Exclusions Policy

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Amy Richards, Head of Safeguarding, Attendance, Behaviour & Culture & Louise Rhodes, Governance Professional	SJCMAT Education & School Improvement Committee	25 September 2025	1.1	September 2026
Amy Richards	SJCMAT Board	9 December 2024	1.0	September 2025

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Abstract

Statutory policy (as of March 2024) for Academy Trusts.

The policy will set out the process that will be followed and any additional considerations around exclusions (suspension and permanent exclusions) that the Trust will apply.

The policy is based on the Statutory Guidance for Suspensions and Exclusions (last updated August 2024) and should be read in conjunction with academy behaviour policies.

Version History

Date	Version	Status	Summary of Changes
July 2024	1.0	APPROVED	New SJCMAT policy to replace any existing academy policies.
September 2025	1.1	APPROVED	Minor revisions to formatting/section numbering;

For the purpose of this policy the following representatives need to sign off this document:	
Role & Responsibilities	**Name**
Governance Professional	Louise Rhodes
CEO	Andrew Truby
Head of Safeguarding, Attendance, Behaviour and Culture	Amy Richards
Trust Board (approval)	Chair of the Education & School Improvement Committee

Website:	
Yes/No	**Yes – Statutory Policy**

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1. Introduction

St Joseph Catholic Multi Academy Trust's (SJCMAT) Exclusion Policy aims to set out the process that will be followed and the additional considerations around suspensions and exclusions that academies within the Trust will apply. Good behaviour and self-discipline lead to effective learning and help prepare children and young people for life beyond the school gate.

Where the Trust's approaches towards behaviour management have been exhausted, then suspensions and permanent exclusions will sometimes be necessary as a last resort. This is to ensure that other pupils and teaching staff are protected from disruption and can learn in safe, calm, and supportive environments.

1.1. The Trust will always have regard to the Statutory Guidance on Suspensions and Exclusions (August 2024) when making decisions on suspensions and exclusions and will follow the law, as set out in the relevant School Discipline (Pupil Exclusions and Reviews) (England) Regulation 2012 (as amended).

This policy should be read in conjunction with the academy Behaviour policy and the SEND policy.

2. Application of Policy

This policy applies to all members of the Trust community. Each academy within the Trust will apply suspensions and exclusions in accordance with this policy and ensure it is communicated to staff, parents and pupils.

3. Types of Exclusion

Suspensions and permanent exclusions are different:

- Suspensions (previously called fixed-term exclusions) are where a pupil is prevented from attending the school for a fixed period. At the end of the period, they are expected to return to school following a reintegration meeting. A pupil may receive a maximum of 45 days of suspensions in an academic year before A
- Permanent exclusions are where, subject to a decision of the governing board to reinstate the pupil to the school, the pupil is prevented from attending the school again. A decision to permanently exclude will only be taken in response to a serious breach or persistent breaches of the school's behaviour policy; and where allowing the pupil to remain in school would seriously harm the education or welfare of the pupil or others such as staff or pupils in the school.

4. Roles and Responsibilities

All members of the Trust community are expected to follow this policy. Roles, responsibilities and expectations of the Trust community are:

4.1 The Headteacher

All decisions to suspend or permanently exclude a pupil will be taken by the Headteacher after considering all the circumstances. Every decision made will be proportionate to the seriousness of the behaviour with reference to the Trust's behaviour policy.

4.2 The Governors

The Trust Board has delegated the responsibility to Governors to form a committee to review exclusions and suspensions when it is required to do so, when it is requested by parents, or it is, in its view, prudent to review an individual decision. In each case, the decision of the relevant committee formed by governors will be to decide whether to uphold the exclusion or suspension, or instead to reinstate the pupil to the school.

The committee, where possible, should be comprised of governors from within the Trust, However, where it is required to ensure a committee is convened to meet guidance timelines then suitably experienced governor(s) from another Trust or maintained governing board may be used.

4.3. Parents

Parents will be informed without delay of any suspension or exclusion and will be offered the opportunity to make representations in regard to any suspension or exclusion decision. Details will be provided on the rights parents have with every letter that is sent from the Headteacher.

4.4 Pupils

All pupils of the academies in the Trust are expected to follow the expectations regarding their behaviour to ensure that all pupils can learn and participate in school life effectively. Where those expectations are breached, the relevant academy behaviour policy will apply.

5. CCTV, Witness Evidence and Pupil Views

5.1 The Trust may use Closed-Circuit Television (CCTV) within its premises. This is to provide a safe and secure environment for pupils, staff and visitors. If behavioural incidents are recorded on CCTV, the footage may be viewed as part of the investigation and the content considered before imposing a sanction. If CCTV is relied upon for a decision on a suspension

or exclusion, then it will be shown in some format (redacted as necessary) at any governor review meeting unless the Headteacher determines it is not appropriate (e.g. for safeguarding purposes), the reason\(s) for which will be clearly documented in the Headteacher statement. Please see the Academy's CCTV policy and privacy notices for more information.

12.1 Where witness evidence is relied upon, whether from a pupil or a staff member, the statement(s) will be provided at any governor review meeting. All statements will be signed and dated unless the Headteacher has good reason to protect the anonymity of the relevant witness. Reasons may include threats of reprisals.

