

Progression 2Work

Suspension/Exclusion Policy

Policy Owner: Progression 2Work

Approved By: Jake Cosford- Executive Headteacher / Director

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Effective From: 26.07.2026

1. Purpose

Progression 2Work is committed to maintaining a safe, calm, respectful and inclusive learning environment in which all learners can achieve their potential. Suspension and Exclusion are recognised as serious sanctions and will only be used, when necessary, lawful, reasonable, fair and proportionate. They will normally be considered where other behaviour interventions have not been successful or where a serious breach of the organisation's behaviour standards has occurred. This policy is based on the current Department for Education statutory guidance, *School Suspensions and Permanent Exclusions*, effective from 26 July 2026.

2. Scope

This policy applies to all learners attending Progression 2Work programmes, including:

- Full-time learners
 - Alternative provision learners
 - Learners participating in work placements
 - Learners attending off-site activities arranged by Progression 2Work
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Progression 2Work is an independent special school (Non maintained). The statutory suspension and permanent-exclusion framework for maintained schools, academies, free schools and pupil referral units does not apply directly to Progression 2Work. Progression 2Work nevertheless adopts the principles of fairness, proportionality, education continuity, safeguarding and transparent decision-making within this procedure as integral part of its procedures.

This procedure applies to pupils who are solely registered at Progression 2Work and pupils who are dual registered with Progression 2Work and another school. It must be read with the Behaviour Policy, Attendance Policy, Child Protection and Safeguarding Policy, SEND Policy, Drug and Alcohol Policy, Complaints Policy and the relevant parent or placement agreement

3. Guiding Principles

Progression 2Work will:

- Promote positive behaviour through clear expectations and supportive interventions.
 - Use suspension only when justified and proportionate.
 - Consider individual circumstances before making any decision.
 - Safeguard the welfare of all learners and staff.
 - Ensure decisions are free from discrimination.
 - Comply with equality, safeguarding and human rights obligations.
 - Ensure learners continue to receive educational support during periods of suspension.
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4. Definitions

A suspension is a temporary removal of a learner from attendance at Progression 2Work for disciplinary reasons.

A suspension may be:

- A fixed-period suspension for a specified number of days.
- Part of a graduated response to serious or persistent behavioural concerns.

Suspensions are not intended to punish learners but to:

- Protect the safety and wellbeing of others.
- Signal that certain behaviours are unacceptable.
- Provide time for reflection and intervention planning.
- Enable the organisation to restore a safe learning environment.

Permanent exclusion means a final decision that a pupil who is solely registered at Progression 2Work may no longer attend Progression 2Work and that their registration will end, subject to the review process, contractual arrangements and lawful admission-register requirements.

Placement termination means ending a dual-registered or commissioned pupil's placement at Progression 2Work. It does not, by itself, permanently exclude the pupil from their referring school or remove them from that school's roll. The referring school or commissioning authority remains responsible for any decision within its own statutory framework and for ensuring continuing suitable education.

5. Grounds for Suspension/Exclusion/termination of Placement

These may be considered where there is:

Serious Misconduct

Including but not limited to:

- Physical assault or violence.
- Threatening or abusive behaviour.
- Bullying, harassment or discrimination.
- Serious disruption to learning.
- Damage to property.
- Theft.
- Substance misuse.
- Possession of prohibited items.
- Breaches of health and safety requirements.

Persistent Misconduct

Including:

- Repeated breaches of the behaviour policy.
- Ongoing refusal to follow reasonable instructions.
- Persistent disruptive behaviour despite intervention.

Off-Site Behaviour

Behaviour occurring:

- During work placements.
- During educational visits.
- While representing Progression 2Work.
- Online where it impacts the safety, reputation or orderly running of the provision.

Such behaviour may be considered where it is reasonable and proportionate to do so.

6. Decision-Making

Only the Headteacher may authorise a suspension or Exclusion

Before making a decision, the Headteacher must consider:

- The facts of the incident.
- Available evidence.
- The learner's account.
- Any special educational needs or disabilities (SEND).
- Any safeguarding concerns.
- The learner's age and maturity.
- Previous behaviour records.
- Whether the sanction is proportionate.

