

Barham Church of England Primary School



Suspension and Permanent Exclusion Policy

Reviewed	September 2026
Date of next review	September 2027

Policy statement

At Barham Church of England Primary School, suspension and permanent exclusion are used lawfully, fairly and only where warranted to protect education and welfare. Decisions are individual, proportionate and informed by safeguarding, SEND, equality duties and the pupil's voice. Permanent exclusion is a last resort.

This policy applies to disciplinary suspensions and permanent exclusions, related pupil movement, safeguarding separation and reintegration.

This policy should be read alongside the Behaviour and Discipline, Child Protection, SEND, Attendance, Complaints and Restrictive Interventions policies.

1. Purpose, scope and status

Barham Church of England Primary School is a local-authority-maintained voluntary controlled school. This policy applies to pupils at the school and follows the Department for Education statutory guidance Suspension and permanent exclusion from maintained schools, academies and pupil referral units in England, including pupil movement, effective from 26 July 2026.

It governs decisions taken on disciplinary grounds, the support and education provided during an exclusion, statutory notification and review, reintegration, off-site direction, managed moves and the rare separation of pupils from the premises for safeguarding purposes. It does not replace the school's safeguarding duties or the Behaviour and Discipline Policy.

- The school promotes a calm, safe and supportive environment in which exclusions are not normally necessary.
- Suspension may be used where warranted; permanent exclusion is used only as a last resort.
- Every decision is made on the individual facts and must be lawful, reasonable, fair and proportionate.
- The school must not operate an informal or unofficial exclusion, off-roll a pupil or use a part-time timetable to manage behaviour.
- Safeguarding, equality, SEND and human-rights duties continue throughout every process in this policy.

2. Definitions

Term	Meaning
Suspension	A disciplinary exclusion for a fixed period. A pupil remains on the admission register and must have a defined return date.
Permanent exclusion	A disciplinary decision that a pupil is no longer allowed to attend the school unless reinstated.
Exclusion	In this policy, the collective term for a suspension or permanent exclusion.
Cancelled exclusion	An exclusion cancelled by the headteacher before the governing body has met to consider reinstatement.
Parent	A parent, any person with parental responsibility and any person who has care of the child. Where practical, all with parental responsibility are involved.
Relevant person	The parent where the pupil is under 18, or the pupil where they are aged 18 or over.
Alternative provision (AP)	Suitable full-time education arranged away from the school, including provision required from the sixth school day of an exclusion.
Off-site direction	A temporary requirement to attend another education setting to improve future behaviour; it is not a punishment for past misconduct.
Managed move	A voluntary, planned and permanent transfer to another mainstream school, agreed by all parties and in the pupil's best interests.

3. Roles and responsibilities

The headteacher

- Only the headteacher, or a person formally appointed to act as headteacher, may suspend or permanently exclude a pupil. In the Headteacher's absence, Michelle Anderson, Deputy Headteacher, will exercise this authority only where she has been formally appointed to act as headteacher.
- The headteacher establishes the facts, applies the civil standard of proof, considers the pupil's views and individual circumstances, records the decision and ensures all notifications are made without delay.
- The headteacher ensures work, alternative provision, welfare contact, reintegration and support are arranged as required.
- The headteacher may cancel an exclusion only within the limits set out in section 7.

The governing body

- Maintains a trained committee of at least three governors to consider reinstatement where required and ensures meetings are clerked and procedurally fair. Linda Walkerdine, Clerk to Governors, clerks these meetings.
- Arranges and quality-assures suitable full-time education from the sixth consecutive school day of a suspension for a pupil of compulsory school age.
- Carries out statutory duties for off-site direction and ensures admission-register removal after permanent exclusion is lawful and timely.
- Reviews exclusion, pupil-movement and safeguarding-separation information, including repeat use and disproportionality, and holds leaders to account.

The DSL, SENCO and designated teacher

- The DSL or a deputy leads safeguarding advice, information sharing and any decision to separate pupils from the premises solely for safeguarding purposes.
- The SENCO advises on identified or possible SEND, reasonable adjustments, provision and whether an early review of SEN support or an EHC plan is needed.
- The designated teacher supports decisions and planning for looked-after and previously looked-after children and liaises with the Virtual School Head where appropriate.

School administration and teaching staff

- The Headteacher owns and maintains the central exclusion log. The administration team acts as exclusion administrator, supporting the Headteacher by checking cumulative days, issuing approved notices, recording delivery and alerting the clerk and local authority to statutory deadlines.
- Teachers provide accessible work, mark it and maintain appropriate contact during the first five school days unless alternative provision has begun.
- The attendance lead applies the correct register codes and makes statutory returns. Staff maintain secure, factual records on CPOMS and the pupil's educational record as appropriate.

