigate and gather information during the suspension period. Should new evidence become available, it will be considered fully and fairly. Any further decision, including a decision to permanently exclude, would be made in accordance with statutory guidance and only after reviewing all available evidence.

(Delete as necessary – if other incidents contribute to this decision) In making this decision to suspend, I am taking other incidents of previous misbehaviour into account: (list).

This decision is consistent with the school's Behaviour Policy, which is available on our website or from the school office.

EDUCATION DURING SUSPENSION

School will provide achievable and accessible work for [Pupil's Name] to complete during the suspension period (detail arrangements). You are responsible for ensuring that completed work is returned promptly for marking.

(Delete if not applicable)

SEND and Accessibility of Work

As [Pupil's Name] is on the school's SEND register, the work provided has been planned to ensure accessibility and appropriate reasonable adjustments. If [Pupil's Name] receives SEN Support, the work reflects their support plan and current interventions. Where appropriate, reasonable adjustments were made to ensure [Pupil's Name] could participate fully in the investigation process. If you feel additional adjustments are required, please contact [staff name].

(Delete paragraph as necessary – if the pupil is eligible for FSM) As [Pupil Name] is entitled to free school meals, you can request a packed lunch from school by contacting [Staff Name and contact]. The school will provide a packed lunch or alternative meal provision, upon request.

(Delete paragraph as necessary – if pupil has an allocated social worker) As [Pupil Name] has an allocated social worker, I have informed them of this suspension.

(Delete paragraph as necessary – if pupil is a Looked After Child) As [Pupil Name] is a Looked After Child, I have informed the Virtual School.

(Delete paragraph as necessary – if pupil is NOT compulsory school age) During a suspension, parents are legally required to ensure that their child is not present in a public place during school hours without reasonable justification. Parents may be given a fixed penalty notice or prosecuted if they fail to comply.

(Delete paragraph as necessary – lunchtime suspensions) A lunchtime suspension counts as one half-day of suspension for statutory recording and reporting purposes.

REINTEGRATION MEETING

You and [Pupil's Name] are requested to attend a reintegration meeting with me *[or specify staff member]* at [place] on [date] at [time]. If that is not convenient, please contact the school before your child is due to return to arrange an alternative date and time.

The purpose of the reintegration meeting is to discuss how best your child's return to school can be supported. Failure to attend a reintegration meeting could be a factor considered by a magistrates' court, for instance in circumstances such as non-school attendance.

YOUR RIGHTS TO MAKE REPRESENTATIONS TO THE DSAT EXCLUSIONS PANEL

The total number of suspension days for this term is (X).

The total number of suspension days for this year is (X).

A. If the total number of days suspension in any one term is below five, you have the right to make representations to the Exclusions Panel, who will consider these, but the Panel does not have the authority to overturn the suspension.

If you wish to make representations, please contact [Name and contact details of Clerk to the Local School Board]. You have the right to request remote access to meetings.

You may request copies of the evidence considered in reaching this decision. Any confidential information will be redacted in accordance with data protection legislation and may incur a charge.

SUPPORT AND ADVICE

Should you wish to discuss this matter with the Local Authority please contact [Enter the relevant details of the LA Exclusions Contact from the list below]

- Rotherham Exclusion Team: **01709 808004**
- Sheffield Inclusion & Attendance Team:
Sheffieldinclusion&attendance@sheffield.gov.uk
- Doncaster Behaviour & Engagement Team: **01302 736504**
- Barnsley Exclusion Team: exclusions@barnsley.gov.uk **01226 787234**

Alternatively you may wish to contact the [Coram Children's Legal Centre](#) Advice line on 0300 3305485, or at www.childrenslegalcentre.com

An exclusions guide for parents can be found by following the link below.:

<https://www.gov.uk/government/publications/school-exclusions-guide-for-parents/a-guide-for-parents-on-school-behaviour-and-exclusion>

Independent advice for parents can be found at: <https://www.ipsea.org.uk/fixed-term-for-up-to-5-days>

(Delete paragraph and information below if not on SEND register)

As [Pupil's Name] [is on the SEN register/has an Education, Health and Care Plan], you can obtain impartial information, advice and support from your local SENDIASS:

SENDIASS contact for your LA:

Rotherham: 01709 823627 <https://www.rotherhamsendiass.org.uk/contact-1>

Doncaster: 01302 736920 sendias@doncaster.gov.uk

Barnsley: 01226 787234 sendiass@barnsley.gov.uk

Sheffield: 01142 736009 ssendias@sheffield.gov.uk

DISABILITY DISCRIMINATION RIGHTS

If you believe this suspension relates to a disability and discrimination has occurred, you may appeal to the First-tier Tribunal (SEND). Email: send@justice.gov.uk

HM Courts & Tribunals Service
First-tier Tribunal (Special Educational Needs and Disability)
1st Floor, Darlington Magistrates Court
Parkgate
Darlington
DL1 1RU
Telephone: 01325 289350 Fax: 0870 7394017
By Email: sendistquiries@hmcts.gsi.gov.uk

Website: <https://www.gov.uk/courts-tribunals/first-tier-tribunal-special-educational-needs-and-disability>

Making a claim would not affect your right to make representations to the Exclusions Panel.