Before deciding, the Headteacher will consider, where relevant:

- the pupil's account and views, given in a way they can understand and access.
- incident reports, independent accounts, CCTV and other available evidence.
- the seriousness, context, impact and any previous relevant pattern of behaviour.
- possible provocation, bullying, exploitation, coercion, discrimination or safeguarding concerns.
- the pupil's age, maturity, SEND, disability, communication, medical, mental health, trauma and other needs.
- reasonable adjustments and whether behaviour may arise from an unmet or unidentified need.
- whether the pupil is looked after, previously looked after, has an EHC plan, a social worker or other identified vulnerability.
- support already provided and whether further support, internal or off-site isolation or another sanction could be effective.
- the effect on the education and welfare of the pupil, other pupils and staff; and consistency with comparable cases, while recognising relevant individual differences.

Immediate response to a serious incident

The immediate priority is safety, first aid, medical assistance and safeguarding. Staff must request assistance and contact the police or emergency services where necessary; police involvement must not be automatic merely because an incident is serious.

The incident must be reported verbally to the Behaviour Manager or available senior leader where an immediate response is required. The staff member must complete a factual serious-incident record on ARBOR as soon as possible and normally before the end of the working day. Separate witness accounts should be completed independently where requested.

The pupil should remain safely supervised while the Headteacher considers the immediate arrangements.

If the pupil cannot safely remain at either Progression 2Work site and the Headteacher authorises a suspension, the parent or carer must be notified and safe collection or travel arranged before the pupil leaves. If a parent cannot be contacted, the pupil must remain safely supervised unless emergency or statutory safeguarding arrangements require otherwise.

Parental agreement is not required to impose the sanction and does not convert the removal into an informal absence.

Where information is incomplete, any precautionary period away from Progression 2Work is still a formal suspension. It must be authorised, notified, recorded, time limited and counted within the total suspension. Suspension must not be used simply as a neutral holding measure where risk can be safely managed by a less restrictive arrangement.

Pupils suspected of being under the influence of drugs or alcohol

- A pupil who appears intoxicated or otherwise unwell will receive an immediate welfare and medical assessment. They will be safely supervised, the DSL and senior leader informed, and first aid, medical advice or emergency assistance obtained where required. Parents or carers will be contacted where appropriate and collection arranged if it is unsafe for the pupil to remain.
- Progression 2Work will consider possession, supply, exploitation, county-lines and other safeguarding risks and follow the Drug and Alcohol, Searching and Safeguarding procedures. Once the pupil is medically safe, any behavioural decision will be made individually. Internal or off-site isolation may be used where safe and appropriate, but suspension is not ruled out for serious or repeated conduct. Support and referral to an appropriate service will be considered according to assessed need, consent requirements and safeguarding duties rather than applied automatically in every case.

Response to criminal behaviour

A Criminal offence does not automatically mean a suspensions, exclusion or termination of placement will be undertaken

A headteacher must make an independent disciplinary decision. The fact that police are involved, or that criminal proceedings have begun, does not automatically mean a pupil should be excluded.

Schools do not have to wait for a criminal conviction The headteacher may exclude based on the evidence available to the school. They do not need to wait for:

- a police investigation to finish,
- a charging decision,
- a criminal trial, or
- a conviction.

The standard of proof is the civil standard The decision is based on whether it is **more likely than not** that the alleged behaviour occurred, rather than the criminal standard of "beyond reasonable doubt"

Even where behaviour may amount to a criminal offence, a permanent exclusion should only be used where:

- the breach of the behaviour policy is serious, and
- allowing the pupil to remain in school would seriously harm the education or welfare of the pupil or others.

Examples often include:

- serious violence,
- sexual misconduct,
- supplying drugs,
- possession of an offensive weapon,
- behaviour creating a serious risk to others.

However, each case must be considered on its own facts.

Where a permanent exclusion is imposed, the Directors must consider:

- the evidence,
- the parents' representations,
- whether the exclusion was lawful, reasonable and procedurally fair,
- equality and SEND duties.

Police involvement and parallel criminal proceedings

The statutory guidance contains a specific section on **police involvement and parallel criminal proceedings**. The key principles are:

- The school and governing directors should have regard to any police investigation but are not bound by it.
- An acquittal in a criminal court does not automatically mean an exclusion was wrong.
- Equally, a conviction does not automatically mean a permanent exclusion is justified.
- Confidential police evidence may sometimes be withheld from parents if disclosure could prejudice a criminal investigation, but the directors must still ensure procedural fairness.