4. Decision-making before an exclusion

The headteacher will investigate sufficiently to reach a reasoned decision. The depth and form of the investigation will reflect the seriousness and urgency of the incident, safeguarding needs and any parallel police or social-care involvement.

Evidence, fairness and pupil voice

- The decision is made on the balance of probabilities: whether it is more likely than not that the fact is true.
- The pupil is given an appropriate opportunity to give their account, considering age and understanding, unless it would be inappropriate to do so. Communication support or an advocate is provided where needed.
- The pupil is told how their views were taken into account. Relevant witness accounts and other evidence are considered fairly, and reasons are recorded.
- The headteacher considers whether behaviour outside school falls within the school's lawful authority under the Behaviour and Discipline Policy.

Individual circumstances, equality, SEND and safeguarding

- The headteacher considers contributing factors, including bereavement, mental health, bullying, exploitation, trauma, family difficulty, safeguarding risk, SEND, disability and whether support has been effective.
- The school must not discriminate, harass or victimise and must make reasonable adjustments for disability. The public sector equality duty is considered as part of the decision.
- Where SEND may be unidentified or provision may be insufficient, the SENCO is consulted and appropriate assessment, support or review is considered. For a pupil with an EHC plan, the local authority is contacted early and an early annual review is considered.
- Where a pupil has a social worker, or is looked after, the social worker and/or Virtual School Head is involved as early as possible. The school considers the pupil's Personal Education Plan where relevant.
- Alternatives and additional support are considered, but a serious one-off incident may still warrant permanent exclusion where both statutory tests are met.

5. Suspension

- A suspension has a fixed start and end and may be for one or more periods up to a total of 45 school days in a single academic year. The total includes days imposed by previous schools and days spent out of school before a cancellation.
- A suspension may be for part of a school day. A lunchtime suspension counts as half a school day when calculating governing-body thresholds.
- The school will not extend a suspension or convert it into a permanent exclusion. If significant further evidence comes to light, the headteacher may make a new, separate decision that begins after the first suspension ends and must issue a new notice.
- Repeated suspension prompts a review of whether suspension is effective and whether additional support or a different intervention is needed.
- Education continues during suspension in accordance with section 10.

6. Permanent exclusion

The two-part test

The headteacher may permanently exclude only in response to a serious breach or persistent breaches of the Behaviour and Discipline Policy, and where allowing the pupil to remain would seriously harm the education or welfare of the pupil or others. Both parts must be satisfied.

Permanent exclusion is a last resort. The written decision record explains the incident or pattern, the evidence, the application of both parts of the test, the pupil's views, relevant support and alternatives, safeguarding and SEND considerations, reasonable adjustments, equality duties and why a lesser response would not be sufficient.

7. Cancelling an exclusion

The headteacher may cancel a suspension or permanent exclusion that has begun or has not yet begun only before the governing body has met to consider reinstatement.

- The headteacher notifies the parent, governing body, local authority, social worker and Virtual School Head as applicable without delay, in writing, and gives the reason for cancellation.
- The pupil returns without delay and the parent is offered a meeting with the headteacher without delay; the pupil's return must not depend on attendance at that meeting.
- The governing body's duty to consider reinstatement ceases. Days already spent out of school count towards the 45-day maximum.
- A permanent exclusion cannot be cancelled if the pupil has already exceeded 45 school days of exclusion in the academic year or would do so by the time cancellation takes effect.

8. Unlawful or informal exclusion and off-rolling

Whenever a pupil is required to leave, or is forbidden from attending, on disciplinary grounds, the formal suspension or permanent exclusion process must be followed, even for part of a day and even where a parent agrees.

- The school will not ask a parent to collect or keep a pupil at home for disciplinary reasons without recording a formal suspension.
- The school will not use remote education or a reduced or part-time timetable to manage behaviour.
- The school will not make reintegration conditional on a pupil or parent attending a meeting, apologising or meeting another condition.
- The school will not pressure a parent to elect home education, accept a managed move or remove a pupil from roll to avoid the statutory process.
- A pupil will not be excluded because the school believes it cannot meet SEND or disability, because of attainment or ability, or for any other unlawful reason.

9. Notification, notices and records

Parents

The headteacher notifies the parent without delay, normally in person or by telephone first, and then provides written notice without delay. Electronic delivery is used for the statutory exclusion notice only where the parent has given written agreement for notices of this kind to be sent electronically. Written agreement is obtained by email to the Headteacher, retained with the pupil's exclusion record and noted in the central exclusion log.