ACCESS TO SCHOOL RECORDS

You have the right to see your child's school record. Due to confidentiality restrictions, you must submit a written request to obtain copies. There may be a charge for photocopying.

OTHER SOURCES OF SUPPORT

ACE education **runs a limited advice line service** on 0300 0115 142 on Monday to Wednesday from 10 am to 1 pm during term time. **Information can be found on the website:** <http://www.ace-ed.org.uk/>.

The National Autistic Society **Schools Exclusion Service (England)** can be contacted on 0808 800 4002 **or through:** <http://www.autism.org.uk/services/helplines/school-exclusions.aspx>

Independent Parental Special Education Advice <http://www.ipsea.org.uk/>

The Department for Education statutory guidance on exclusions **can be found at** <https://www.gov.uk/topic/schools-colleges-childrens-services/school-behaviour-attendance>.

Yours sincerely [Name]

Head Teacher/Head of School

Copies:

Chair of the Local School Board Clerk to the Local School Board

Head of DSAT Access to Education

DSAT Behaviour and Access Team Local Authority Exclusion Team

(Insert as required: social worker, EHCP team, Virtual School, etc.)

Pupil's file

SUSPENSION OF ABOVE 5 DAYS (including lunchtime suspensions) AND WHERE A PUBLIC EXAMINATION WOULD NOT BE MISSED

Dear [Parent/Carer]

[Pupil's Name, Date of Birth and Year Group]

I regret to inform you of my decision to suspend [Pupil's Name] for a period of [xx day(s)]. You are being notified of this suspension **without delay**, in accordance with statutory requirements. This decision has been made in accordance with the Department for Education's statutory guidance *Suspension and Permanent Exclusion from maintained schools, academies and pupil referral units* (2023, updated 2026).

While this suspension is in force, you are responsible for ensuring [Pupil's Name] does not come onto school premises unless invited by me. Should this occur, it would be considered a breach of the suspension conditions. It is your legal duty as a parent to ensure your child is not in a public place for the first 5 days of the suspension.

(Delete paragraph as necessary – if the pupil is due to have an assessment) As you are aware, [Pupil Name] is due to have an assessment (specify type of assessment). The assessment will go ahead on [specify date, time, place, staff contact and instructions for arrival].

The suspension [begins/began] at [time] on [date] and ends at [time] on [date]. [Pupil's Name] should return to school on [date & time]. This suspension is for a **fixed period only**. [Pupil's Name] remains on roll and has the right to return at the end of the suspension.

REASON FOR SUSPENSION

The suspension is for: [Arbor category]

The reason for my decision is: (give a description of the incident, including date and time of incident, ensuring that the specific reason for suspension is understood).

[Pupil's Name] was given the opportunity to provide their account of the incident before this decision was made and this was taken into consideration.

In reaching this decision, I considered proportionality, the seriousness of the incident, [Pupil's Name]'s age, SEND needs, previous behaviour and whether alternative sanctions were appropriate. I am satisfied that suspension is a lawful, reasonable and proportionate response.

Safeguarding considerations were taken into account, including the safety and wellbeing of [Pupil's Name], other pupils and staff.

(Delete as necessary) Due to the serious nature of the incident, I will continue to investigate and gather information during the suspension period. Should new evidence become

available, it will be considered fully and fairly. Any further decision, including a decision to permanently exclude, would be made in accordance with statutory guidance and only after reviewing all available evidence.

(Delete as necessary – if other incidents contribute to this decision) In making this decision to suspend, I am taking other incidents of previous misbehaviour into account: [\[list\]](#).

This decision is consistent with the school's Behaviour Policy, which is available on our website or from the school office.

EDUCATION DURING SUSPENSION

School will provide achievable and accessible work for [\[Pupil's Name\]](#) to complete during the suspension period ([detail arrangements](#)). You are responsible for ensuring that completed work is returned promptly for marking.