Important SEND and Equality duties

Even where criminal behaviour is alleged, the school must consider:

- disability discrimination,
- reasonable adjustments,
- SEN needs,
- EHCP provision,
- whether unmet needs contributed to the behaviour.

Criminal behaviour can lead to suspension or permanent exclusion, but there is no automatic exclusion rule. The school must follow the normal statutory exclusion framework, apply the civil standard of proof, consider SEND/equality obligations, and treat permanent exclusion as a last resort.

When Evidenced has been reviewed

Decisions will be made on the balance of probabilities and recorded in writing.

Decisions will be communicated 'without delay' to parents/carers, commissioners including Local Authorities, the pupil's social worker and/or virtual school head (if they have one), and Directors for certain types of suspensions (permanent exclusions, suspensions over 5 days in a term, or those causing a pupil to miss public exams).

7. Learners with SEND or Additional Needs

Where a learner has:

- Special Educational Needs and Disabilities (SEND)
- An Education, Health and Care Plan (EHCP)
- Identified mental health needs
- Other vulnerabilities

Progression 2Work will consider whether additional support, reasonable adjustments or alternative interventions are appropriate before suspension is imposed.

The SENCo will be notified and consulted on any potential suspensions or exclusions for students with SEND before a decision is confirmed.

However, SEND will not prevent suspension where a learner's behaviour presents a serious risk to safety or significantly disrupts learning.

8. Procedure for Suspension/Exclusion

The parent or carer will be initially notified without delay by telephone where possible and always in writing by the end of the afternoon of the day of suspension/exclusion. The written notice will state:

- whether it is a suspension, permanent exclusion or placement termination.
- the decision, reasons and the evidence or circumstances relied upon.
- the start and end dates of a suspension and the date and arrangements for return.
- education, work, welfare and contact arrangements during the absence.
- the reintegration arrangements, where applicable.
- the right and procedure to request a review; and
- the contact details for questions or safeguarding concerns.

For a dual-registered or commissioned pupil, Progression 2Work will notify the referring school or commissioning authority immediately and provide the factual decision record. Relevant notifications will also be made to the pupil's social worker, Virtual School Head, EHC-plan local authority or other professional where required or appropriate. Information will be shared According to statutory guidance.

This notification will normally be issued without delay and retained on file.

Progression 2Work will inform parents/carers in writing that if the pupil is of compulsory school age, they have a responsibility to ensure their child isn't present in a public place during school hours for the first 5 school days of the suspension (or until AP starts)

Cancellation of Suspensions

The headteacher can cancel a suspension that has already begun (or one that hasn't begun) but hasn't yet been reviewed by the governing board. They will notify parents/carers about the decision to cancel a suspension, including your reason for it, and offer to meet to discuss the circumstances.

Permanent exclusion and placement termination

Permanent exclusion or placement termination is a last resort. The Headteacher will consult the referring school or commissioning authority and relevant professionals before the decision wherever urgency and safety reasonably permit.

For an EHC-plan pupil, the responsible local authority will be involved and an early review considered. For a looked-after pupil, the social worker and Virtual School Head will be involved.

For a dual-registered or commissioned pupil, ending the Progression 2Work placement does not determine the pupil's status at the referring school. Progression 2Work will cooperate with the referring body on transition, safeguarding information, education records and continuity of provision.

For a sole-registered pupil, Progression 2Work will not remove the pupil from its admission register until the review period has expired or any requested review has concluded, unless another lawful ground requires earlier deletion. Deletion will only occur in accordance with the School Attendance (Pupil Registration) (England) Regulations 2024. Progression 2Work will make the required return to the local authority and provide the prescribed information whenever a pupil is removed from the register outside a normal transition point.

Progression 2Work will not pressure a parent to withdraw a pupil, elect home education or accept a managed move to avoid the proper process. Any agreed transfer or managed arrangement must be voluntary, properly recorded and demonstrably in the pupil's interests.

Public examinations

Where a suspension, permanent exclusion or placement termination overlaps a public examination, Progression 2Work will consider all reasonable arrangements to enable the pupil to sit it safely, including a separate room, different arrival arrangements, additional supervision or an alternative approved venue.

Attendance at Progression 2Works premises cannot be guaranteed where a current risk cannot be managed safely, but the decision and alternatives considered will be recorded and discussed with the awarding body, referring school and parent as appropriate.

9. Education During Suspension

Progression 2Work will ensure the learner can continue to access learning during the suspension period.