- The notice gives every reason for the decision and the period of a suspension or states that the exclusion is permanent.
- It explains the right to make representations, how the pupil may be involved, how and to whom representations are made, and the right to attend, be represented at personal expense and bring a friend where the governing body must meet.
- It explains how to request a remote-access meeting and provides enough information for a correct request.
- For a pupil of compulsory school age, it specifies the days when the parent must ensure the pupil is not present in a public place during school hours and the potential consequences of non-compliance. This notice is given without delay and by the end of the afternoon session on the first day at the latest.
- It gives the arrangements for work and, when known, alternative provision, and directs parents to the DfE parent guide, the local SEND Information, Advice and Support Service, Coram Child Law Advice and IPSEA.

Other required notifications

Recipient	Requirement	Timing
Kent County Council	Every suspension and permanent exclusion, with reasons and duration. For permanent exclusion, also notify the pupil's home authority where different.	Without delay
Social worker	Every exclusion where the pupil has a social worker; provide meeting details and invite participation where applicable.	Without delay
Virtual School Head	Every exclusion of a looked-after child; provide meeting details and invite participation where applicable.	Without delay
Governing body	Every permanent exclusion; any exclusion taking the term total above five school days or more than ten lunchtimes; and any exclusion causing a missed public examination or national curriculum test.	Without delay
Governing body	All other suspensions not already notified.	Once each term

Kent notification route and advice

The Headteacher submits statutory suspension and permanent exclusion notifications to Kent County Council without delay through the Digital Front Door (DFD), selecting "Notify of suspension or permanent exclusion" on the [KELSI Access to the Service](#) page. Submission confirmation is retained with the pupil's exclusion record. For advice, contact Michelle Slater, KPAS Exclusion Intervention Adviser: 03000 414932; michelle.slater@kent.gov.uk.

Approved parent and carer templates

The school's branded parent and carer letter templates are included in this policy: Appendix 2 contains immediate suspension and permanent exclusion notifications; Appendix 3 covers cancellation; and Appendix 4 provides alternative-provision information. The administration team selects the correct letter, removes drafting instructions, completes every case-specific field and checks it against this policy before the Headteacher approves issue.

The decision record

- The Headteacher's central exclusion log records dates, part-days and lunchtimes, term and academic-year totals, previous-school suspensions, up to three census reasons, notifications, delivery method and evidence of electronic-notice consent.

- The pupil record contains the investigation, pupil voice, decision rationale, SEND/equality/safeguarding considerations, support history, work and alternative provision, correspondence, reintegration plan and governing-body or review outcomes.
- Records are factual, secure, access-controlled and retained in line with the school's records-management schedule.

10. Education and welfare during an exclusion

- For the first five school days, where alternative provision has not begun, the school takes reasonable steps to set and mark accessible, achievable work. SEND duties and reasonable adjustments continue.
- For a suspension of more than five consecutive school days, including consecutive suspensions arising from separate decisions, the governing body arranges suitable full-time education for a compulsory-school-age pupil from the sixth school day at the latest. Provision and transport are agreed case by case, with Kent advice where needed, and the Headteacher confirms the provider, timetable, safeguarding information and travel arrangements before the placement begins.
- For a permanent exclusion, Kent County Council is responsible for suitable full-time education from the sixth school day after the first day of the permanent exclusion.
- For a looked-after child or a child with a social worker, the school works with the local authority to seek alternative provision from the first day following the exclusion where possible.
- Alternative-provision details include the start date, session times, address and reporting contact. If not known by the end of the first afternoon, they are given without delay and at least 48 hours before provision starts, except that earlier provision may begin with less notice where the parent consents.
- The school maintains appropriate welfare contact, shares safeguarding information securely and monitors attendance and engagement in any provision.

11. Reintegration

The school prepares a reintegration strategy after a suspension, a cancelled exclusion, off-site direction or safeguarding separation. It offers a fresh start, supports renewed belonging and engagement with learning, re-teaches expectations and addresses the causes of the difficulty.

- The strategy is communicated at a meeting before or at the start of the pupil's return. Parents are included where possible, but the pupil's return is not delayed if they cannot or will not attend.
- The pupil is told that they are valued and that previous behaviour is not a barrier to future success.
- The plan identifies a trusted adult, academic catch-up, pastoral or multi-agency support, reasonable adjustments, clear expectations, review points and how success will be recognised.
- The pupil, parent and relevant professionals help review and adapt the strategy. A part-time timetable is not used to manage behaviour.