(Delete if not applicable)

SEND and Accessibility of Work

As [\[Pupil's Name\]](#) is on the school's SEND register, the work provided has been planned to ensure accessibility and appropriate reasonable adjustments. If [\[Pupil's Name\]](#) receives SEN Support, the work reflects their support plan and current interventions. Where appropriate, reasonable adjustments were made to ensure [\[Pupil's Name\]](#) could participate fully in the investigation process. If you feel additional adjustments are required, please contact [\[staff name\]](#).

(Delete paragraph as necessary – if the pupil is eligible for FSM) As [\[Pupil Name\]](#) is entitled to free school meals, you can request a packed lunch from school by contacting [\[Staff Name and contact\]](#). The school will provide a meal upon request.

(Delete paragraph as necessary – if pupil has an allocated social worker) As [\[Pupil Name\]](#) has an allocated social worker, I have informed them of this suspension.

(Delete paragraph as necessary – if pupil is a Looked After Child) As [\[Pupil Name\]](#) is a Looked After Child, I have informed the Virtual School.

(Delete paragraph as necessary – if pupil is NOT compulsory school age) During a suspension, parents are legally required to ensure that their child is not present in a public place during school hours without reasonable justification. Parents may be given a fixed penalty notice or prosecuted if they fail to comply.

REINTEGRATION MEETING

You and [Pupil's Name] are requested to attend a reintegration meeting with *me [or specify staff member]* at [place] on [date] at [time]. If that is not convenient, please contact the school before your child is due to return to arrange a suitable alternative date and time.

The purpose of the reintegration meeting is to discuss how best your child's return to school can be supported. Failure to attend a reintegration meeting could be a factor considered by a magistrates' court, for instance in circumstances such as non-school attendance.

FULL-TIME EDUCATION FROM DAY 6

(Delete paragraph if pupil is NOT compulsory school age) From the 6th (or earlier if appropriate) school day of this suspension [specify date] until the expiry of the suspension [specify date], we will provide suitable full-time education.

On [date], [Pupil's Name] should attend at [name and address of the alternative provider if not the home school] at [start time] and report to [staff member's name].

[If applicable — specify transport arrangements/responsibilities from home to the alternative provider.]

(If arrangements for suitable full-time education are not available at the time of writing, you will be notified by a further letter.)

YOUR RIGHTS TO MAKE REPRESENTATIONS TO THE EXCLUSIONS PANEL

The total number of suspension days for this term is [X].

The total number of suspension days for this year is [X].

A. If the total number of days suspension in any one term is below five, you have the right to make representations to the Exclusions Panel, who will consider these, but the Panel does not have the authority to overturn the suspension.

B. If the total number of days suspension in any one term is above 5 but below 15, you have the right to request an Exclusions Panel Hearing. This meeting will be held within 50 school days of you receiving the suspension notice. If you do not request a meeting, the Panel is not required to meet.

C. If the total number of days suspension in any one term is above 15, the Exclusions Panel must convene a statutory meeting to consider reinstatement. A representative of the Local Authority may attend.

If you wish to make representations, please contact [Name and contact details of Clerk to the Local School Board]. You have the right to request remote access to meetings.

You may request copies of the evidence considered in reaching this decision. Any confidential information will be redacted in accordance with data protection legislation.

SUPPORT AND ADVICE

Should you wish to discuss this matter with the Local Authority please contact [\[Enter the relevant details of the LA Exclusions Contact from the list below\]](#)

- Rotherham Exclusion Team: **01709 808004**
- Sheffield Inclusion & Attendance Team:
Sheffieldinclusion&attendance@sheffield.gov.uk
- Doncaster Behaviour & Engagement Team: **01302 736504**
- Barnsley Exclusion Team: exclusions@barnsley.gov.uk **01226 787234**

Alternatively you may wish to contact the [Coram Children's Legal Centre](#) Advice line on 0300 3305485, or at www.childrenslegalcentre.com

An exclusions guide for parents can be found by following the link below.:

<https://www.gov.uk/government/publications/school-exclusions-guide-for-parents/a-guide-for-parents-on-school-behaviour-and-exclusion>

Independent advice for parents can be found at:

<https://www.ipsea.org.uk/fixed-term-for-between-5-and-15-days>

(Delete paragraph and information below if not on SEND register)

As [\[Pupil's Name\]](#) [\[is on the SEN register/has an Education, Health and Care Plan\]](#), you can obtain impartial information, advice and support from your local SENDIASS:

SENDIASS contact for your LA:

Rotherham: 01709 823627 <https://www.rotherhamsendiass.org.uk/contact-1>

Doncaster: 01302 736920 sendias@doncaster.gov.uk

Barnsley: 01226 787234 sendiass@barnsley.gov.uk

Sheffield: 01142 736009 ssendiass@sheffield.gov.uk

DISABILITY DISCRIMINATION RIGHTS

If you believe this suspension relates to a disability and discrimination has occurred, you may appeal to the First-tier Tribunal (SEND). Email: send@justice.gov.uk

HM Courts & Tribunals Service
First-tier Tribunal (Special Educational Needs and Disability)
1st Floor, Darlington Magistrates Court
Parkgate
Darlington
DL1 1RU
Telephone: 01325 289350 Fax: 0870 7394017
By Email: sendistqueries@hmcts.gsi.gov.uk

Website: <https://www.gov.uk/courts-tribunals/first-tier-tribunal-special-educational-needs-and-disability>

Making a claim would not affect your right to make representations to the Exclusions Panel.

ACCESS TO SCHOOL RECORDS

You have the right to see your child's school record. Due to confidentiality restrictions, you must submit a written request to obtain copies. There may be a charge for photocopying.

OTHER SOURCES OF SUPPORT

ACE education **runs a limited advice line service on** 0300 0115 142 on Monday to Wednesday from 10 am to 1 pm during term time. **Information can be found on the website:** <http://www.ace-ed.org.uk/>.

The National Autistic Society **Schools Exclusion Service (England) can be contacted on** 0808 800 4002 **or through:** <http://www.autism.org.uk/services/helplines/school-exclusions.aspx>

Independent Parental Special Education Advice <http://www.ipsea.org.uk/>

The Department for Education statutory guidance on exclusions **can be found at** <https://www.gov.uk/topic/schools-colleges-childrens-services/school-behaviour-attendance>.

Yours sincerely,

[Name]

Head Teacher/Head of School

Copies: Chair of the Local School Board Clerk to the Local School Board

DSAT Head of Educational Access

DSAT Behaviour and Access Team

Local Authority Exclusion Team ([Insert as required: social worker, EHCP team, Virtual School, etc.](#))

Pupil's file

A SUSPENSION THAT HAS RESULTED IN MORE THAN 15 SCHOOL DAYS SUSPENSION IN ONE TERM

Dear [Parent/Carer]

[Pupil's Name, Date of Birth and Year Group]

I regret to inform you of my decision to suspend [Pupil's Name] for a period of [xx day(s)]. You are being notified of this suspension **without delay**, in accordance with statutory requirements. This decision has been made in accordance with the Department for Education's statutory guidance *Suspension and Permanent Exclusion from maintained schools, academies and pupil referral units* (2023, updated 2026).

While this suspension is in force, you are responsible for ensuring that [Pupil's Name] does not come onto school premises unless invited by me. Should this occur, it would be considered a breach of the suspension conditions. It is your legal duty as a parent to ensure your child is not in a public place for the first 5 days of the suspension.

(Delete paragraph as necessary – if the pupil is due to have an assessment) As you are aware, [Pupil Name] is due to have an assessment (specify type of assessment). The assessment will go ahead on [specify date, time, place, staff contact and instructions for arrival].

The suspension [begins/began] at [time] on [date] and ends at [time] on [date]. [Pupil's Name] should return to school on [date & time]. This suspension is for a **fixed period only**. [Pupil's Name] remains on roll and has the right to return at the end of the suspension.

REASON FOR SUSPENSION

The suspension is for: [Arbor category]

The reason for my decision is: (give a factual description of the incident, including date and time of incident, ensuring that the specific reason for suspension is understood).

[Pupil's Name] was given the opportunity to provide their account of the incident before this decision was made, and this was taken into consideration.

In reaching this decision, I considered proportionality, the seriousness of the incident, [Pupil's Name]'s age, SEND needs, previous behaviour and whether alternative sanctions were appropriate. I am satisfied that suspension is a lawful, reasonable and proportionate response.

Safeguarding considerations were taken into account, including the safety and wellbeing of [Pupil's Name], other pupils, and staff.

(Delete as necessary) Due to the serious nature of the incident, I will continue to investigate and gather information during the suspension period. Should new evidence become

available, it will be considered fully and fairly. Any further decision, including a decision to permanently exclude, would be made in accordance with statutory guidance and only after reviewing all available evidence.

(Delete as necessary – if other incidents contribute to this decision) In making this decision, I am taking other incidents of previous misbehaviour into account: [\[list\]](#).

This decision is consistent with the school's Behaviour Policy, which is available on our website or from the school office.

