



Wateringbury Church of
England Primary School

Suspension & Exclusion Policy

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September 2025	Updated links to new DfE guidance. Change of terminology to be more in line with Empowerment Approach.

Learning, growing, achieving.....our journey together with God.

Suspension and Exclusion Policy

Exclusion or suspension is a final strategy which is adopted in order to ensure a sound learning environment for pupils in the school. The decision to exclude or suspend a child is a very serious one and not one that the school, or anyone in it, takes lightly. Watlington CEP School has policies, procedures and staff training in place to promote good behaviour and minimise poor behaviour. The behaviour policy is widely publicised so that pupils, staff, governors and parents are aware of our expected standards of behaviour. The school will apply the behaviour policy in a consistent, rigorous and non-discriminatory way and all areas of its application will be monitored routinely to satisfy legal requirements under race, disability and gender discrimination law.

Our Suspension and Exclusion Policy is an extension of the school's Behaviour Policy. The steps outlined in that policy are those to be taken under "normal circumstances". However, when there are either continuous contraventions of the school's Behaviour Policy, persistent disruptions to teaching and learning or where there are extreme and exceptional behaviours; the school may make the decision to suspend for a fixed number of days or recommend permanent exclusion.

The school's policy is that we will strictly adhere to the DfE Guidance for "Suspension and Permanent Exclusion from maintained schools, academies and pupil referral units in England, including pupil movement, August 2024". This document is available to parents/carers via the DfE website [here](#).

In some circumstances where students' behaviour is in breach of the school's behaviour policy a **suspension** will be used;

- ◆ in response to serious or persistent breaches of the school's behaviour policy.
- ◆ where allowing the student to remain in school would seriously harm or place at risk the education or welfare of the student or others.

The reasons below are examples of the types of circumstances that may warrant a suspension or permanent exclusion:

- ◆ Physical assault against a pupil
- ◆ Physical assault against an adult
- ◆ Verbal abuse or threatening behaviour against a pupil
- ◆ Verbal abuse or threatening behaviour against an adult
- ◆ Use, or threat of use, of an offensive weapon or prohibited item that has been prohibited by a school's behaviour policy
- ◆ Bullying
- ◆ Racist abuse
- ◆ Abuse against sexual orientation or gender reassignment
- ◆ Abuse relating to disability
- ◆ Persistent disobedience or disruptive behaviour.

In exceptional circumstances a **permanent exclusion** may be sought by the school. The decision to exclude rests with the headteacher or an assistant headteacher in their absence.

A permanent exclusion is when a pupil is no longer allowed to attend a school (unless the pupil is reinstated). The decision to exclude a pupil permanently should only be taken:

- ◆ in response to a serious breach or persistent breaches of the school's behaviour policy; and
- ◆ where allowing the pupil to remain in school would seriously harm the education or welfare of the pupil or others such as staff or pupils in the school.

The decision to exclude a student permanently is a serious one and will only be taken where the basic facts have been clearly established on the balance of probabilities. It will usually be the final step in a process for dealing with disciplinary offences following a wide range of other strategies which have been tried without success. It is an acknowledgement by this school that it has exhausted all available strategies for dealing with the child and will be used as a last resort.

There will, however, be exceptional circumstances where, in the headteacher's judgement:

- ◆ it is appropriate to permanently exclude a child for a first or 'one off' offence.
- ◆ in response to a serious breach or persistent breaches of the school's behaviour policy
- ◆ where allowing the pupil to remain in the school would seriously harm the education or welfare of the pupil or others in the school.

Before making a decision to permanently exclude a student the following will be considered:

- ◆ the effect of any violence on the Watlington CEP School learning environment.
- ◆ the level of remorse shown by the student especially in regard to violent incidents.
- ◆ any injuries caused.
- ◆ Special Educational Needs.
- ◆ wellbeing of student and staff.
- ◆ Health and Safety of the school community.
- ◆ damage to the school's reputation.
- ◆ whether the behaviour constitutes a continued and complete breakdown of the Home School Agreement and Behaviour Policy.
- ◆ a complete disregard for authority to the point that it affects the behaviour of other students and their learning.

An internal exclusion or suspension will be used where appropriate. On return from an exclusion a re-integration meeting will take place and interventions and support put in place, if required.

Procedure

1. Incident is investigated by class teacher, welfare team and assistant headteacher/SENCo.
2. Case is discussed with the headteacher explaining any mitigating or aggravating circumstances (may be via phone if headteacher is off site).
3. Headteacher takes the decision whether to suspend and the duration of that suspension.
4. Parent/carer informed of the decision.
5. Class teacher advised of the suspension by assistant headteacher/SENCo and is requested to set work on class dojo or via email. This can be using Oak Academy, Purple Mash or Atom.
6. If suspension is beyond 5 days, then a 6+ day provision placement is provided.
7. Re-integration meeting takes place with either SENCo/Assistant Headteacher, class teacher and parents. The pupil should attend some of the meeting too. It may be appropriate for support staff (FLO, TA, etc.) to attend the meeting too.
8. Actions are recorded on the re-integration meeting form and support package/phased return discussed if necessary.
9. Consideration is given by the school as to whether any further action is required (e.g. apology, restorative justice, etc.) in order to reduce the likelihood of a second similar offence.
10. Consideration given to implementation of an Individual Support Plan or Graded Behaviour Plan if not already in place.
11. Consideration of a phased return or other alternative arrangements to be considered if 5 - 7 days' suspension have been given in a term.

In general, we would seek to use a series of coaching sessions and protective measures to improve a student's behaviour and to alert parent/carer to the existence of a problem.

Please note that some incidents may not warrant the stepped guidance, some offences are so serious as to warrant an immediate permanent exclusion and a final decision rests with the headteacher and each case will be judged on its merits.

The length of suspension is also at the headteacher's discretion, but the following table should be used as a rough guide:

Protective measures (exclusion)	Examples of behaviour <i>Severity of sanction will depend on severity and frequency of the behaviours.</i>
Internal exclusion (working outside the classroom)	<ul style="list-style-type: none"> - Disruptive behaviour - Aggressive behaviour in the classroom - Physical assault on pupil (one off) - Verbal abuse/threatening behaviour against adult or student (one off). - Inappropriate use of online technology - One-off minor bullying and racist abuse. - Damage to property/theft.
Playground exclusion (in school)	<ul style="list-style-type: none"> - Fighting with peers - Dangerous behaviour - Persistent disobedience
Suspension ½ - 3 days (repeated behaviour will result in an increase in the length of suspension)	<ul style="list-style-type: none"> - Persistent disobedience or disruptive behaviour - Physical assault against student (repeated) - Verbal abuse/threatening behaviour against adult or student. - Dangerous behaviour, e.g., leaving the school site. - Use or threat of use of an offensive weapon or prohibited item. - Willful, repeated damage to property - Inappropriate use of online technology - Behaviour that impacts on the welfare and education of other pupils. - Bringing the school into disrepute. - Repeated occurrences of any of the above behaviours.
Suspension 3-44 days (repeated behaviour will result in an increase in the length of suspension)	<ul style="list-style-type: none"> - Repeated occurrences of any of the above behaviours or repeated suspensions. - Aggressive assault on staff or pupils. - Behaviour that impacts on the welfare and education of other pupils.
Permanent Exclusion	<ul style="list-style-type: none"> - Repeated occurrences of any of the above behaviours or repeated suspensions. - Continued defiance or extreme behaviours despite documented formal warning of a permanent exclusion.