

The Aylesbury Vale Academy Trust



Exclusion Policy

Policy Reference:	AVA.123
Description:	This document describes the exclusion arrangements for the Aylesbury Vale Academy for the academic year 2026/27
Status:	Statutory Policy
Policy Audience:	Staff, Students & Parents/Carers
Academy Contact:	Principal
Other related AVA policies and procedures:	Equality Policy, Child Protection Policy, E-safety Procedures, Safeguarding Procedures, SEND policy, Behaviour Policy
Governor Committee:	FGB
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Signed:	
Date of Signature:	15.09.2026

In reviewing this policy, the Governing Board has had regard to the Equality Act 2010 and carried out an equality impact assessment. It is satisfied that no group with a protected characteristic will be unfairly disadvantaged by this policy.

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1. Aims

Our school aims to ensure that:

- The Suspensions and exclusions process is applied with reason, proportion and necessity
- That Suspensions and exclusions are applied as a last resort, after reasonable efforts to reset/de-escalate/reasonably adjust
- That students who are suspended face no greater harm outside of school.
- The Suspension and exclusions process is understood by governors, staff, parents and students
- Students in school are in a calm, safe and supportive environment, free from disruption and fear of harm
- Students do not become NEET (Not in Education, Employment or Training)

2. Legislation and statutory guidance

This policy is based on updated statutory guidance from the Department for Education:

[Suspension and permanent exclusion from maintained schools, academies and pupil referral units in England, including pupil movement](#)

It also relates to the following legislation, which outline schools' powers to exclude students:

- Section 52 of the Education Act 2002, as amended by the Education Act 2011
- The School Discipline (Pupil Exclusions and Reviews) (England) Regulations 2012
- Sections 64-68 of the School Standards and Framework Act 1998
- Part 7, chapter 2 of the [Education and Inspections Act 2006](#), which looks at parental responsibility for excluded pupils
- Section 579 of the [Education Act 1996](#), which defines 'school day'
- The [Education \(Provision of Full-Time Education for Excluded Pupils\) \(England\) Regulations 2007](#), as amended by [The Education \(Provision of Full-Time Education for Excluded Pupils\) \(England\) \(Amendment\) Regulations 2014](#)
- [https://assets.publishing.service.gov.uk/media/5a7dcb85ed915d2ac884d995/SEND Code of Practice January 2015.pdf](https://assets.publishing.service.gov.uk/media/5a7dcb85ed915d2ac884d995/SEND_Code_of_Practice_January_2015.pdf)
- [Keeping children safe in education - GOV.UK](#)

This policy complies with our funding agreement and articles of association.

A guide for parents can be found here:

<https://www.gov.uk/government/publications/school-exclusions-guide-for-parents/a-guide-for-parents-on-school-behaviour-and-exclusion>

3. The decision to exclude

Only the Principal, Primary Headteacher or Secondary Headteacher may authorise a fixed-term suspension. The Primary Headteacher may suspend a primary pupil, and the Secondary Headteacher may suspend a secondary pupil. Permanent exclusion is a last resort and may only be authorised by the Principal, following careful consideration of all available evidence and support measures.

Aylesbury Vale Academy is aware that off-rolling is unlawful.

Ofsted defines off-rolling as:

“...the practice of removing a student 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 student.”

We are committed to following all statutory exclusions procedures to ensure that every child receives an education in a safe and caring environment.

A decision to suspend or exclude a student will be taken only:

- In response to serious or persistent breaches of the school's 'Rewards and Attitudes policy, and where allowing the student to remain in school would seriously harm the education or welfare of others

The Academy will give due regard to its duties under the Equality Act 2010, the Children and Families Act 2014, safeguarding legislation and statutory guidance when considering whether suspension or permanent exclusion is appropriate.

Before deciding whether to impose a fixed-term suspension or permanent exclusion, the Principal (or, for suspensions, the Primary or Secondary Headteacher) will:

- Consider all the relevant facts and evidence, including whether the incident(s) leading to the exclusion were provoked
- Allow the student to give their version of events
- Consider student's special educational needs and disabilities (SEND) and support, interventions and reasonable adjustments already in place.
- Consider any relevant safeguarding implications.

