

Moss Lane School



Suspension and Permanent Exclusion Policy 2026-2027

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This policy should be read alongside the school's Behaviour Policy, SEND Policy, Safeguarding/Child Protection Policy, Attendance Policy and Equality information/objectives.

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1. Statement of intent

Moss Lane School is committed to providing a safe, inclusive and nurturing environment in which every child can learn, belong and thrive. Good behaviour and strong relationships are promoted through the school's Behaviour Policy, early identification of need, appropriate support and close partnership with families.

Suspension and permanent exclusion are disciplinary measures. They will be used only where the Headteacher considers this lawful, reasonable, fair and proportionate. Permanent exclusion will normally be used only as a last resort in response to a serious breach, or persistent breaches, of the Behaviour Policy and where allowing the pupil to remain in school would seriously harm the education or welfare of the pupil or others.

No pupil will be sent home informally or unofficially as a disciplinary measure. Any disciplinary removal from school will be recorded and administered as a formal suspension or permanent exclusion in accordance with statutory requirements.

Moss Lane recognises the importance of age, developmental stage, communication, SEND, trauma, attachment, medical needs and other vulnerabilities when understanding behaviour. These factors will be considered carefully, but do not prevent the Headteacher from taking proportionate disciplinary action where necessary to protect pupils and staff.

2. Legal framework and guidance

This policy has been updated for the 2026-2027 academic year and has due regard to relevant legislation and statutory guidance, including:

- Education Act 2002.
- Education and Inspections Act 2006.
- Education Act 1996.
- School Discipline (Pupil Exclusions and Reviews) (England) Regulations 2012, as amended.
- Education (Provision of Full-Time Education for Excluded Pupils) (England) Regulations 2007, as amended.
- Equality Act 2010, including the duty to make reasonable adjustments for disabled pupils.
- Human Rights Act 1998.
- Children and Families Act 2014 and the SEND Code of Practice: 0 to 25 years.
- DfE, Suspension and Permanent Exclusion from maintained schools, academies and pupil referral units in England, including pupil movement (July 2026), effective from 26 July 2026.
- DfE, Behaviour in Schools.
- DfE, Alternative Provision statutory guidance.
- DfE, Working Together to Improve School Attendance (2026).
- DfE, Keeping Children Safe in Education 2026.
- Current Surrey County Council suspension, permanent exclusion, alternative provision and independent review arrangements.

Where legislation or statutory guidance changes during the life of this policy, the school will follow the current legal requirements and update the policy as soon as practicable.

3. Terminology

Suspension means a pupil is temporarily removed from the school for disciplinary reasons for a specified period. A pupil may be suspended for one or more fixed periods, up to a maximum of 45 school days in a single academic year.

Permanent exclusion means the pupil is no longer allowed to attend the school because the Headteacher has decided that the pupil should be removed from the school permanently, subject to the statutory review process.

The term 'exclusion' is used in this policy where it refers collectively to suspension and permanent exclusion. Older terminology such as 'fixed-term exclusion' or 'fixed-period exclusion' should be read as suspension.

4. Principles

- Only the Headteacher, or the acting Headteacher when the Headteacher is absent, may suspend or permanently exclude a pupil.
- A decision will be made on disciplinary grounds and on the evidence available at the time.
- The civil standard of proof applies: on the balance of probabilities, it is more likely than not that the fact is true.
- The pupil will be given an opportunity, appropriate to their age and understanding, to express their account before a decision is made, unless it would not be appropriate or practicable in the circumstances.
- The school will consider contributing factors and whether additional support, reasonable adjustments or multi-agency involvement may be appropriate.
- The school will not discriminate unlawfully and will comply with the Equality Act 2010.
- Suspension or permanent exclusion will not be used because a school cannot meet a pupil's SEND, as a substitute for appropriate support, or for non-disciplinary reasons.
- The school will not use informal or unofficial exclusions, including sending a pupil home to 'cool off'.
- Decisions will be recorded clearly, including the evidence considered, relevant contextual factors, support already in place and the reasons for the decision.

