

Vigo Primary School



Suspensions and Exclusions Policy

This policy has been adopted by the Governing Body in September 2026 and will be reviewed in September 2027.

Signed: *Marty Johnson* (CoG)

Aims

‘Good behaviour in schools is essential to ensure that all pupils benefit from the opportunities provided by education.’ *Page 3 Suspension and Permanent Exclusion from maintained schools, academies and pupil referral units in England, including pupil movement. Updated July 2026*

Our school aims to ensure that:

- The suspensions and exclusions process are applied fairly and consistently
- The suspensions and exclusions process are understood by governors, staff, parents and pupils
- Pupils in school are safe and happy
- Pupils do not become NEET (not in education, employment or training)

Legislation and statutory guidance

This policy is based on statutory guidance from the Department for Education: Suspension and Permanent Exclusion from maintained schools, academies and pupil referral units in England, including pupil movement. *Updated July 2026*

It is based on the following legislation, which outline schools’ powers to exclude pupils:

- Section 52 of the Education Act 2002, as amended by the Education Act 2011
- The School Discipline (Pupil Exclusions and Reviews) (England) Regulations 2012
- Sections 64-68 of the School Standards and Framework Act 1998

In addition, the policy is based on:

- Part 7, chapter 2 of the Education and Inspections Act 2006, which looks at parental responsibility for suspended and or excluded pupils
- Section 579 of the Education Act 1996, which defines ‘school day’
- The Education (Provision of Full-Time Education for Excluded Pupils) (England) Regulations 2007, as amended by The Education (Provision of Full-Time Education for Excluded Pupils) (England) (Amendment) Regulations 2014

The decision to exclude

Vigo Primary School is an inclusive school committed to purposeful and engaging learning where our children are inspired to thrive and everyone proud of the reflection they see in the MIRROR.

Our Vigo Values are:

- Motivation
- Independence
- Resilience
- Respect
- Open mindedness
- Responsibility

We are an inclusive school and start from the principle that a permanent exclusion will be taken as a last resort.

Factors Considered Before Exclusion

Before making a suspension or permanent exclusion decision, the Headteacher will also consider:

- The views of the pupil.
- Whether alternative strategies have been attempted.
- Whether a managed move or off-site direction may be appropriate.
- The likely impact of exclusion on vulnerable pupils, including those with SEND, those with an EHCP, children in care and pupils with social workers.
- Any safeguarding concerns that may increase risk if the pupil is absent from school.

Only the headteacher can suspend or exclude a pupil from school.

Our school is aware that off-rolling is unlawful. Ofsted defines off-rolling as: "...the practice of removing a pupil from the school roll without a formal, permanent exclusion or by encouraging a parent to remove their child from the school roll, when the removal is primarily in the interests of the school rather than in the best interests of the pupil."

We are committed to following all statutory suspensions and exclusions procedures to ensure that every child receives an education in a safe and caring environment.

A decision to suspend or exclude a pupil will be taken only:

- In response to serious or persistent breaches of the school's behaviour policy, and
- If allowing the pupil to remain in school would seriously harm the education or welfare of others

Before deciding whether to suspend or permanently exclude a pupil for a fixed period, the headteacher will:

- Consider all the relevant facts and evidence, including whether the incident(s) leading to the exclusion were provoked
- Allow the pupil to give their version of events
- Consider if the pupil has special educational needs (SEN)
- Consider if the pupil is put at increased risk if not in school

Separation of Pupils for Safeguarding Purposes

In exceptional safeguarding circumstances, the school may temporarily prevent a pupil from attending the school site where separation from another pupil or group of pupils is necessary to manage a safeguarding risk. This is not a suspension or permanent exclusion and must not be recorded as such.

Any decision to separate a pupil for safeguarding purposes will:

- Be led by the Designated Safeguarding Lead (DSL) or deputy DSL.
- Be used only where separation is essential and cannot reasonably be achieved while pupils remain on site.
- Be communicated clearly to parents/carers, including the reasons for the decision.
- Be reported to the Governing Board without delay.
- Be reviewed regularly to ensure it remains necessary and proportionate.

Where a pupil is unable to attend school due to safeguarding separation, alternative education arrangements will be made in accordance with statutory guidance.

Definition

For the purposes of suspensions and or exclusions, school day is defined as any day on which there is a school session. Therefore, INSET or staff training days do not count as a school day.

Procedure

The school has adopted the Exclusions Guidance for Hampshire Schools including any updates or amendments made by Hampshire County Council from time to time. Parents can find information about Exclusion from school on the Hampshire County Council website -

<https://www.hants.gov.uk/educationandlearning/educationinclusionsservice/exclusion>

Monitoring arrangements

The Headteacher monitors the number of suspensions and exclusions every term and reports back to the governors. They also liaise with the local authority to ensure suitable full-time education for excluded pupils. This policy will be reviewed by the governor responsible for Behaviour every year. At every review, the policy will be shared with the governing board.

Managed Moves

The school may consider a managed move as part of a planned intervention to improve outcomes for a pupil.

A managed move:

- Must be agreed by all parties, including parents and the receiving school.
- Must be in the best interests of the pupil.
- Must comply with the School Admissions Code.
- Is a permanent transfer and cannot operate as a "trial" arrangement.
- Will only be considered after appropriate interventions and support have been explored.
- Must not result in a pupil being permanently excluded because they or their parents decline the proposal.

Appropriate information will be shared between schools to support a successful transition.

Links with other policies

This exclusions policy is linked to our:

- Behaviour policy
- SEN policy and information report