Manchester Hospital School

Exclusions Policy

Document Control	
Title	Exclusions Policy
Date	September 2026
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Purpose of the policy	To set out how the school will respond on those occasions when a young person's behaviour leads to them being excluded from school
Related	Behaviour and Relationships Policy Anti Bullying Policy Safeguarding and Child Protection Policy Child-on-Child Abuse Policy
policies/guidance	Suspension and Permanent Exclusion from maintained schools, academies and pupil referral units in England, including pupil movement • Inspection guidance from November 2025 Inspection Guidance
Review	Annually
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Under the Public Sector Equality Duty, Manchester Hospital School has due regard to the need to eliminate discrimination, harassment and victimisation and any other conduct prohibited by the Equality Act 2010; to advance equality of opportunity between those who share a relevant protected characteristic and those who do not share it and to foster good relations across all protected characteristics. Manchester Hospital School will take into account equality considerations when policies are being developed, adopted and implemented

Manchester Hospital School serves the needs of a very large and diverse range of children, young people and their families at times when they are extremely vulnerable. Our core purpose as a school is to uphold the child's right to Education and our policies and procedures are necessary to keep staff and children safe . We acknowledge that our students are often living with a range of very complex medical conditions including mental ill health and therefore we keep the needs of the student at the heart of all decisions. We will , therefore, work within the parameters of all statutory policies whilst seeking to understand and support the child's long term education and health needs.

At our school we will use suspension and exclusion as a very last resort and only when all other strategies have been unsuccessful. We will always endeavour to arrange an alternative placement rather than a permanent exclusion because all of our pupils have complex SEND needs but not all of them have an EHCP. However, this policy sets out the clear and transparent process we will follow should there need to be a suspension or permanent exclusion.

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1. Aims:

This policy sits alongside our Behaviour and Relationships Policy and has been produced in light of the DfE guidance, Suspension and Permanent Exclusion from maintained school, academies and pupil referral units in England, including pupil movement, published in July 26. The policy will support us in following the legislation and regulations about suspension (fixed term exclusion) and permanent exclusion. We will only follow this policy when our strategies and interventions set out in the behaviour and relationships policy have not been successful or require a more significant intervention.

2. Legislation and statutory guidance:

- This policy is based on statutory guidance from the Department for Education (DfE): Suspension and permanent exclusion from maintained schools, academies and pupil referral units in England, including pupil movement.
- It is based on the following legislation, which outlines schools' powers to exclude pupils:
- Section 51a of the Education Act 2002, as amended by the Education Act 2011
- The School Discipline (Pupil Exclusions and Reviews) (England) Regulations 2012
- In addition, the policy is based on:
- Part 7, chapter 2 of the Education and Inspections Act 2006, which sets out 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
- The Equality Act 2010
- Children and Families Act 2014
- Inspection guidance from November 2025 Inspection Guidance

3. Definitions:

Suspension – when a pupil is removed from the school for a fixed period. This was previously referred to as a 'fixed-term exclusion'.

Permanent exclusion – when a pupil is removed from the school permanently and taken off the school admission register. This is sometimes referred to as an 'exclusion'.

Off-site direction – when a governing board of a maintained school requires a pupil to attend another education setting temporarily, to improve their behaviour.

Parent/carer – any person who has parental responsibility and any person who has care of the child.

Managed move – when a pupil is transferred to another school permanently. All parties, including parents/carers and the admission authority for the new school, should consent before a managed move occurs.

4. The decision to exclude:

Only the headteacher of our school can suspend or permanently exclude a pupil on disciplinary grounds. A pupil may be suspended for one or more fixed periods (up to a maximum of 45 school days in a single academic year), or permanently excluded.

A pupil's behaviour outside school can be considered grounds for a suspension or permanent exclusion. Any decision of a headteacher, including suspension or permanent exclusion, must be reasonable; fair; and proportionate.

