



Westfield House School

Suspension and Exclusions Policy

Please read this document in conjunction with any specific localised procedures as directed by the Head Teacher.

Policy Number:	ED/POL/012	Author/Reviewer:	James Madine
Issue Number:	008	Approver:	Jo Sharpe
Issue Date:	01/09/2025	Service Type:	Education
Review Date:	01/09/2026	Chair of Governors	James Madine

1. Introduction

Westfield House School provides specialist education for pupils whose needs sometimes manifest in challenging behaviour. Exclusion is a serious sanction, used only when essential to protect the education or welfare of the pupil or others. This policy sets out lawful, fair and transparent procedures for recording, analysing and implementing exclusions, suspensions, and other related measures.

This policy must be read in conjunction with our Positive Behaviour Policy, Safeguarding Policy, Attendance Policy and the DfE's Guidance on Working Together to Improve School Attendance (August 24). Although it is not a requirement for independent schools, this policy has considered the DfE's Guidance on Suspension and Permanent Exclusion (May 2023).

2. Scope and Aim

At Westfield school , we:

- Ensure exclusions and suspensions are legal, justified and a last resort.
- Promote consistent recording and rigorous analysis of all incidents.
- Support reintegration of pupils after exclusion or suspension.
- Develop and evaluate alternative strategies to exclusion.
- Safeguard the welfare of pupils at risk of exclusion or suspension.

This policy covers:



- Fixed-term suspensions
- Temporary part-time timetables
- Recognition and prevention of unlawful suspensions and off-rolling

3. Definitions

Suspension: temporary removal of a student from school for a fixed period.

Permanent exclusion: formal removal from the school roll as a last resort.

Part-time timetable: a reduced timetable used only in very exceptional cases to meet specific needs, with clear return-to-full-time plans.

Unlawful suspension: sending a pupil home or preventing attendance without following the formal suspension process.

Off-rolling: removing or encouraging removal of a pupil from the roll for reasons primarily in the interests of the school.

4. Recording and Analysis

All incidents leading to exclusion or suspension must be logged on Arbor including:

- Date, time and location of the incident
- Nature of the behaviour or breach
- Staff and pupil statements
- Type and duration of sanction

Termly reports will analyse:

- Rates of suspension and permanent exclusion
- Patterns by pupil group, reasons and repeat incidents
- Trends indicating disproportionate use for individual pupils

Findings will inform behaviour strategies, professional development and safeguarding plans.

5. Suspension

A suspension may be considered for:

- Serious physical aggression, threat or violence
- Repeated high-risk behaviours unresponsive to other strategies
- Possession of illegal substances or offensive weapons
- Intentional damage, arson or suspected criminal activity



- Repeated serious misuse of IT systems

Procedure:

- Investigate thoroughly and give the pupil opportunity to respond.
- Record details of the suspension on Arbor and discussed with senior leader, even if it is a RADAR/CPOMS related incident that has led to the suspension
- Headteacher authorises and sets duration (normally 1–3 days and no longer than 5 days).
- Notify parents/carers by phone on the day, confirm in writing including:
 - ✓ Reason(s) and length of suspension
 - ✓ Parental right to make representations to the governing body
 - ✓ Arrangements for work and marking at home
 - ✓ Details of the time, date and location of the re-integration meeting
- Mark register with appropriate code with letter confirming the suspension saved in Arbor.
- Hold a re-integration meeting on day one back to agree support and future behaviour plan.

Please refer to:

- Appendix 1 for the school's exclusion decision flowchart.
- Appendix 2 for the school's suspension letter template.

6. Temporary Part-Time Timetables

In exceptional circumstances and in line with DfE attendance guidance, temporary part-time timetables will:

- apply only where it benefits the pupil's engagement or welfare and in agreement with parent, carer or guardian.
- last for the shortest time necessary.
- never be used to manage behaviour alone.
- require a documented plan from the outset for the return to full-time education.
- be agreed by the funding authority.
- be monitored weekly and reviewed fortnightly by the Headteacher and Regional Executive Headteacher and/or Regional Director.