12. Governing-body consideration of reinstatement

Circumstance	Governing-body duty	Deadline
Permanent exclusion	Meet and decide whether to reinstate.	Within 15 school days of notice
Suspension taking the term total above 15 days	Meet and decide whether to reinstate. This includes a total of 15.5 days.	Within 15 school days of notice
Exclusion causing a missed public examination or national curriculum test	Meet and decide; also take reasonable steps to meet before the test. If impracticable, the chair may consider reinstatement alone.	Within 15 school days of notice
Suspension taking the term total above five but not above 15 days, where the parent makes representations	Meet and decide whether to reinstate.	Within 50 school days of notice
Suspension taking the term total to five days or fewer	Consider any representations, but there is no power to direct reinstatement and no meeting is required.	No statutory meeting deadline

A maintained-school committee must contain at least three governors. It must act independently and fairly, apply the balance of probabilities and consider whether the headteacher's decision was lawful, reasonable and procedurally fair, including equality, SEND, safeguarding and welfare duties.

- Invite the parent and pupil, headteacher and a local-authority representative. Invite the social worker and/or Virtual School Head where applicable and enable the pupil to participate according to age and understanding.
- Where possible, circulate the evidence, attendee list and relevant records at least five school days before the meeting. Permit a friend or representative and provide reasonable adjustments.
- A trained clerk records the evidence, reasons and decision. All parties withdraw before deliberation other than the clerk. The committee may decline to reinstate or direct reinstatement immediately or on a set date.
- The decision and full reasons are sent in writing without delay and placed on the pupil's educational record.

Remote-access meetings

Face-to-face meetings are encouraged. If a parent makes a correct request for remote access, the governing body must use remote access where it is satisfied that all participants can take part effectively and that the meeting will be fair and transparent. If no remote request is made, the meeting is held in person unless an extraordinary event or unforeseen circumstance makes this not reasonably practicable. Social workers and Virtual School Heads may join remotely where the fairness and participation conditions are met.

13. Independent review and admission-register removal

Independent review panel (IRP)

If the governing body declines to reinstate a permanently excluded pupil, its decision letter explains that the parent may apply to Kent County Council for an IRP within 15 school days of notice. The letter gives where and how to apply, how to request remote access, the grounds for review, the right to bring a friend and the right to request a SEN expert at no cost whether or not the school recognises the pupil as having SEN.

An IRP may uphold the decision, recommend that the governing body reconsiders reinstatement, or quash the decision and direct reconsideration. The school and governing body will comply with the statutory process and any reconsideration deadline.

Admission register

- The pupil's name is not removed until 15 school days have passed since the parent was notified of the governing body's decision and no IRP application has been made, or the parent states in writing that no IRP application will be made.
- If an IRP is requested in time, the school waits until the review is determined or abandoned and any required governing-body reconsideration is complete.
- Removal is not backdated. The school makes the required return to Kent County Council and transfers records securely when the pupil's next school is known.

14. Pupil movement to prevent exclusion

Off-site direction

The governing body may arrange a temporary off-site direction only to improve future behaviour, never as a sanction for past misconduct. In-school intervention or outreach should normally have been unsuccessful or judged inappropriate, and the school must be able to evidence initial intervention, relevant assessment and information sharing.

- The placement has defined objectives, a proposed maximum period, a broad and balanced curriculum, support for SEND and health needs, a current risk assessment and a reintegration plan.
- The parent, and Kent County Council where the pupil has an EHC plan, receives written notice as soon as practicable and no later than two school days before the direction begins. The notice states the address, first reporting contact, number of days, reasons, objectives and session times.
- The governing body keeps the placement under review at intervals suited to the pupil. A written invitation to a review is issued at least six days in advance. A written request for review from the parent or EHC-plan local authority is met as soon as reasonably practicable unless a review occurred in the previous 10 weeks.

- After each review, the governing body gives its written decision, reasons and any continuation period no later than six days after the meeting. Attendance is recorded using the correct code, including code D when the pupil is registered at another school.

Managed moves

- A managed move is voluntary, planned, permanent and agreed by the parent, the current school, the receiving school and its admission authority. It is used only where it is in the pupil's best interests.
- There is no trial admission or trial managed move. A temporary placement to improve behaviour must use the lawful off-site-direction route.
- The pupil is not pressured to move and will not be permanently excluded because a parent refuses. A move must not be used to avoid an exclusion or admissions process.
- Before agreement, the schools share educational, SEND, safeguarding and risk information and agree support. For an EHC plan, the local authority is contacted before the move and must follow the statutory plan-amendment process. Social workers, the DSL and the Virtual School Head are involved where applicable.
- The pupil is removed from the original admission register only when the permanent move takes effect and is then registered at one school only.

15. Separation from the premises for safeguarding purposes

Not a disciplinary exclusion

In rare circumstances the school may temporarily forbid a pupil from attending the premises solely because separating pupils is essential for safeguarding and cannot practicably be achieved while all remain on site. This is not a suspension or permanent exclusion.