EDUCATION DURING SUSPENSION

School will provide achievable and accessible work for [\[Pupil's Name\]](#) to complete during the first [\[X days\]](#) of this suspension ([detail arrangements](#)). You are responsible for ensuring that completed work is returned promptly for marking.

(Delete if child is not on the SEND register)

SEND and Accessibility of Work

As [\[Pupil's Name\]](#) is on the school's SEND register, the work provided has been planned to ensure accessibility and appropriate reasonable adjustments. If [\[Pupil's Name\]](#) receives SEN Support, the work reflects their support plan and current interventions. Where appropriate, reasonable adjustments were made to ensure [\[Pupil's Name\]](#) could participate fully in the investigation process. If you feel additional adjustments are required, please contact [\[staff name\]](#).

(Delete paragraph as necessary – if the pupil is eligible for FSM) As [\[Pupil Name\]](#) is entitled to free school meals, you can request a packed lunch from school by contacting [\[Staff Name and Contact\]](#). The school will provide a meal or alternative meal provision, upon request.

(Delete paragraph as necessary – if pupil has an allocated social worker) As [\[Pupil Name\]](#) has an allocated social worker, I have informed them of this suspension.

(Delete paragraph as necessary – if pupil is a Looked After Child) As [\[Pupil Name\]](#) is a Looked After Child, I have informed the Virtual School.

(Delete paragraph if pupil is NOT compulsory school age) During a suspension, parents are legally required to ensure that their child is not present in a public place during school hours without reasonable justification. Parents may be given a fixed penalty notice or prosecuted if they fail to comply.

FULL-TIME EDUCATION FROM DAY 6

(Delete paragraph as necessary or if pupil is NOT compulsory school age) From the 6th school day of this suspension [specify date] until the expiry of the suspension [specify date], school will provide suitable full-time education.

On [date], [Pupil's Name] should attend at [name and address of the alternative provider if not the home school] at [start time] and report to [staff member's name].

[If applicable — specify transport arrangements/responsibilities from home to the alternative provider.]

(If arrangements for suitable full-time education are not available at the time of writing, you will be notified by a further letter.)

REINTEGRATION MEETING

You and [Pupil's Name] are requested to attend a reintegration meeting with *me* [or specify staff member] at [place] on [date] at [time]. If that is not convenient, please contact the school before your child is due to return to arrange a suitable alternative date and time.

The purpose of the reintegration meeting is to discuss how best your child's return to school can be supported. Failure to attend a reintegration meeting could be a factor considered by a magistrates' court, for instance in circumstances such as non-school attendance.

EXCLUSIONS PANEL — STATUTORY MEETING

As this suspension brings the total number of suspension days this term to over 15, the Exclusions Panel **must** meet to consider the suspension(s). The latest date on which the Exclusions Panel can meet is [date] (no later than 15 school days from the date the Panel is notified).

At the review meeting, you may make representations to the Exclusions Panel.

You will, whether you choose to make representations or not, be notified by the Clerk to the Local School Board of the time, date and location of the meeting. Please inform [contact name and details] if you wish to be accompanied (friends or representatives). Please also advise if you have a disability or additional need which may affect your ability to attend or take part in a meeting; reasonable adjustments will then be made. In addition, please advise if you require an interpreter to be present.

You may request copies of the evidence considered in reaching this decision. Any confidential information will be redacted in accordance with data protection legislation.

YOUR RIGHTS TO MAKE REPRESENTATIONS TO THE DSAT EXCLUSIONS PANEL

The total number of suspension days for this term is (X).

The total number of suspension days for this year is (X).

B. If the total number of days suspension in any one term is below five, you have the right to make representations to the Exclusions Panel, who will consider these, but the Panel does not have the authority to overturn the suspension.

C. If the total number of days suspension in any one term is above 5 but below 15, you have the right to request an Exclusions Panel meeting. This meeting will be held within 50 school days of you receiving the suspension notice. If you do not request a meeting, the Panel is not required to meet.

D. If the total number of days suspension in any one term is above 15, the Exclusions Panel must convene a statutory meeting to consider reinstatement. A representative of the Local Authority may attend.

If you wish to make representations, please contact [\[Name and contact details of Clerk to the Local School Board\]](#). You have the right to request remote access to meetings.