Cancellation of an Exclusion

The Principal may cancel a suspension or permanent exclusion that has already been issued, provided that the governing board has not yet met to consider reinstatement. Where an exclusion is cancelled, the Academy will notify parents, the governing board, the Local Authority and, where appropriate, the student's social worker and/or Virtual School Head without delay.

4. Definitions

If your child is suspended, this means there will be a fixed number of school days when they cannot attend school. A suspension can also be for half a school day or

for a certain period of the school day, for example lunchtime. Suspensions are referred to as fixed-term suspensions.

For serious incidents, or persistent disruptive behaviour, your child may be permanently excluded which means they must leave their school on a permanent basis and receive their full-time education somewhere else. Some people also call this an expulsion.

For the purposes of exclusions, the school day is defined as any day on which there is a school session. Therefore, INSET or staff training days do not count as a school day.

5. Roles and responsibilities

5.1 The Principal, Primary and Secondary Headteachers

Informing parents

Following a decision to suspend or permanently exclude a student, the Principal, or for fixed-term suspensions the relevant Primary or Secondary Headteacher, will inform parents in writing as soon as possible:

- The reason(s) for the exclusion or suspension
- Information about how to make representations to the governing board
- Information about the right to request that any governing board meeting or independent review panel meeting is held via remote access, and how such a request should be made
- The length of a fixed-term suspension, or, for a permanent exclusion, the fact that it is permanent
- How and where to find access to educational materials
- Information about parents' right to make representations about the exclusion to the governing board and how the student may be involved in this
- Where there is a legal requirement for the governing board to meet to consider the reinstatement of a student, and that parents have a right to attend a meeting, be represented at a meeting (at their own expense) and to bring a confidante/advocate.

The Principal or, in the case of a fixed-term suspension, the relevant Primary or Secondary Headteacher, will also notify parents by the end of the afternoon session on the day their child is excluded that for the first 5 school days of an exclusion, or until the start date of any alternative provision (where this is earlier), parents are legally required to ensure that their child is not present in a public place during school hours without good reason. Parents may be given a fixed penalty notice or prosecuted if they fail to do this.

If alternative provision is being arranged, the following information will be included when notifying parents of an exclusion:

- The start date for any provision of full-time education that has been arranged

- The start and finish times of any such provision, including the times for morning and afternoon sessions, where relevant
- The address at which the provision will take place
- Any information required by the student to identify the person they should report to on the first day

Where this information on alternative provision is not reasonably ascertainable by the end of the afternoon session, it may be provided in a subsequent notice, but it will be provided no later than 48 hours before the provision is due to start. The only exception to this is where alternative provision is to be provided before the sixth day of an exclusion, in which case the information can be provided with less than 48 hours' notice with parents' consent.

Informing the governing board and local authority

The Principal or, in the case of a fixed-term suspension, the relevant Primary or Secondary Headteacher, will immediately notify the governing board and the Local Authority (LA) of:

- A permanent exclusion, including when a fixed term suspension is made permanent following further evidence that has come to light¹
- Exclusions which would result in the student being excluded for more than 5 school days (or more than 10 lunchtimes) in a term
- Exclusions which would result in the student missing a public examination
- For a permanent exclusion, if the student lives outside the Local Authority (LA) in which the school is located, the Principal or, in the case of a fixed-term suspension, the relevant Primary or Secondary Headteacher will also immediately inform the student's 'home authority' of the exclusion and the reason(s) for it without delay.
- For all other exclusions, the Principal or, in the case of a fixed-term suspension, the relevant Primary or Secondary Headteacher will notify the governing body and LA without delay.
- Where a student has a social worker, the social worker will be notified without delay.
- Where a student is looked after, the Virtual School Head will also be notified without delay.