When establishing the facts in relation to a suspension or permanent exclusion decision the headteacher will decide 'on the balance of probabilities' it is more likely than not that a fact is true, rather than the criminal standard of 'beyond reasonable doubt.' This means that the headteacher should accept that something happened if it is more likely that it happened than that it did not happen. The headteacher will take account of their legal duty of care when sending a pupil home following an exclusion.

The Headteacher will also take the pupil's views into account, considering these in light of their age, understanding and SEND need before deciding to exclude, unless it would not be appropriate to do so. They will inform the pupil about how their views have been factored into any decision made.

Exclusion at our school is used as an absolute last resort and after all other strategies have been unsuccessful. We will use exclusion in response to serious incidents or consistent poor behaviour which has not improved despite interventions and support. We will always consider the pupil's SEND needs during this process. If the behaviour is likely to cause harm to another pupil, we will follow the Child on Child abuse policy and Suspension and Permanent Exclusion from maintained school, academies and pupil referral units in England, including pupil movement, published in July 26. and involve the DSL as appropriate.

We have used the guidance from the DfE (July 26) on suspensions and permanent exclusions to inform our escalation procedure:

Suspension and Permanent Exclusion from maintained schools, academies and pupil referral units in England, including pupil movement

When we need to escalate to exclusion, we follow the procedure outlined below:

- The following will be informed in writing of the exclusion:
    - Parents/carer
    - support workers
    - Governing board
    - local authority

This letter will clearly state the reasons for the exclusion / suspension, the period of a suspension, parents/carers' right to make representation to the governing body, parents/carers' rights to make a request to hold the meeting remotely and how any representations should be made.

- Parents/carers should be provided with up to date links to sources of impartial advice from the site lead.

- It is important that during a suspension, pupils still receive their education. Therefore, work packs should be given to pupils to complete during their suspensions / exclusion.
- School will support pupils to reintegrate successfully back to school following a suspension / exclusion. A reintegration meeting will take place before the pupil returns to school and an action plan will be created. Parents/carers should be present at this meeting. Schools should work with relevant staff and multi-agency organisations such as teachers, advocates, educational psychologists to implement the reintegration action plan. This should be shared with relevant staff and recorded on CPOMS.
- Examples of actions on the reintegration action plan could include;
- Daily contact with a designated member of staff.
- Use of a report card with personalised targets.
- Mentoring / reflection sessions
- Restorative conversations
- Regular reviews with parents.
- Informing the pupil, parents/carers and staff of potential external support.

5. Suspension:

A pupil may be suspended for one or more fixed periods (up to a maximum of 45 school days in a single academic year). A suspension does not have to be for a continuous period.

Where there is more than one suspension, the head teacher will consider whether suspension alone is an effective intervention for the pupil and whether additional strategies need to be put in place to support the pupil.

During a suspension, pupils still receive their education. The site lead will ensure that work is set and marked for pupils during the first five school days of a suspension.

As all our pupils have SEND, we will make reasonable adjustments in how we support pupils with SEND during this period.

6. Cancelling exclusions:

The headteacher may cancel any exclusion that has already begun, but this should only be done where it has not yet been reviewed by the governing board. Where an exclusion is cancelled, then:

• Parents, the governing board, and the LA should be notified without delay and, if relevant, the social worker and VSH;

• Parents should be offered the opportunity to meet with the headteacher to discuss the circumstances that led to the exclusion being cancelled;

• We will report to the governing board once per term on the number of exclusions which have been cancelled. This will include the circumstances and reasons for the cancellation

• The pupil should be allowed back into school.

7. Roles and responsibilities:

The headteacher

The headteacher will immediately provide the following information, in writing, to the parents of an excluded pupil:

- The reason(s) for the exclusion
- The length of a fixed-term exclusion or, for a permanent exclusion, the fact that it is permanent
- Information about parents' right to make representations about the exclusion to the governing board and how the pupil may be involved in this
- How any representations should be made
- Where there is a legal requirement for the governing board to meet to consider the reinstatement of a pupil, and that parents have a right to attend a meeting, be represented at a meeting (at their own expense) and to bring a friend

The 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 a 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 pupil 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.

