Kirby Muxloe Primary School

Exclusion Arrangements

Status: Statutory

Date adopted by Trust Board: Oct 2026

Date for review: Autumn 2027

Purpose
This policy sets out arrangements for suspensions and permanent exclusions and should be read alongside the Behaviour, Safeguarding, SEND and Child Protection Policies.

Legal Framework
This policy operates in accordance with the 2026 Department for Education statutory guidance on School Suspensions and Permanent Exclusions.

Grounds for Suspension or Permanent Exclusion
Only the Headteacher or Acting Headteacher may suspend or permanently exclude a pupil. Decisions will be lawful, reasonable, fair and proportionate and based on the balance of probabilities.

Factors Considered Before Exclusion
The Headteacher will consider all available evidence including witness accounts, relevant records and the pupil's account of events, together with SEND, disability, mental health, safeguarding concerns, social worker involvement, looked-after status, mitigating circumstances and Equality Act duties.

Equality and Inclusion
The school will not discriminate against pupils with protected characteristics and will give particular consideration to vulnerable groups. Where a pupil has a social worker or is looked after, reasonable steps will be taken to inform relevant professionals and seek their views where appropriate before a decision is made.

Managed Moves and Off-site Direction
Managed moves and off-site direction are preventative interventions and will not be used as a substitute for lawful suspension or permanent exclusion processes.

Informal Exclusions
Informal, unofficial or unlawful exclusions are prohibited. Pupils will only be removed from school through formal statutory processes.

Notification of Suspension and Permanent Exclusion
Parents will be informed without delay in writing of reasons, duration, educational arrangements, rights to make representations, rights to attend relevant governing board meetings, governing board review rights and, where relevant, Independent Review Panel rights.

Suspension
A pupil may not be suspended for more than 45 school days in a single academic year. Suitable work will be provided during the first five school days. Full-time alternative provision will be arranged from the sixth school day where required.

Permanent Exclusion
Permanent exclusion will normally be used only for serious breaches or persistent breaches of the Behaviour Policy where remaining in school would seriously harm the education or welfare of others.

Local Authority Notification
The school will notify the Local Authority and, where applicable, the pupil's home Local Authority of permanent exclusions in line with statutory requirements.

Role of the Trust Board
The Trust Board will monitor exclusion data, review any disproportionality affecting vulnerable groups and fulfil all statutory review duties within required timescales. The Trust Board may uphold a decision or direct reinstatement.

Independent Review Panel
Where the Trust Board upholds a permanent exclusion, parents may request an Independent Review Panel within statutory timescales.

Removal from the School Roll
A permanently excluded pupil's name will only be removed from the school register in accordance with statutory requirements and after relevant review processes have been completed.

Remote Access Meetings
Where permitted by statutory guidance, governing board and Independent Review Panel meetings may be held remotely.

Reintegration Following Suspension
A reintegration meeting will be arranged before, or as soon as reasonably practicable after, a pupil returns to school.

Recording and Monitoring
The school will maintain and securely retain records of suspensions, permanent exclusions, behaviour incidents, interventions, governing board decisions, associated correspondence and reintegration arrangements.

Monitoring and Review
This policy will be reviewed annually or sooner if legislation or statutory guidance changes.