5. Off-rolling and unlawful exclusions

Moss Lane School will not use unlawful, informal or unofficial exclusions or engage in off-rolling. Any disciplinary suspension or permanent exclusion, including one lasting for only part of a school day, will be formally recorded and the statutory procedures followed.

The school will not send a pupil home to "cool off" or ask a parent to collect their child because of their behaviour without formally recording this as a suspension where the removal is disciplinary. This applies even where a parent agrees to take the child home.

The school will not unlawfully suspend or permanently exclude a pupil because the pupil has SEND or a disability that the school feels unable to meet; because of academic attainment or ability; because a pupil or parent has not met a condition before return; by using a part-time timetable for behavioural or disciplinary reasons; or by putting pressure on a parent to remove their child, electively home educate or seek another school place instead of following the statutory process.

Where an unlawful exclusion results in a pupil being removed from the school roll, this may constitute off-rolling. The school will not make decisions about pupil movement primarily in the interests of the school rather than the pupil, including informal send-homes, inappropriate part-time timetables or pressure on parents to remove a child from the school roll.

Managed moves, off-site direction and appropriate alternative provision are not off-rolling where they are undertaken lawfully, transparently, in accordance with statutory guidance and genuinely in the individual pupil's best interests.

All decisions concerning suspension, permanent exclusion, alternative provision, managed moves and removal from the admission register will be recorded appropriately and made with regard to the pupil's individual needs, safeguarding, SEND and equality duties.

The governing board will monitor pupil movement, suspensions, permanent exclusions and the use of alternative provision to provide assurance that pupils are not being removed from education unlawfully and that school practice remains fair, lawful and inclusive.

6. Managed Moves

A managed move is a voluntary agreement between schools, the pupil and their parents for the pupil to transfer permanently to another school. It may be considered where this is in the pupil's best interests and where a fresh start at another school may support improved engagement, behaviour, relationships or wellbeing.

A managed move will not be used as an alternative to permanent exclusion where the statutory test for permanent exclusion has been met, nor will parents be pressured into agreeing to a managed move to avoid the school following the formal suspension or permanent exclusion process. The school will ensure that any managed move is voluntary, transparent and undertaken with the knowledge and agreement of parents and the receiving school.

Before considering a managed move, Moss Lane School will consider the pupil's individual circumstances, including any SEND, disability, safeguarding concerns, social care involvement and other vulnerabilities. Where appropriate, the SENCo, Designated Safeguarding Lead, social worker, Virtual School Head, Surrey County Council and other relevant professionals will be involved.

Managed moves will be carefully planned with clear arrangements for information sharing, safeguarding, SEND provision and transition. Relevant records will be transferred promptly and securely to the receiving school. The pupil's views will be sought and taken into account in a manner appropriate to their age and understanding.

A managed move is a permanent transfer and will not be operated as a trial period or trial admission. Where appropriate, transition arrangements may be agreed between the schools, parents and pupil to support a successful transfer, with clear arrangements for safeguarding, SEND, attendance, information sharing and transition.

A managed move must be undertaken in the pupil's best interests. It must never amount to unlawful exclusion or off-rolling, and the school will not place pressure on a family to accept a managed move, withdraw their child or electively home educate.

Moss Lane School will follow Surrey County Council's current Directed Off-Site and Managed Move Protocol and associated notification procedures, including the current Surrey reporting route for managed moves.

7. Grounds for suspension or permanent exclusion

A suspension or permanent exclusion may be considered for a serious breach or persistent breaches of the Behaviour Policy. Examples may include, but are not limited to:

- physical assault or serious aggression towards a pupil or adult;
- verbal abuse, threatening behaviour or persistent bullying;
- serious or persistent disruption to learning or the safe operation of the school;
- serious damage to property;
- bringing a prohibited or dangerous item onto the premises;
- behaviour outside school where the school has lawful authority to apply its Behaviour Policy;
- a single exceptionally serious incident.

