

Suspension and Exclusion Policy



Approved by:	The Board of Governors	Date: 31 st of August 2026
Last reviewed on:	1 st September 2025	
Next review due by:	31 st August 2027	

Introduction

At Eden Park Academy, we are committed to ensuring that all pupils have access to a safe and caring educational environment. The **Suspension and Permanent Exclusion Policy** is designed to provide a clear, consistent framework for addressing serious breaches of behaviour, ensuring fairness and transparency while maintaining high standards of discipline.

Purpose

This policy aims to:

- Uphold fairness, consistency, and transparency in managing suspensions and exclusions.
- Ensure all actions align with statutory requirements and protect pupil welfare.
- Foster collaboration among staff, parents, and pupils to improve behaviour and educational outcomes.
- Prevent pupils from becoming NEET (Not in Education, Employment, or Training).
- Proactively safeguard the wellbeing of all pupils and staff.

Guiding Principles

Eden Park Academy will always act lawfully, reasonably, and proportionately. Exclusions will only be used as a last resort when other strategies have been unsuccessful, or if the presence of the pupil significantly endangers the safety or education of others.

Defining Exclusions

- **Suspension:** Temporary removal from the school for a fixed period.
- **Permanent Exclusion:** Permanent removal from the school, resulting in the pupil being taken off the school roll.
- **Internal Exclusion:** Removal from the regular classroom environment for disciplinary purposes, managed within the school.

The Pink Slip Protocol

The **Pink Slip** is a compact tool used at the point of delivery by staff to document serious behavioural incidents. It is integral to initiating the processes outlined in this policy.

1. **Documentation:** Staff records the incident, detailing the behaviour, location, and time.
2. **Recommendation:** Staff recommends internal exclusion, suspension, or permanent exclusion.
3. **Escalation:** The Pink Slip is reviewed by pastoral leaders and escalated to the headteacher for final approval.

4. **Action:** Once approved, the protocol for the recommended action is triggered, ensuring compliance with statutory guidance.

Roles and Responsibilities

The Headteacher

The headteacher, or acting headteacher, is the only person authorised to:

- Approve suspensions and permanent exclusions.
- Ensure actions are lawful, reasonable, and in line with the school's behaviour policy.
- Communicate decisions clearly to parents, staff, and governing bodies.
- Liaise with external agencies to provide alternative provisions if required.

Staff

All staff are responsible for:

- Identifying and reporting serious behavioural incidents using the Pink Slip tool.
- Supporting pupils to understand the impact of their actions and encouraging positive behaviour.

The Governing Board

The board ensures that all exclusions comply with statutory guidelines and reviews decisions to exclude where required.

Parents

Parents are expected to support their child's reintegration and work collaboratively with the school to address behavioural concerns.

Key Procedures

Before Exclusion

The headteacher will:

1. Review all relevant facts and evidence.
2. Allow the pupil to present their account of events.
3. Consider any underlying factors, such as SEND or safeguarding concerns.

During Exclusion

- Parents will be informed promptly, and in writing, about the reason for and duration of the exclusion.
- For suspensions exceeding 5 days, the school will arrange suitable full-time education starting no later than the sixth day.

- In cases of permanent exclusion, the local authority will be informed without delay.

Returning from Suspension

- A reintegration meeting will be held with the pupil, parents, and relevant staff to plan support for the pupil's return to school.
- Strategies may include mentoring, behaviour monitoring, or additional SEND support.

Independent Review and Appeals

Parents have the right to request an independent review of a permanent exclusion decision. The school will provide guidance on how to initiate this process. The independent review panel will consider the decision's fairness, reasonableness, and compliance with statutory requirements.

Monitoring and Review

The governing board will monitor exclusions to ensure equity and adherence to statutory guidelines. Data will be analysed by key factors such as age, gender, SEND status, and time of year to identify patterns or disparities.

Links to Other Policies

This policy is linked to:

- **Behaviour Policy**
- **Safeguarding and Child Protection Policy**
- **SEND Policy**

Appendix: The Pink Slip Tool

The Pink Slip is the first step in formalising disciplinary actions. It ensures that all incidents are documented, recommendations are clear, and actions are taken transparently. It is adapted for both primary and high school settings to suit the developmental and behavioural context of pupils.

By fostering a culture of accountability and consistency, Eden Park Academy is committed to supporting pupils in overcoming challenges and reaching their full potential.