SUPPORT AND ADVICE

Should you wish to discuss this matter with the Local Authority please contact [\[Enter the relevant details of the LA Exclusions Contact from the list below\]](#)

- Rotherham Exclusion Team: **01709 808004**
- Sheffield Inclusion & Attendance Team:
Sheffieldinclusion&attendance@sheffield.gov.uk
- Doncaster Behaviour & Engagement Team: **01302 736504**
- Barnsley Exclusion Team: exclusions@barnsley.gov.uk **01226 787234**

Independent advice for parents can be found at:

<https://www.ipsea.org.uk/fixed-term-for-over-15-days>

(Delete paragraph and information below if not on SEND register)

As [\[Pupil's Name\]](#) [\[is on the SEN register/has an Education, Health and Care Plan\]](#), you can obtain impartial information, advice and support from your local SENDIASS:

SENDIASS contact for your LA:

Rotherham: 01709 823627 <https://www.rotherhamsendiass.org.uk/contact-1>

Doncaster: 01302 736920 sendias@doncaster.gov.uk

Barnsley: 01226 787234 sendiass@barnsley.gov.uk

Sheffield: 01142 736009 ssendias@sheffield.gov.uk

DISABILITY DISCRIMINATION RIGHTS

If you believe this suspension relates to a disability and discrimination has occurred, you may appeal to the First-tier Tribunal (SEND). Email: send@justice.gov.uk

HM Courts & Tribunals Service
First-tier Tribunal (Special Educational Needs and Disability)
1st Floor, Darlington Magistrates Court
Parkgate
Darlington
DL1 1RU
Telephone: 01325 289350 Fax: 0870 7394017
By Email: sendistqueries@hmcts.gsi.gov.uk

Website: <https://www.gov.uk/courts-tribunals/first-tier-tribunal-special-educational-needs-and-disability>

Making a claim would not affect your right to make representations to the Exclusions Panel.

ACCESS TO SCHOOL RECORDS

You have the right to see your child's school record. Due to confidentiality restrictions, you must submit a written request to obtain copies. There may be a charge for photocopying.

OTHER SOURCES OF SUPPORT

ACE education **runs a limited advice line service** on 0300 0115 142 on Monday to Wednesday from 10 am to 1 pm during term time. **Information can be found on the website:** <http://www.ace-ed.org.uk/>.

The National Autistic Society **Schools Exclusion Service (England)** can be contacted on 0808 800 4002 **or through:** <http://www.autism.org.uk/services/helplines/school-exclusions.aspx>

Independent Parental Special Education Advice <http://www.ipsea.org.uk/>

The Department for Education statutory guidance on exclusions **can be found at** <https://www.gov.uk/topic/schools-colleges-childrens-services/school-behaviour-attendance>.

Yours sincerely [Name]

Head Teacher/Head of School

Copies:

Chair of the Local School Board Clerk to the Local School Board

DSAT Head of Educational Access

DSAT Behaviour and Access Team

Local Authority Exclusion Team

(Insert as required: social worker, EHCP team, Virtual School, etc.)

Pupil's file

PERMANENT EXCLUSION

Dear [Parent/Carer]

[Pupil's Name, Date of Birth and Year Group]

I regret to inform you of my decision to exclude [Pupil's Name] permanently from attendance at this school with effect from [time and date]. You are being notified of this exclusion **without delay**, in accordance with statutory requirements. This decision has been made in accordance with the Department for Education's statutory guidance *Suspension and Permanent Exclusion from maintained schools, academies and pupil referral units* (2023, updated 2026).

This means that [Pupil's Name] will not be allowed in this school unless [he/she] is reinstated by the Exclusions Panel.

While this exclusion is in force, you are responsible for ensuring [Pupil's Name] does not come onto school premises unless invited by me. Should [Pupil's Name] come onto school premises, this would be considered a breach of the legal process. It is your legal duty as a parent to ensure your child is not in a public place for the first 5 days of the exclusion.

Alternative arrangements for [Pupil's Name]'s education to continue will be made.

REASON FOR PERMANENT EXCLUSION

The exclusion is for: [Arbor category]

The reason for my decision is: (give a clear, factual and informative description of the incident, including date/time of incident, ensuring that the specific reason for exclusion is understood and that all relevant circumstances are made known).

[Pupil's Name] was given the opportunity to provide their account of the incident before this decision was made, and this was taken into consideration.

In reaching this decision, I considered proportionality, the seriousness of the incident, [Pupil's Name]'s age, SEND needs, previous behaviour, and whether alternative sanctions were appropriate. I am satisfied that permanent exclusion is a lawful, reasonable and proportionate response.

Safeguarding considerations were taken into account, including the safety and wellbeing of [Pupil's Name], other pupils, and staff.