- The decision is case-specific and led by the DSL or a deputy, with the best interests of the child central. Children's social care, police or other agencies are involved where required.
- Parents are told the reason and the governing body is notified without delay. The school records why on-site separation was not practicable and reviews necessity, proportionality and duration frequently.
- The school considers the Human Rights Act 1998, Equality Act 2010, public-law fairness and Keeping Children Safe in Education. An immediate risk and needs assessment is completed following a report of sexual violence and considered case by case following sexual harassment.
- The school arranges education wherever possible. If neither the school nor the parent arranges education, Kent County Council has the section 19 duty to do so.
- A written reintegration and safety plan is agreed and reviewed. If the school later makes a disciplinary decision, the formal exclusion process is separate and all statutory requirements apply.

16. Police involvement and parallel proceedings

A police investigation or criminal proceedings do not automatically require the school or governing body to postpone its decision. The school applies the civil standard of proof independently, protects safeguarding and welfare, and consults police or other agencies where necessary to avoid prejudicing an investigation or placing a child at risk. Information is shared lawfully and proportionately.

17. Monitoring, complaints and review

- The school completes termly census returns and records up to three reasons for each suspension or permanent exclusion where applicable.
- At least termly, leaders and governors review totals, cumulative days, repeated suspension, interventions, attendance and attainment, off-site direction, managed moves and safeguarding separation, and patterns by timing, reason and protected or vulnerable group.
- The review tests for consistency, effectiveness, unlawful practice and disproportionality and leads to action where policy, provision or support needs to change.

- The statutory representation, governing-body and IRP routes are used to challenge an exclusion decision. The school's Complaints Policy may address concerns about process or pressure to leave but cannot replace or overturn the statutory decision routes. Equality claims follow the routes and time limits set by law.
- The governing body reviews this policy annually and sooner following a change in law, statutory guidance, school status or local-authority procedure.

18. Legal and statutory framework

Primary legislation and regulations	Guidance to be read with this policy
Education Act 1996; Education Act 2002	DfE Suspension and permanent exclusion, including pupil movement (effective 26 July 2026)
Education and Inspections Act 2006	DfE Behaviour in Schools
School Discipline (Pupil Exclusions and Reviews) (England) Regulations 2012	Keeping Children Safe in Education 2026
Education (Provision of Full-Time Education for Excluded Pupils) (England) Regulations 2007, as amended	Working Together to Safeguard Children 2026
Education (Educational Provision for Improving Behaviour) (England) Regulations 2010, as amended, including by the 2026 Regulations	DfE Arranging Alternative Provision: A Guide for Local Authorities and Schools
School Attendance (Pupil Registration) (England) Regulations 2024	SEND Code of Practice: 0 to 25 years
Equality Act 2010; Human Rights Act 1998; Children and Families Act 2014	DfE Mental health and behaviour in schools

Appendix 1: Headteacher decision and notification checklist

The completed case record should evidence the following before the file is closed:

Control	Evidence required
Authority	Decision made by the headteacher or formally appointed acting headteacher, on disciplinary grounds.
Facts	Investigation, evidence, balance-of-probabilities finding, all reasons and any out-of-school jurisdiction.
Pupil voice	Account, support or advocate, and explanation of how views affected the decision.
Individual factors	SEND, disability, reasonable adjustments, equality duty, safeguarding, mental health, social care, LAC/PLAC and support considered.
Decision test	Proportionality; fixed dates and cumulative total for suspension; both statutory tests and last-resort rationale for permanent exclusion.
Same-day notices	Parent, Kent County Council, social worker, Virtual School Head, governing body and home authority as applicable; delivery and electronic consent recorded.
Education and welfare	First-five-day work, SEND accessibility, public-place notice, day-six provision and AP details, contact and safeguarding information sharing.
Review triggers	Term total and test dates checked; clerk alerted; papers, invitations and deadlines diarised.
Reintegration or next stage	Fresh-start strategy, support and review, or permanent-exclusion IRP and register-removal controls.



Appendix 2: Suspension and permanent exclusion Parent notification letters

STAFF TEMPLATE • September 2026

Complete all yellow fields, select the applicable wording and remove staff instructions before sending. The Headteacher must approve the completed notice. Retain a copy and evidence of delivery in the central record.

Use electronic delivery of statutory notices only where written parental agreement has been obtained and recorded. Otherwise arrange an appropriate permitted method of written delivery without delay.