The governing board and local authority

The headteacher will immediately notify the governing board and the local authority (LA) of:

- A permanent exclusion, including when a fixed-period exclusion is followed by a decision to permanently exclude a pupil
- Exclusions which would result in the pupil being excluded for more than 5 school days (or more than 10 lunchtimes) in a term
- Exclusions which would result in the pupil missing a public examination

For a permanent exclusion, if the pupil lives outside of the LA in which the school is located, the headteacher will also immediately inform the pupil's 'home authority' of the exclusion and the reason(s) for it without delay.

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

For all other exclusions, the headteacher will notify the governing board and LA once a term.

Responsibilities regarding exclusions are delegated to a committee consisting of at least 3 governors.

The governing board has a duty to consider the reinstatement of an excluded pupil.

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

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

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

8. Considering the reinstatement of a pupil:

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

- The exclusion is permanent
- It is a fixed-term exclusion which would bring the pupil's total number of school days of exclusion to more than 15 in a term
- It would result in a pupil missing a public examination or national curriculum test
- If requested to do so by parents,the governing board will consider the reinstatement of an excluded pupil within 50 school days of receiving notice of the exclusion if the pupil 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 pupil missing a public examination, the governing board will consider the reinstatement of the pupil before the date of the examination. If this is not practicable, the chair of the governing board (or the vice-chair where the chair is unable to make this consideration) will consider the exclusion independently and decide whether or not to reinstate the pupil.

The governing board can either:

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

In reaching a decision, the governing board will consider whether the exclusion was lawful, reasonable and procedurally fair and whether the 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 pupil's educational record.

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

Where an exclusion is permanent, the governing board 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 pupil's SEND needs are considered to be relevant to the exclusion
    - That, regardless of whether the excluded pupil has recognised SEND, parents have a right to require the LA to appoint an 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 an 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 friend to the review

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

9. An independent review:

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

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 pupil.

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 governors 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 head teachers 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 an Elected Member of the LA, or governing board of the excluding school
- Are the headteacher of the excluding school, or have held this position in the last 5 years
- Are an employee of the LA, 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 LA school, governing board, parents or pupil, 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.

10. Off-rolling and unlawful exclusions:

We will not take any pupils from our school roll without following the correct procedures. If a placement breaks down for a dual rolled pupil then we will work with the home school to find a suitable alternative placement as quickly as possible. For a single rolled pupil, we will work with the LA to find a suitable alternative as quickly as possible

When necessary we will consider suspending a pupil for a short period of time, such as half a day, however, if there has been a breach of discipline, we will always follow the formal suspension process.

Each disciplinary suspension and permanent exclusion will be confirmed to the parents in writing with notice of the reasons for the suspension or permanent exclusion. and will be formally recorded.

We will not send pupils home to 'cool off' following a disciplinary incident unless they become distressed and anxious and therefore become medically unfit for school.

We would never exercise undue influence over a parent to remove their child from the school under the threat of a permanent exclusion or encourage them to choose Elective Home Education or to find another school place.

If a parent feels pressured into electively home educating their child or that the suspension or permanent exclusion procedures have not been followed, they can follow the school's complaints procedure available on the school website or complain to Manchester City Council.

11.Reintegration after a suspension or off-site direction:

We will support pupils to reintegrate successfully into school life and full-time education following a suspension and will design a reintegration strategy which:

- offers the pupil a fresh start
- helps them understand the impact of their behaviour on themselves and others
- teaches them to how meet the high expectations of behaviour in line with the school culture
- fosters a renewed sense of belonging within the school community
- builds engagement with learning.

The reintegration plan will be clearly communicated at a reintegration meeting with the pupil and ideally, their parents, before or at the beginning of the pupil's return to school.

Where necessary, the school will work with relevant staff and multi-agency organisations, such as social workers, educational psychologists, school nursing and CAMHS.

12. Monitoring arrangements:

The Headteacher monitors the number of exclusions every term and reports back to the governors. They also liaise with the local authority to ensure suitable full-time education for excluded pupils.

This policy will be reviewed by the Headteacher every year. At every review, the policy will be approved by the governing board.