(Delete as necessary) Due to the serious nature of the incident, I will continue to investigate and gather information. If new evidence becomes available that I was not in possession of at the time of making the decision to permanently exclude [Pupil's Name], you will be notified. Any further decision will be made in accordance with statutory guidance and only after reviewing all available evidence.

(Delete as necessary) In making this decision, I am taking other incidents of previous misbehaviour into account. (Provide brief details of any relevant previous warnings, suspensions, or other sanctions/strategies used in an attempt to avoid exclusion.)

This decision is consistent with the school's Behaviour Policy, which is available on our website or from the school office.

Further details will be forwarded to you shortly in form EP1 (evidence pack to review the permanent exclusion).

EDUCATION DURING PERMANENT EXCLUSION

School will provide achievable and accessible work for [Pupil's Name] for the first 5 days of the permanent exclusion (detail arrangements). You are responsible for ensuring that completed work is returned promptly for marking.

(Delete as necessary) From the 6th school day of this exclusion [specify date], the Local Authority will provide suitable education. A representative from the Local Authority will contact you directly with details of these arrangements.

(Delete as necessary — where the pupil lives in a different Local Authority) As you are resident outside [Name LA], I have informed [Name of Officer] at [Local Authority] of your child's exclusion and they will contact you about arrangements for [Pupil's Name]'s education from the 6th school day.

(Delete as necessary – if the pupil is NOT compulsory school age) During an exclusion, parents are legally required to ensure that their child is not present in a public place during school hours for the first 5 days of exclusion without reasonable justification. Parents may be given a fixed penalty notice or prosecuted if they fail to comply.

(Delete as necessary – if the pupil is eligible for FSM) As [Pupil's Name] is entitled to free school meals for the first 5 days of this exclusion, please contact [Staff Name and details] to discuss how this can be facilitated.

ACCESS TO SCHOOL RECORDS

You have the right to see your child's school record. Due to confidentiality restrictions, you must submit a written request to obtain copies. There may be a charge for photocopying.

You may also request copies of the evidence considered in reaching this decision. Any confidential information will be redacted in accordance with data protection legislation.

EXCLUSIONS PANEL — STATUTORY MEETING

As this is a permanent exclusion, the Exclusions Panel **must** meet to consider it no later than [\[specify date\]](#) (no later than 15 school days from the date the exclusion began).

At the review meeting, you may make representations to the Exclusions Panel.

You will, whether you choose to make representations or not, be notified by the Clerk to the Local School Board of the time, date and location of the meeting. You have the right to request remote access to meetings.

Please inform [\[contact name and contact details\]](#) of any disabilities or additional needs that may affect your ability to attend or take part in a meeting; reasonable adjustments will then be made. Please also advise if you require an interpreter and if you wish to be accompanied by a friend(s) / representative(s).

The Exclusions Panel has the power to reinstate your child immediately or from a specified date, or alternatively it has the power to confirm the exclusion. If the exclusion is upheld, you have the right to request a review by an Independent Review Panel.

SUPPORT AND ADVICE

Should you wish to discuss this matter with the Local Authority, please contact [\[Insert LA contact details\]](#).

- Rotherham Exclusion Team: **01709 808004**
- Sheffield Inclusion & Attendance Team:
Sheffieldinclusion&attendance@sheffield.gov.uk
- Doncaster Behaviour & Engagement Team: **01302 736504**
- Barnsley Exclusion Team: exclusions@barnsley.gov.uk **01226 787234**

Alternatively, you may wish to contact the Coram Children's Legal Centre Advice Line on 0300 3305485 or visit www.childrenslegalcentre.com.

An exclusions guide for parents can be found at:

<https://www.gov.uk/government/publications/school-exclusions-guide-for-parents/a-guide-for-parents-on-school-behaviour-and-exclusion>

(Delete paragraph as necessary – if on SEND register) As [\[Pupil's Name\]](#) [\[is on the SEND register/has an Education, Health and Care Plan\]](#), you can obtain impartial information, advice and support from your local SENDIASS:

SENDIASS contact for your LA:

Rotherham: 01709 823627 <https://www.rotherhamsendiass.org.uk/contact-1>

Doncaster: 01302 736920 sendias@doncaster.gov.uk

Barnsley: 01226 787234 sendiass@barnsley.gov.uk

Sheffield: 01142 736009 ssendias@sheffield.gov.uk

Further independent advice can be found at: <https://www.ipsea.org.uk/permanent-exclusions>

DISABILITY DISCRIMINATION RIGHTS

If you believe this permanent exclusion relates to a disability your child has, and you believe disability discrimination has occurred, you have the right to make a claim under the Equality Act 2010 to the Special Educational Needs and Disability First-tier Tribunal.