How to use these letters

- Choose which of the 3 letters below applies to the situation you're dealing with
- If it's a:
 - Permanent exclusion: use Letter 1
 - Suspension (previously called a fixed-term exclusion), and would bring the pupil's total number of school days of exclusion in a term to:
 - more than 15: use Letter 1
 - more than 5 but not more than 15: use Letter 2
 - 5 or fewer: use Letter 3
 - If it would result in the pupil missing a public exam or National Curriculum test: use Letter 1
- Adapt and share the letter with parents/carers immediately following a suspension or permanent exclusion – we've highlighted in yellow the text you'll need to adapt or delete as appropriate

Letter 1

Use this if 1 of the following applies:

- The exclusion is permanent
- It's a suspension that would bring the pupil's total number of school days of suspension to more than 15 in a term
- It would result in a pupil missing a public examination or National Curriculum test



Barham Church of England Primary School

Valley Road, Barham, Canterbury, Kent CT4 6NX
01227 831312 | office@barham.kent.sch.uk

Kind, Confident and Curious

[Date]

[Parent/carer name and postal address]

Dear [insert parent/carer's name],

I am writing to inform you that I have decided to suspend/exclude [insert pupil's name] from our school for [number of days]/permanently.

This is because [insert reason].

The decision takes effect on [date/time]. [For suspension: it ends on date/time and your child should return on date/time. This represents number of school days, bringing the term total to number and the academic-year total to number.]

[For permanent exclusion: explain both why the behaviour is a serious breach or persistent breaches of the Behaviour Policy and why allowing the pupil to remain would seriously harm the education or welfare of the pupil or others.]

The governing board must consider reinstating your child at school

- Our school's governing board must consider reinstating your child at our school within 15 school days of being told about their suspension/permanent exclusion.
- [If it would result in a pupil missing a public examination or National Curriculum test, add the following sentence:] The governing board must, if reasonably practicable, do this before the date of your child's examination or National Curriculum test.
- You have the right to let the governing board know what your views are on the suspension/permanent exclusion and to tell them any other information which you think is relevant. This is called 'making a representation'. The board has a duty to consider any representation you make.
- You can do this by writing to Linda Walkerdine, Clerk to Governors, via office@barham.kent.sch.uk or the school postal address above and letting them know that you'd like to make a representation, along with any other details you feel are relevant at this stage.

We will invite you to a meeting with the governing body's reinstatement committee and the headteacher and representative of the local authority.

You have the right to:

- Attend the meeting yourself
- Bring a friend
- Arrange (at your own expense) to be represented at the meeting
- Request that the meeting is held via remote access by writing to Linda Walkerdine via office@barham.kent.sch.uk.
- Your child can be involved in this process if you both wish. Please contact the school office to arrange for your child to share their views in writing or attend with appropriate support

Setting work

We will set work for your child during their suspension/exclusion and prior to the start of their alternative provision/return to school. [Specify how they can access it – for example, that it will be given to them before they leave school on the day of the suspension/permanent exclusion, or available online, etc.]



Barham Church of England Primary School

Valley Road, Barham, Canterbury, Kent CT4 6NX

01227 831312 | office@barham.kent.sch.uk

Kind, Confident and Curious

If you have any questions about this process, please get in touch with the school office on 01227 831312 or office@barham.kent.sch.uk.

Your duty as a parent

[For pupils of compulsory school age, insert:] You have a duty to make sure that your child is not present in any public place during school hours for the first 5 school days of the exclusion, or until the start date of any alternative provision or the end of the suspension/exclusion, where this is earlier. Failure to comply with this duty without reasonable justification is an offence. You may be given a fixed penalty notice or be prosecuted as a result.

The specific dates on which this public-place duty applies are **[list school dates]**.

Sources of support

We would like to make you aware of some free and impartial sources of information. These include:

The Department for Education's exclusion guide for parents/carers, available online at <https://www.gov.uk/government/publications/school-exclusions-guide-for-parents>

Coram's Child Law Advice service, available online at <https://childlawadvice.org.uk/information-pages/school-exclusion/> or via telephone on 0300 330 5485 from Monday to Friday, 10am to 4pm

[If relevant to the pupil, insert details of your local area's SEND information, advice and support services network]

[If relevant to the pupil] The Independent Provider of Special Education Advice (IPSEA), available online at www.ipsea.org.uk/

Thank you for your co-operation.

Warm regards,

Mrs Jo Duhig
Headteacher

Letter 2

- Use this if it's a suspension and the pupil would be suspended for more than 5 but not more than 15 school days in a term.



Barham Church of England Primary School

Valley Road, Barham, Canterbury, Kent CT4 6NX
01227 831312 | office@barham.kent.sch.uk

Kind, Confident and Curious

[Date]

[Parent/carer name and postal address]

Dear [insert parent/carer's name],

I am writing to inform you that I have decided to suspend [insert pupil's name] from our school for [insert period of suspension].

This is because [insert reason].

The decision takes effect on [date/time]. [For suspension: it ends on date/time and your child should return on date/time. This represents number of school days, bringing the term total to number and the academic-year total to number.]