Lack of clear return plans or inappropriate use may be deemed an unlawful suspension.

Please refer to Appendix 4 for a template of the school's part-time table plan.



7. Unlawful Suspension and Off-Rolling

Unlawful suspensions occur when pupils are sent home without following formal procedures. Off-rolling involves removal from the school roll primarily for school benefit. Both practices are prohibited.

All pupils who are removed from the school roll, other than those in year 11 on the last Friday in June, must be approved by the Regional Director or Education Director. The only approved reason for a pupil being removed from the school roll, would be when the placing authority have given the school 28 days' written notice on the placement. The school remains responsible for ensuring the education and safeguarding of the child until the end date as listed on the admissions register.

It is possible that where there is a serious or persistent breach of the behaviour policy, an emergency review of the EHCP with the placing local authority in attendance should be arranged. At this meeting, all required stakeholders and professionals, it may be agreed that allowing the pupil to remain would seriously harm the education, welfare and safety of pupils or staff. All other strategies and support must have been exhausted prior to the meeting taking place.

Should a collective decision to end a place have been agreed at the emergency review, the following procedure will apply:

- The Regional Director and/or Education Director will conduct a full investigation and consult with the local authority.
- The Headteacher and/or SENDCO will ensure that there is an offer of interim support and alternative placement options whilst the local authority confirm an alternative school placement.
- The DSL will ensure the pupil's safeguarding needs are addressed until a new placement is secured.

Please refer to Appendix 4 for the school's checklist to unlawful suspension and off-rolling.

8. Alternative Strategies to Exclusion

The school will actively develop and use:

- Restorative practice and mediation
- Off-site direction (e.g. use of alternative provision) with clear pupil support plans
- Engagement with pupil support services (e.g. educational psychologists, outreach)
- Inclusive curriculum adaptations and therapeutic interventions



9. Safeguarding Considerations

When suspension or part-time timetables are under consideration, always:

- Assess potential safeguarding risks, especially for vulnerable pupils
- Liaise with social care, local authority and multi-agency partners
- Document all decisions and follow-up actions in safeguarding records.

10. Monitoring, Reporting and Review

- Senior leaders will review exclusion and suspension data each month.
- Governors will receive termly reports on trends, patterns and effectiveness.
- Policy and procedures will be updated annually or when statutory guidance changes.

11. Roles and Responsibilities

The Headteacher will:

- Ensure lawful application of exclusions and suspensions.
- Communicate policy to staff, pupils and families.
- Oversee data analysis and reintegration strategies.

The School Senior Leadership Team will:

- Support investigations and decision-making.
- Monitor part-time timetables.
- Coordinate alternative strategies and multi-agency referrals.

Parents/Carers will:

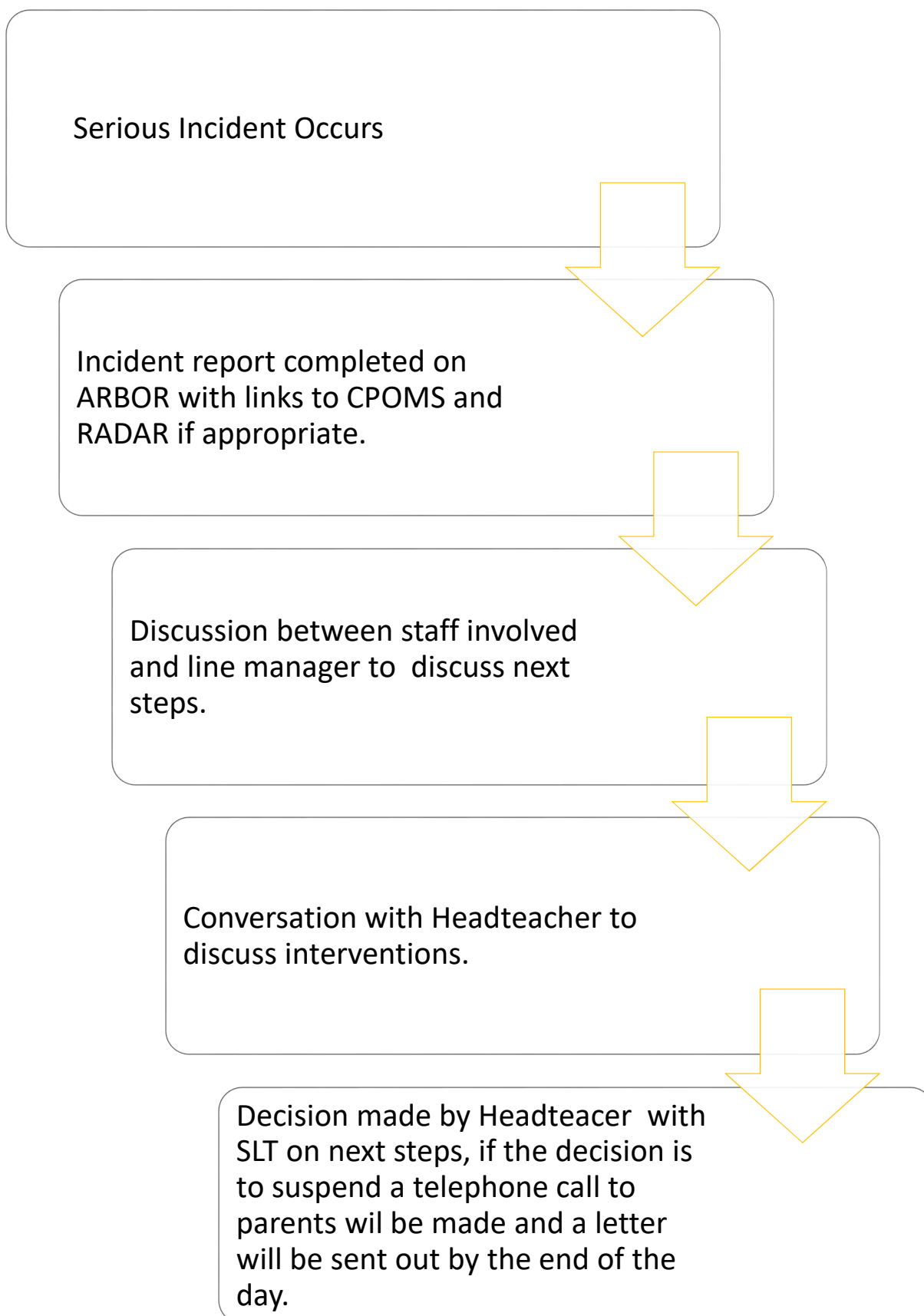
- Engage promptly in communication and re-integration meetings.
- Support pupils at home and uphold behaviour agreements.

The Governors will:

- Review suspension and exclusion decisions as required.
- Monitor overall exclusion trends and hold leadership to account.



Appendix 1: Exclusion Decision Flowchart





Appendix 2 – Suspension Letter Templates

Fixed-term suspension notification which includes sections for reasons, duration, parental rights, appeal process and reintegration arrangements.

[School Name]
[School Address]
[City, Postcode]
[Phone Number]
[Date]

Parents/Carers of
[Pupil Name]
[Address]
[City, Postcode]

Dear [Mr/Ms/Dr] [Surname],

Re: Suspension of [Pupil Name], Year [Year Group]
Date of Birth: [DD/MM/YYYY]

We write to inform you that, following a thorough investigation into the incident on [date of incident], [Pupil Name] has been suspended from [School Name] for a fixed period of [number] school days. This decision has been taken under the school's Behaviour Policy because [brief description of behaviour or breach].

Period of Suspension

The suspension will commence on [start date] and end on [end date]. [Pupil Name] is expected to return to school on [return date].

Reason(s) for Suspension

- [Reason 1]
- [Reason 2]
- [Any other relevant detail]

Work and Learning Arrangements

During the suspension period, work will be provided via [online platform/homework pack]. Please ensure that [Pupil Name] completes all assigned tasks. If the suspension exceeds one



school day, arrangements have been made for the work to be marked and returned within [number of days] days.

Parental Rights and Appeal Process

You have the right to make representations to the governing board about this suspension if:

- The suspension is longer than five consecutive school days in a single term.
- The suspension causes [Pupil Name] to miss a public examination or national curriculum test.