Making a claim would not affect your right to make representations to the Exclusions Panel.

OTHER SOURCES OF SUPPORT

ACE education **runs a limited advice line service** on 0300 0115 142 on Monday to Wednesday from 10 am to 1 pm during term time. **Information can be found on the website:** <http://www.ace-ed.org.uk/>.

The National Autistic Society **Schools Exclusion Service (England)** can be contacted on 0808 800 4002 **or through:** <http://www.autism.org.uk/services/helplines/school-exclusions.aspx>

Independent Parental Special Education Advice <http://www.ipsea.org.uk/>

The Department for Education statutory guidance on exclusions **can be found at** <https://www.gov.uk/topic/schools-colleges-childrens-services/school-behaviour-attendance>.

Yours sincerely,

[\[Name\]](#)

Head Teacher/Head of School

Copies:

Chair of the Local School Board Clerk to the Local School Board

DSAT Head of Access to Education

DSAT Behaviour and Access Team

Local Authority Exclusion Team (Insert as required: Social Worker, EHCP Team, Virtual School, etc.)

Pupil's file

Appendix 8:



THE DIOCESE OF SHEFFIELD
ACADEMIES TRUST

School Name

School Logo

Reintegration Meeting following Suspension

Name of Child	
Year/Class Group	
Dates of Suspension	
Reason for Suspension	Use wording from Arbor
Who attending meeting?	

THE 5 Ws TO SUPPORT REINTEGRATION	
Why did the Suspension occur?	
What behaviours could have been changed to avoid the incident/s happening?	
What is now expected of you?	
What can school do to support you to show good behaviour and be successful?	
What can your carers do to support?	
Agreed Actions	

Signed: _____ Parent
_____ School Staff

Signed:

Signed: _____ Child (if appropriate)
Date: _____

Appendix 9:

ONE-PAGE STAFF CHECKLIST: Suspensions & Permanent Exclusions (2026-Compliant)

1. Immediate Actions (All Suspensions & Exclusions)

- Notify parent/carer without delay (same day, ideally within hours).
- Confirm decision follows DfE statutory guidance (2023/2026).
- Ensure pupil is off-site safely and supervised for first 5 days.
- Record the incident factually (date, time, witnesses, evidence).
- Take pupil voice — pupil must give their account.
- Check proportionality — age, SEND, seriousness, previous behaviour.
- Consider safeguarding — risk to pupil, peers, staff.
- Check Equality Act implications — reasonable adjustments applied.

2. Drafting the Letter (All Types)

3. Work & Education Provision

- Provide accessible work for days 1–5.
- Ensure reasonable adjustments for SEND pupils.
- For >5 days:
 - Arrange full-time education from day 6.
 - Confirm alternative provider details.
 - Confirm transport arrangements if relevant.

- For permanent exclusions:
 - Notify LA for day-6 provision.

4. Reintegration Meeting (Suspensions Only)

- Offer reintegration meeting (not legally required but strongly recommended).
- Record attendance or refusal.

5. Panel Requirements (Know the Thresholds)

- Under 5 days:
 - Parent may make representations (panel does not meet).
- 5–15 days:
 - Parent may request a panel meeting (within 50 school days).
- Over 15 days in a term:
 - Panel must meet (within 15 school days).
- Permanent exclusion:
 - Panel must meet (within 15 school days).
 - Inform parent of IRP rights if exclusion upheld.

6. SEND & Equality Act Duties

- Check SEND register/EHCP.
- Apply reasonable adjustments throughout investigation and sanction.
- Include SENDIASS details.
- Include disability discrimination rights.

7. Notifications & Copies

Send copies to:

- **Chair of Local School Board**
- **Clerk to LSB**
- **DSAT Behaviour & Access Team**
- **Local Authority Exclusion Team**
- **Social worker / Virtual School (if applicable)**
- **EHCP team (if applicable)**
- **File copy**

8. Evidence Pack (Permanent Exclusion Only)

- **Prepare EP1 evidence pack.**
- **Must include:**
 - Incident report
 - Witness statements
 - Pupil voice
 - Behaviour history
 - Interventions attempted
 - Safeguarding considerations
 - SEND considerations
 - Reasonable adjustments
 - Relevant policies

9. Final Legal Safety Checks

Before sending any letter, confirm:

- **Statutory guidance followed**
- **Equality Act considered**
- **Safeguarding considered**
- **Proportionality checked**
- **Evidence is factual**
- **All required notifications made**