You can ask the governing board to consider reinstating your child at school

You have the right to ask the governing board to consider reinstating your child at the school. You can do this by writing to Linda Walkerdine, Clerk to Governors, via office@barham.kent.sch.uk or the school postal address above.

If you request this, the board must hold a meeting to consider reinstating your child within 50 school days of being told about their suspension.

If you don't request a meeting, the governing board does not have to consider reinstating your child, but may choose to do so anyway.

You can let the governing board know your views

You have the right to let the board know what your views are on the suspension and to tell them any other information which you think is relevant. This is called 'making a representation'.

You can do this by getting in touch with the board, which you can do by writing to Linda Walkerdine, Clerk to Governors, via office@barham.kent.sch.uk or the school postal address above and letting them know that you'd like to make a representation, along with any other details you feel are relevant at this stage.

We will then invite you to a meeting with the governing body's reinstatement committee and the headteacher and a representative of the local authority.

You have the right to:

- Attend the meeting yourself
- Arrange (at your own expense) to be represented at the meeting
- Bring a friend
- Request that the meeting is held via remote access by writing to Linda Walkerdine via office@barham.kent.sch.uk.

Your child can be involved in this process if you both wish. Please contact the school office to arrange for your child to share their views in writing or attend with appropriate support.

Setting work

We will set work for your child during their suspension period and prior to the start of their alternative provision/their return to school. [Specify how they can access it – for example, that it will be given to them before they leave school on the day of the suspension, or available online, etc.].



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01227 831312 | office@barham.kent.sch.uk

Kind, Confident and Curious

If you have any questions about this process, please get in touch with the school office on 01227 831312 or office@barham.kent.sch.uk.

Your duty as a parent

[For pupils of compulsory school age, insert:] You have a duty to make sure that your child is not present in any public place during school hours for the first 5 school days of the suspension period, or until the start date of any alternative provision or the end of the suspension/exclusion, where this is earlier. Failure to comply with this duty without reasonable justification is an offence. You may be given a fixed penalty notice or be prosecuted as a result.

The specific dates on which this public-place duty applies are [list school dates].

Sources of support

We want to make you aware of free and impartial sources of information you can consult. These include:

The Department for Education's exclusion guide for parents/carers available online at <https://www.gov.uk/government/publications/school-exclusions-guide-for-parents>

Coram's Child Law Advice service, available online at <https://childlawadvice.org.uk/information-pages/school-exclusion/> or via telephone on 0300 330 5485 from Monday to Friday, 10am to 4pm

[If relevant to the pupil, insert details of your local area's SEND information, advice and support services network]

[If relevant to the pupil] The Independent Provider of Special Education Advice (IPSEA), available online at www.ipsea.org.uk/

Thank you for your co-operation.

Warm regards,

Mrs Jo Duhig
Headteacher

Letter 3

- Use this if it's a suspension and the pupil would be excluded for 5 or fewer school days in a term.



Barham Church of England Primary School

Valley Road, Barham, Canterbury, Kent CT4 6NX

01227 831312 | office@barham.kent.sch.uk

Kind, Confident and Curious

[Date]

[Parent/carers name and postal address]

Dear [insert parent/carers name],

I am writing to inform you that I have decided to suspend [insert pupil's name] from our school for [insert period of suspension].

This is because [insert reason].

The decision takes effect on [date/time]. [For suspension: it ends on date/time and your child should return on date/time. This represents number of school days, bringing the term total to number and the academic-year total to number.]

You can let the governing board know your views

You have the right to let the board know what your views are on the suspension and to tell them any other information which you think is relevant. This is called 'making a representation'.

The board has a duty to consider any representation you make. However, it can't direct our school to reinstate your child, and isn't required to meet with you.

You can make a representation by getting in touch with our governing board, which you can do by writing to Linda Walkerdine, Clerk to Governors, via office@barham.kent.sch.uk or the school postal address above and letting them know that you'd like to make a representation, along with any other details you feel are relevant at this stage.

Setting work

We will set work for your child during their suspension period and prior to the start of their alternative provision/their return to school. [Specify how they can access it – for example, that it will be given to them before they leave school on the day of the suspension, or available online, etc.]

If you have any questions about this process, please get in touch with the school office on 01227 831312 or office@barham.kent.sch.uk

Your duty as a parent

[For pupils of compulsory school age, insert:] You have a duty to make sure that your child is not present in any public place during school hours during this suspension period, or until the start date of any alternative provision or the end of the suspension/exclusion, where this is earlier. Failure to comply with this duty without reasonable justification is an offence. You may be given a fixed penalty notice or be prosecuted as a result.

The specific dates on which this public-place duty applies are [list school dates].

