



# Thorpepark Academy

## Suspension and Exclusion Policy



1	Summary	Suspension and Exclusion policy			
2	Responsible person	Caroline Knight			
3	Accountable SLT member	Tracey Johnson			
4	Applies to	<input checked="" type="checkbox"/> All staff <input checked="" type="checkbox"/> Support staff <input checked="" type="checkbox"/> Teaching staff			
5	Who has overseen development of this policy	SMT/SLT			
6	Who has been consulted and recommended policy for approval	Governors			
7	Approved by and date	September 2025			
8	Version number	4			
9	Available on	Every	<input checked="" type="checkbox"/> Y <input checked="" type="checkbox"/> N	Trust website <input type="checkbox"/> Y <input checked="" type="checkbox"/> N Academy website <input checked="" type="checkbox"/> Y <input type="checkbox"/> N SharePoint <input checked="" type="checkbox"/> Y <input type="checkbox"/> N	
10	Related documents (if applicable)	Behaviour policy Anti-bullying policy Anti-racism policy SEND policy Equality policy			
11	Disseminated to	<input type="checkbox"/> Trustees/governors <input checked="" type="checkbox"/> All staff <input type="checkbox"/> Support staff <input type="checkbox"/> Teaching staff			
12	Date of implementation (when shared)	September 2025			
13	Consulted with recognised trade unions	<input type="checkbox"/> Y <input checked="" type="checkbox"/> N			



## 1. Aims

Our school aims to ensure that:

- The suspension and exclusion process are applied fairly and consistently;
- The suspension 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).

## 2. The decision to exclude

Only the Executive Principal, or acting Executive Principal, can suspend a pupil from school. A permanent exclusion will be taken as a last resort.

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 suspension and exclusion procedures to ensure that every child receives an education in a safe and caring environment.

A decision to suspend or to 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 exclude a pupil, either permanently or for a fixed period, the Executive Principal will:

- Consider all the relevant facts and evidence, including whether the incident(s) leading to the suspension or exclusion were provoked
- Allow the pupil to give their version of events
- Consider if the pupil has special educational needs (SEN)

## 3. Statutory guidance

The trust strongly feel that suspensions and exclusions must be used only as a very last resort. On the rare occasion a suspension or exclusion is issued, this is carried out in line with current DfE exclusions guidance. This can be viewed on this link:

<https://www.gov.uk/government/publications/school-exclusion>