5.2 The Governing Board

Responsibilities regarding exclusions is delegated to the governing body consisting of at least 3 governors.

The governing body has a duty to consider the reinstatement of an excluded student (see section 6).

¹ Section 3 of [Exclusion from maintained schools, academies and pupil referral units \(PRUs\) in England](#) states: 'The law does not allow for extending a fixed-period exclusion or 'converting' a fixed-period exclusion into a permanent exclusion. In exceptional cases, usually where further evidence has come to light, a further fixed-period exclusion may be issued to begin immediately after the first period ends; or a permanent exclusion may be issued to begin immediately after the end of the fixed period.'

The governing body has a duty to consider the reinstatement of an excluded student (see section 6).

Within 14 days of receipt of a request, the governing body will provide the secretary of state with information about any exclusions in the last 12 months.

For a fixed-term suspension of more than 5 school days, the governing body will arrange suitable full-time education for the student. This provision will begin no later than the sixth day of the exclusion.

For secondary schools only:

Provision does not have to be arranged for students in the final year of compulsory education who do not have any further public examinations to sit.

5.3 The Local Authority (LA)

For permanent exclusions, the LA is responsible for arranging suitable full-time education to begin no later than the sixth day of the exclusion.

6. Considering the reinstatement of a student

The governing body will consider the reinstatement of an excluded student within 15 school days of receiving the notice of the exclusion if:

- The exclusion is permanent
- It is a fixed-term suspension which would bring the student's total number of school days of exclusion to more than 15 in a term
- It would result in a student missing a public examination

If requested to do so by parents, the governing body will consider the reinstatement of an excluded student within 50 school days of receiving notice of the exclusion if the student would be excluded from school for more than 5 school days, but less than 15, in a single term.

Where an exclusion would result in a student missing a public examination, governing body will consider the reinstatement of the student before the date of the examination. If this is not practicable, the governing body will consider the exclusion and decide whether to reinstate the student.

The governing body can either:

- Decline to reinstate the student
- Direct the reinstatement of the student immediately, or on a date

In reaching a decision, the governing body will consider whether the exclusion was lawful, reasonable and procedurally fair and whether the Principal or, in the case of a fixed-term suspension, the relevant Primary or Secondary Headteacher, followed their legal duties. They will decide whether or not a fact is true 'on the balance of probabilities', which differs from the criminal standard of 'beyond reasonable doubt', as well as any evidence that was presented in relation to the decision to exclude.

Minutes will be taken of the meeting, and a record of evidence considered kept. The outcome will also be recorded on the student's educational record.

The governing body will notify, in writing, the Principal, parents and the LA of its decision, along with reasons for its decision, without delay.

Where an exclusion is permanent, the governing body decision will also include the following:

- The fact that it is permanent
- Notice of parents' right to ask for the decision to be reviewed by an independent review panel, and:
- The date by which an application for an independent review must be made
- The name and address to whom an application for a review should be submitted
- That any application should set out the grounds on which it is being made and that, where appropriate, reference to how the student's SEND needs are relevant to the exclusion
- That, regardless of whether the excluded student has recognised SEND, parents have a right to require the Academy to appoint a SEND expert to attend the review
- Details of the role of the SEND expert and that there would be no cost to parents for this appointment
- That parents must make clear if they wish for a SEND expert to be appointed in any application for a review
- That parents may, at their own expense, appoint someone to make written and/or oral representations to the panel, and parents may also bring a confidante to the review
- That if parents believe that the exclusion has occurred as a result of discrimination, they may make a claim under the Equality Act 2010 to the first-tier tribunal (special educational needs and disability), in the case of disability discrimination, or the county court, in the case of other forms of discrimination. A claim of discrimination made under these routes should be lodged within 6 months of the date on which the discrimination is alleged to have taken place

7. An independent review

If parents apply for an independent review, the Academy will arrange for an independent review panel to review the decision of the governing board not to reinstate a permanently excluded student.

Applications for an independent review must be made within 15 school days of notice being given to the parents by the governing body of its decision to not reinstate a student.