Sources of support

We want to make you aware of free and impartial sources of information you can consult. These include:

The Department for Education's exclusion guide for parents/carers available online at <https://www.gov.uk/government/publications/school-exclusions-guide-for-parents>



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[If relevant to the pupil, insert details of your local area's SEND information, advice and support services network]

[If relevant to the pupil] The Independent Provider of Special Education Advice (IPSEA), available online at www.ipsea.org.uk/

Thank you for your co-operation.

Warm regards,

Mrs Jo Duhig
Headteacher



Appendix 3: Cancellation of suspension or permanent exclusion

STAFF TEMPLATE • September 2026

Complete all yellow fields, select the applicable wording and remove staff instructions before sending. The Headteacher must approve the completed notice. Retain a copy and evidence of delivery in the central record.

Use electronic delivery of statutory notices only where written parental agreement has been obtained and recorded. Otherwise arrange an appropriate permitted method of written delivery without delay.

How to use this letter

- You must notify the pupil's parents/carers about the cancellation of a suspension or exclusion without delay
- Adapt and share the letter with parents/carers – we've highlighted in yellow the text you'll need to adapt or delete as appropriate



Barham Church of England Primary School

Valley Road, Barham, Canterbury, Kent CT4 6NX
01227 831312 | office@barham.kent.sch.uk

Kind, Confident and Curious

[Date]

[Parent/carer name and postal address]

Dear [insert parent/carer's name],

I am writing to confirm my decision to cancel [insert pupil's name]'s suspension/permanent exclusion from our school.

The reason for this decision is [insert reason here].

If the suspension or exclusion has already begun, add:

We would like to welcome [insert pupil's name] back promptly, and we will then begin the process of reintegration to help them settle in.

Please bring your child back on [date/time, without delay]. Their return does not depend on attendance at a meeting.

Continue the letter:

I would like to invite you to meet with me to discuss the circumstances that led to the [suspension/exclusion] being cancelled.

Please get in touch with the school office on 01227 831312 or office@barham.kent.sch.uk if you have any questions about the cancellation, and to arrange the meeting with me.

Thank you for your co-operation.

Warm regards,

Mrs Jo Duhig
Headteacher



Appendix 4: Alternative provision Parent information letter

STAFF TEMPLATE • September 2026

Complete all yellow fields, select the applicable wording and remove staff instructions before sending. The Headteacher must approve the completed notice. Retain a copy and evidence of delivery in the central record.

Use electronic delivery of statutory notices only where written parental agreement has been obtained and recorded. Otherwise arrange an appropriate permitted method of written delivery without delay.

How to use this letter

- Adapt and share this letter with parents/carers of compulsory school-age pupils following an exclusion without delay, and by the end of the first day of the suspension/exclusion at the latest. If you can't do this, you must send it at least 48 hours before the provision is due to start.*
- * The only exception to this is if the alternative provision is going to start before the 6th day of a suspension/exclusion. In this case, with the consent of the parents/carers, you can provide the information with less than 48 hours' notice
- We've highlighted in yellow the text you'll need to adapt or delete as appropriate, depending on the nature of the exclusion



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Kind, Confident and Curious

[Date]

[Parent/carers name and postal address]

Dear [insert parent/carers name],

Further to my notice about your child's [suspension/permanent exclusion], I'm writing to provide you with some more information.

Please remember that, by law, you must make sure your child is not present in a public place during school hours without reasonable justification from [insert dates – this should be the first 5 school days of the suspension/exclusion, or until the start date of any alternative provision or the end of the suspension/exclusion, where this is earlier].

If you fail to do this, you may be:

- Given a fixed-penalty notice
- Prosecuted
- If alternative provision is being arranged, add:
- We/the local authority will be arranging alternative provision of full-time education for your child, starting from [insert date, which must be no later than the 6th school day of the suspension/permanent exclusion].
- It will take place at [insert address], starting and finishing at [insert times, including the times of morning and afternoon sessions where relevant].
- On their first day at this provision, your child should report to [insert name of person they should report to, including information to help them identify this person on their first day].

Travel arrangements: [provider, collection point, times, escort if needed and contact for any travel problems].

- For suspensions where the pupil will return to school, add:
- We would like to invite you and [pupil name] to a meeting at the end of this period to discuss [their] return to class. We will use this opportunity to explain how the school will support your child to reintegrate into school and work together to agree a behaviour plan going forward. [Insert details of this meeting, including the time and place, or details of how the parent/carers should get in touch to arrange the meeting].

Your child's return to school will not be delayed if you are unable to attend the meeting.

If you have any questions about this process, please get in touch with the school office on 01227 831312 or office@barham.kent.sch.uk.

Thank you for your co-operation.

Warm regards,

Mrs Jo Duhig
Headteacher