Representations should be made in writing to the Clerk to the Governors at [governor's email or postal address] by [deadline date]. The governing board will consider any representations you make but cannot overturn the decision if the suspension is for five days or fewer and does not affect public examinations.

Reintegration Meeting

We expect you and [Pupil Name] to attend a reintegration meeting on [date] at [time] with [Headteacher or designated staff member] to:

- Discuss the incident and reflect on what happened
- Agree clear behaviour targets and support strategies
- Plan next steps to help [Pupil Name] succeed on return

Attendance During Suspension

Please note that [Pupil Name] must not be present in any public place during school hours for the duration of this suspension unless there is a reasonable justification (for example, a medical appointment).

Record Keeping

A copy of this letter and all related documentation will be retained on [Pupil Name]'s file in [MIS system, e.g., Arbor].

Yours sincerely,

[Headteacher Name]

Headteacher

[School Name]



Appendix 3: Unlawful Suspension / Off-rolling Checklist

Use this checklist to confirm that any removal from the roll or restriction of attendance complies with formal procedures and prioritises the pupil's interests.

Checklist	Yes	No
Was the decision made under a legally recognised process (fixed-term suspension)?		
Has the headteacher's authorisation been documented with date, time and rationale?		
Have parents/carers been notified on the same day by phone and in writing, outlining reasons, duration and appeal rights?		
Is there a clear record of the governing body's role, including any meetings held or decisions taken?		
If a part-time timetable is in place, does it include: • A specific educational rationale? • A defined review schedule? • A clear plan and date for return to full-time provision?		
Has the pupil's safeguarding risk been assessed and documented before removal or timetable change?		
Were alternative strategies (e.g., restorative practice) considered and recorded?		
Are multi-agency referrals or support services (e.g., educational psychology, social care) engaged where needed?		
Has the pupil's voice been heard—through a meeting or written statement—before finalising any removal from the roll?		
Is there a reintegration or transition plan (even for permanent moves) detailing academic, emotional and social support?		
Are all records saved in Arbor under the correct codes, and is there an audit trail for every step? Has any action been checked against the DfE statutory guidance to confirm it does not constitute off-rolling?		



Is there a reintegration or transition plan (even for permanent moves) detailing academic, emotional and social support?		
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Appendix 4: Part-Time Timetable Plan

Pro forma detailing rationale, timetable breakdown, safeguarding considerations, review dates and clear return-to-full-time milestones.

Pupil Name: _____

Year Group / Tutor Group: _____

**Date Plan Commenced: ** _____

**Anticipated Return to Full-Time: ** _____

1. Rationale and Objectives

Educational rationale for reduced timetable (e.g., medical, emotional or behavioural need)

Specific objectives (e.g., rebuild attendance; re-engage with core subjects; reduce anxiety)

Expected duration of part-time provision

2. Timetable Overview

3. Safeguarding and Welfare Measures

Risk assessment completed on _____ - ____ (date)

Named safeguarding lead: _____

Welfare checks (frequency and format)

Transport arrangements and supervision to/from school

4. Support Strategies

In-school support (e.g., mentor, learning support assistant)

Therapeutic or pastoral interventions (e.g., counselling sessions)

Curriculum adaptations or reasonable adjustments

Multi-agency involvement (e.g., educational psychologist, CAMHS)

5. Monitoring and Review

Regular review meetings with pupil, parent/carers and key staff

Metrics monitored: attendance percentage; engagement in sessions; wellbeing indicators

6. Reintegration Plan

Criteria for increasing attendance (e.g., consistent engagement for two weeks)



Steps to extend timetable (e.g., add one hour per week)

Date for full-time return: __/__/__

Post-reintegration support (e.g., follow-up meeting after two weeks)

7. Authorisation

Headteacher: _____ Date: __/__/__

Parent/Carer Signature: _____ Date: __/__/__

Pupil Signature (where appropriate): _____ Date: __/__/__

Ensure this plan is filed in the pupil's record and regularly updated in Arbor.