A panel of 3 or 5 members will be constituted with representatives from each of the categories below. Where a 5-member panel is constituted, 2 members will come from the school governor's category and 2 members will come from the headteacher category.

A lay member to chair the panel who has not worked in any school in a paid capacity, disregarding any experience as a school governor or volunteer

School governors who have served as a governor for at least 12 consecutive months in the last 5 years, provided they have not been teachers or headteachers during this time

Headteachers or individuals who have been a headteacher within the last 5 years

A person may not serve as a member of a review panel if they:

- Are a member/director of the academy trust, or governing board of the excluding school
- Are the Principal of the Aylesbury Vale Academy (the excluding school), or have held this position in the last 5 years
- Are an employee of the academy trust, or the governing board, of the excluding school (unless they are employed as a headteacher at another school)
- Have, or at any time have had, any connection with the academy trust, school, governing board, parents or student, or the incident leading to the exclusion, which might reasonably be taken to raise doubts about their impartiality
- Have not had the required training within the last 2 years (see appendix 1 for what training must cover)

A clerk will be appointed to the panel.

The independent panel will decide one of the following:

- Uphold the governing board's decision
- Recommend that the governing board reconsiders reinstatement
- Quash the governing board's decision and direct that they reconsider reinstatement (only when the decision is judged to be flawed)

The panel's decision can be decided by a majority vote. In the case of a tied decision, the chair has the casting vote.

8. School registers

A student's name will be removed from the school admissions register if:

- 15 school days have passed since the parents were notified of the exclusion panel's decision to not reinstate the student and no application has been made for an independent review panel, or
- The parents have stated in writing that they will not be applying for an independent review panel

Where an application for an independent review has been made, the governing board will wait until that review has concluded before removing a student's name from the register.

Where alternative provision has been made for an excluded student and they attend it, code B (education off-site) or code D (dual registration) will be used on the attendance register.

Where excluded students are not attending alternative provision, code E (absent) will be used.

9. Returning from a fixed-term suspension

Following a fixed-term suspension, a re-integration meeting will be held involving the student, parents, a member of senior staff and other staff, where appropriate.

The following measures may be implemented when a student returns from a fixed-term suspension:

- Agreeing to reintegration terms and support strategies
- Putting a student 'on report'
- Internal isolation, where further information has come to light or for the student's safety
- Assessment of need
- Specific intervention/support put in place
- Part time time-table based on physical or mental health needs
- Arrangements for Alternative Provision

The Academy will implement an appropriate reintegration strategy which may include pastoral support, academic support, mentoring, regular review meetings and other interventions designed to promote a successful return to full-time education.

10. Monitoring arrangements

The Deputy Headteacher (Primary) and Vice Principal, Behaviour (Secondary) are responsible for monitoring suspension data each term and reporting trends, patterns and outcomes to the Senior Leadership Team, Principal and Governing Board. They also liaise with the local authority to ensure suitable full-time education for excluded students.

This policy will be reviewed by the Principal every two years. At every review, the policy will be shared with the governing board.

11. Links with other policies

This exclusions policy is linked to the Aylesbury Vale Academy

- Rewards and Behaviour policy
- SEND policy and information report
- Equality Policy
- Child Protection Policy
- E-safety Procedures
- Safeguarding Procedures

Appendix 1: Independent review panel training

The Academy trust must ensure that all members of an independent review panel and clerks have received training within the 2 years prior to the date of the review.

Training must have covered:

- The requirements of the primary legislation, regulations and statutory guidance governing exclusions, which would include an understanding of how the principles applicable in an application for judicial review relate to the panel's decision making
- The need for the panel to observe procedural fairness and the rules of natural justice
- The role of the chair and the clerk of a review panel
- The duties of Principals, governing boards and the panel under the Equality Act 2010
- The effect of section 6 of the Human Rights Act 1998 (acts of public authorities unlawful if not compatible with certain human rights) and the need to act in a manner compatible with human rights protected by that Act