This may include:

- Online learning.
- Independent learning packs.
- Assignment work.
- Tutor contact and support.
- Alternative arrangements where appropriate.

Work provided should be completed and will be reviewed on the learner's return.

If full-time Alternative Provision arrangements are considered during the time of suspension parents will be notified without delay and in writing, by the end of the afternoon session of the first day, where possible and no later than 48 hours before provision begins. The notification will include start date, start and finish times, location, and who the pupil should report to.

10. Reintegration Meeting

Following suspension, a reintegration meeting will normally be held.

The purpose is to:

- Discuss the incident.
- Review support needs.
- Agree expectations moving forward.
- Identify any safeguarding or welfare concerns.
- Develop a behaviour support plan where required.

Participants may include:

- The learner.
 - Parent/carer.
 - Parent representative/friend
 - Tutor
 - Commissioner
 - Social Worker
 - Virtual School Worker
 - Other agency representatives as appropriate
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11. Alternative Measures

Prior to suspension, or following a suspension, Progression 2Work may consider:

- Restorative conversations.
- Mediation.
- Behaviour support plans.
- Additional mentoring.
- Increased pastoral support.
- Managed programme adjustments.
- Temporary alternative provision arrangements.

Suspension should normally form part of a broader strategy to improve behaviour and engagement.

12. Appeals and Representations

Parents have a right to make representations without delay.

The internal review procedure in this section applies only to pupils who are solely registered at Progression 2Work

For a solely registered pupil, a parent or carer may request a review of a suspension or permanent exclusion by writing to the Executive Director within five school days of receiving the written decision. A late request may be accepted where there is a reasonable explanation or where fairness requires it.

The review will be conducted by the Executive Directors or by an uninvolved Director or panel appointed by the Executive Director. No person who made the original decision or was materially involved in investigating the incident may determine the review. If the Executive Director has a conflict of interest, an uninvolved Director or suitable independent person will be appointed.

The reviewer will consider the written decision, relevant evidence, representations from the pupil and parent or carer, SEND and equality considerations, safeguarding, proportionality and whether this procedure was followed.

The reviewer may:

- Uphold the decision.
- Overturn the decision.
- Reduce the length of a suspension.
- Direct that the decision be reconsidered.
- Recommend another appropriate outcome.

The written outcome and reasons will normally be issued within ten school days of receiving the review request. The internal review does not remove any external rights available under the Equality Act 2010, contract or other applicable law.

Dual-registered and commissioned pupils

There is no right to appeal or request an internal review of Progression 2Works decision to end the placement of a dual-registered or commissioned pupil. The decision relates only to the pupil's placement at Progression 2Work and does not permanently exclude the pupil from their referring school or determine their registration or educational arrangements elsewhere.

Progression 2Work will notify the referring school or commissioning authority of the decision and provide the reasons and relevant supporting information. Responsibility for determining

the pupil's continuing education and any action under the referring school's own suspension or exclusion procedure rests with the referring school or commissioning authority.

A parent, carer, referring school or commissioning authority may raise a concern through Progression 2Works Complaints Policy if they believe the placement-termination procedure was not followed correctly. The complaints process will consider the way in which the decision was reached but does not provide a right of appeal against, or require Progression 2Work to reverse, the decision to end the placement.

13. Safeguarding Considerations

Where a learner is removed from site due to safeguarding concerns rather than disciplinary reasons, this will not be treated as a suspension.

Any such action will be managed under the Safeguarding Policy and relevant risk assessment procedures.

14. Prohibited Practices

Progression 2Work will not:

- Use informal or unofficial exclusions.
- Pressure learners to leave programmes voluntarily.
- Send learners home without following formal procedures.
- Discriminate unlawfully against any learner.

Any suspension must be formally authorised, recorded and communicated. Unofficial exclusions are unlawful practice under DfE guidance.

15. Monitoring and Review

All suspensions will be monitored by the Senior Leadership Team to identify:

- Patterns and trends.
- Disproportionate impact on protected groups.
- Emerging safeguarding concerns.
- Effectiveness of interventions.

The policy will be reviewed annually or sooner where statutory guidance changes.

Related Policies

- Behaviour Policy
- Safeguarding and Child Protection Policy
- Equality, Diversity and Inclusion Policy
- SEND Policy
- Complaints Policy
- Employer Engagement Policy

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