

School Exclusion Policy



Wistaston Academy
Primary and Nursery School
Together We Learn • Together We Achieve

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Responsible Governor's Committee	Quality of Education
Date reviewed	September 2026
Frequency of Review	Review in the light of changes to legislation or operating experience

CHANGE CONTROL

[illegible]

Aims

At Wistaston Academy, we aim to:

- Apply suspension and exclusion procedures fairly, transparently and lawfully.
- Safeguard the right of all children to an inclusive, safe and high-quality education.
- Avoid unnecessary exclusions and work proactively to support at-risk pupils.
- Prevent 'off-rolling' or unlawful exclusions by adhering strictly to statutory processes.

We are committed to making decisions in the best interest of our pupils while upholding the rights and responsibilities of all members of our school community.

Definitions

- Suspension (previously fixed-term exclusion): The temporary removal of a pupil from school.
- Permanent Exclusion: The pupil is removed from the school roll and not expected to return.
- Off-site Direction: Temporary placement in another setting to improve behaviour.
- Managed Move: A voluntary agreement between schools, families, and LAs to transfer a pupil.

Roles and Responsibilities

Only the Principal can suspend or permanently exclude a pupil, and only for disciplinary reasons, in accordance with DfE and local guidance. Decisions are made based on:

- Proportionality and severity of the incident(s)
- Relevant SEN, safeguarding or welfare considerations
- The pupil's voice and contextual information
- The potential impact on others' education or safety

Parents are notified without delay and given written notice of:

- The reason and duration
- Arrangements for alternative provision (where applicable)
- Their right to appeal or make representations

All suspensions and exclusions are reported to the Board of Trustees and Cheshire East Local Authority. Pupils with a social worker or who are looked after (LAC) trigger additional notifications to the relevant professionals.

Deciding Whether to Suspend or Permanently Exclude a Pupil

A decision to suspend or permanently exclude a pupil will be lawful, rational, reasonable, fair, and proportionate. The Principal will consider all of the following before making a decision:

- Whether the pupil has breached the school's behaviour policy
- Whether allowing the pupil to remain in school would seriously harm the education or welfare of the pupil or others
- The seriousness and context of the incident(s), including whether they were deliberate or accidental
- Any underlying needs or contributing factors, including SEND, safeguarding, mental health, or home circumstances
- Whether a multi-agency assessment (e.g., Early Help or EHCP review) is required
- The impact of previous interventions and the pupil's response to support measures
- Whether the behaviour might be a manifestation of a disability or unmet need

- The impact on the wider school community and staff/pupil wellbeing
- Whether the exclusion is proportionate and in line with government and local guidance

Before excluding a pupil with an EHCP or who is a Looked After Child (LAC), the Principal will consult with the SENDCo, Virtual School Head, and any involved professionals.

Informal or Unofficial Exclusions

Wistaston Academy does not permit the use of unofficial suspensions under any circumstances. Any time a pupil is sent home for behavioural reasons will be formally recorded and processed under this policy.

Reintegration

All pupils returning from suspension will attend a reintegration meeting with parents/carers, senior staff, and where necessary, the SENDCo or external professionals. A reintegration plan will support pupils to re-engage positively.

Preventing Recurrence

Where a pupil has multiple suspensions or is at risk of permanent exclusion, the school will:

- Carry out a multi-agency review
- Assess for unmet needs
- Consider early help, managed moves, or alternative provision
- Monitor via the SEND team

Board of Trustees Duties

The Board of Trustees (or delegated panel) must:

- Consider any exclusion over 5 days in a term or any permanent exclusion
- Review the decision within 15 school days (or sooner for exams/tests)
- Allow parents and the pupil to make representations
- Notify all parties of the outcome and their rights of appeal

Independent Review Panels

Parents have the right to request an Independent Review Panel (IRP) if a permanent exclusion is upheld. They can request the presence of an SEN expert (free of charge) regardless of whether their child has a recognised diagnosis.

Cheshire East Local Authority Support

In the case of a permanent exclusion:

- Cheshire East will arrange full-time alternative provision from day 6.
- The pupil will usually be placed at Oakfield Lodge (PRU) while a permanent setting is sought.
- Managed moves and Fair Access placements will be explored where appropriate.

Record Keeping and Monitoring

Suspensions and exclusions are:

- Logged in the school MIS (Arbor) and reported to the LA
- Analysed by senior leaders and governors by gender, ethnicity, SEND, and other protected characteristics
- Included in behaviour and safeguarding monitoring reports

Where pupils access alternative provision following exclusion, appropriate attendance codes (e.g., B or D) will be used in line with DfE guidance

Links with Other Policies

This policy works alongside:

- Behaviour Policy
- SEND Policy
- SEN Information Report
- Child Protection and Safeguarding Policy
- Attendance and Punctuality Policy
- Supporting Pupils with Medical Conditions Policy