5.2 Before taking a decision to suspend or exclude and where appropriate, the Headteacher will take the pupil's views into account, considering these in light of their age and understanding and inform the pupil about how their views have been factored into any decision made. Where relevant, the pupil will be given support to express their view, including through advocates such as parents or, if the pupil has one, a social worker. The Headteacher will also take account of any contributing factors identified after an incident of misbehaviour has occurred.

6. Reintegration Strategy Meetings Following Suspension

Where a pupil is suspended, upon return to the school both the pupil and parents will be invited to a reintegration strategy meeting. The purpose of the meeting is to:

- offer the pupil a fresh start,
- help them understand the impact of their behaviour on themselves and others,
- teach them to how meet the high expectations of behaviour in line with the school culture,
- foster a renewed sense of belonging within the school community; and
- build engagement with learning

so that further suspensions are not needed. School staff will work with the pupil to understand what led to the behaviour and to establish if any changes can be made or further support implemented from a pastoral of practical perspective that might reduce the chance of repeat behaviours. Previous behaviour is not seen as an obstacle to future success.

6.1 Whilst reintegration meetings are highly encouraged by the Trust, pupils will not be prevented from being admitted to the academy, or being put in mainstream classes, because a meeting has not taken place.

7. Cancelling a Suspension or Exclusion

A suspension or exclusion can be cancelled by the Headteacher provided that the suspension or exclusion has not been considered by the governors. In relation to an exclusion, it cannot be cancelled if the total time the pupil was excluded or suspended that academic year would be over 45 days at the point of the decision to cancel the exclusion.

Where a suspension or exclusion is cancelled, the relevant parties will be informed by the Headteacher in accordance with the Statutory Guidance on Suspensions and Exclusions.

8. Suspensions Before a Permanent Exclusion

In exceptional circumstances, pupils may receive a suspension prior to a permanent exclusion. For each decision, the Headteacher will send the relevant letter setting out the rights of parents. A suspension cannot be converted into a permanent exclusion and so any subsequent permanent exclusion would be a fresh decision due to commence immediately after the suspension had ended. Exceptional circumstances may include where further evidence has come to light, or where the incident was serious and time is required to fully investigate the circumstances and consider alternatives.

9. Directing Off-Site and Managed Transfer

9.1 Before taking any decision to permanently exclude a pupil, the Headteacher will consider whether a direction to attend alternative provision and/or a managed move as part of a planned intervention, would be a reasonable alternative that should be considered.

In the case of directing a pupil off-site to alternative provision, the aim of any direction is for it to be used as a short-term measure as part of the academy's behaviour management strategy to improve a pupil's behaviour where in-school interventions and/or outreach have been unsuccessful or are deemed inappropriate. While parental consent is not needed legally, discussions would take place with parents to feed in their views about the options. Off-site direction at SJCMAT would not be issued without parental consent.

For a managed transfer to take place there needs to be agreement between the academy, the parents and the new school/academy that a managed move should occur. The intention of a managed move is a permanent transfer of a pupil from one school to another.

10. Independent Review Panels (IRPs)

The Trust arranges its own IRP's and requests for an IRP where a permanent exclusion has been upheld should be made to the Governance Professional to the Trust Board (governance@sjcmat.co.uk) within 15 school days of the governors' meeting.

Further details on the role and powers of IRPs can be found in Part Ten of the Statutory Guidance on Exclusions and Suspensions.

11. Reconsideration by the Governing Board

Where an IRP either recommends reconsideration or quashes the initial decision of the governing board, the decision will be considered within 10 school days. This may involve a rehearing with oral evidence given by the academy and parents or may be a reconsideration with only the governing board members and the clerk present.

12. Remote Meetings

Any governor meeting and/or an IRP meeting may be conducted remotely where the parents request for it to be conducted remotely and the meeting can be fairly held remotely, with all participants having access and are able to make representations. A meeting may also take place remotely where there is an extraordinary event or unforeseen circumstance that means it would not be reasonably practicable to hold the meeting in person. Such events can include, but are not limited to, floods, fire, and an outbreak of an infectious disease.

In addition, where a child's social worker or the virtual school head are due to attend a meeting, they may join an in-person meeting remotely as long as it can be fairly accessed, the technology is available, and everyone would be able to make representations.

13. Complaints

If parents have any concerns or complaints over the application or implementation of this policy or feels that they are being pressured into a managed move, they should raise their concerns with a staff member or the Headteacher in accordance with the Trust's complaints policy. If the concern relates to an exclusion, the statutory procedure set out in the Statutory Guidance on Exclusions and Suspensions will be followed.

14. Equality Impact

The Trust does all it can to ensure that its policies do not discriminate against pupils or others, either directly or indirectly, in line with any Equality Act 2010 protected characteristics. This includes race, religion, disability, sexual orientation, and sex.

15. Monitoring Arrangements

The governors review data on suspensions and exclusions to ensure that the use of suspensions and exclusions is appropriate.

This policy will be reviewed annually by the Governance Professional.

At every review, the policy will be approved by the Trust Board.

16. Links with other policies

This policy links to the following policies and documents:

- Behaviour Policy
- SEND Policy

17. Sign off

Presented & Approved by Trust Board	25/09/2025
Signed by Trust Board Chair	
Name of Trust Board Chair	Ann Connor OBE
Date	25 September 2025
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