The list is illustrative rather than exhaustive. The Headteacher will consider the individual circumstances of each case and whether the proposed sanction is proportionate.

8. Factors considered before a decision

Before deciding to suspend or permanently exclude, the Headteacher will consider, where relevant:

- the pupil's account and the accounts of witnesses;
- the reliability and sufficiency of the available evidence;
- the seriousness and impact of the behaviour;
- the pupil's age and developmental understanding;
- any SEND, disability, communication need or reasonable adjustment required;
- whether the behaviour may be linked to an unmet need and what support has been provided;
- whether the pupil is looked after, previously looked after, has a social worker or is otherwise vulnerable;
- any known bullying, bereavement, trauma, safeguarding, medical or mental health factors;
- the pupil's previous behaviour and the effectiveness of earlier support or sanctions;

- the safety, education and welfare of the pupil, other pupils and staff;
- whether a multi-agency assessment, early help or other intervention is appropriate;
- the school's duties under the Equality Act 2010 and SEND legislation.

The existence of SEND or another vulnerability does not create an absolute bar to suspension or permanent exclusion. The decision must, however, take account of the pupil's individual circumstances, the school's legal duties and any reasonable adjustments that should have been made.

9. Pupils with SEND and other vulnerable pupils

Moss Lane will take particular care to identify and respond to the needs of pupils with SEND and other vulnerabilities. Where behaviour is persistent or escalating, the school will review whether provision is appropriate and whether additional assessment, intervention or external support is required.

For a pupil with an EHCP, the school will work with parents and Surrey County Council and consider whether an early or emergency review of the plan is appropriate. Where a pupil with an EHCP is at risk of permanent exclusion, the school will seek to involve the local authority at an early stage.

For a looked-after child, the school will involve the relevant social worker and Virtual School Head as appropriate. For a pupil who has a social worker, the social worker should be informed promptly where suspension or permanent exclusion occurs and involved in supporting the pupil's education and welfare as appropriate.

For previously looked-after children, the school will consider appropriate involvement of the designated teacher and Virtual School Head advice where this would support the pupil.

10. Safeguarding and temporary separation

There may be rare circumstances where it is necessary to keep pupils apart temporarily for safeguarding purposes while concerns are assessed. This is distinct from a disciplinary suspension and must not be used to disguise an exclusion.

Where such arrangements are considered necessary, the Designated Safeguarding Lead will be involved, the arrangement will be kept under active review, education and welfare will be considered, and appropriate records and notifications will be made in line with the July 2026 statutory guidance. The school will seek to minimise the duration of any separation and plan for safe reintegration.

11. Off-site direction and alternative provision

Where lawful and appropriate, the governing body may require a pupil to attend another education setting temporarily for the purpose of improving future behaviour. Off-site direction is an intervention to improve behaviour and support successful education; it is not a punishment for past behaviour and must not be used as an alternative to following the statutory exclusion process.

Any off-site direction will have clear objectives, an intended timescale, arrangements for safeguarding, attendance and educational oversight, and regular review. Parents and the pupil will be involved appropriately. The school will have regard to current DfE requirements and Surrey arrangements when commissioning or using alternative provision. Moss Lane will remain focused on reintegration into mainstream education wherever this is appropriate and, in the pupil's, best interests.

12. The Headteacher's decision

The Headteacher may suspend a pupil for one or more fixed periods or permanently exclude a pupil. A suspension may be for part of a school day, including a lunchtime, where appropriate. Each lunchtime suspension counts as half a school day for the purpose of the 45-day limit.

A permanent exclusion may be considered in response to a serious breach or persistent breaches of the Behaviour Policy and where allowing the pupil to remain in school, would seriously harm the education or welfare of the pupil or others.

The Headteacher may cancel a suspension or permanent exclusion that has not yet been considered by the governing board, in accordance with statutory guidance. Where an exclusion is cancelled, the required parties will be notified without delay and the pupil should be allowed back into school.

13. Informing parents

Parents will be informed without delay of the decision to suspend or permanently exclude. The school will normally make initial contact by telephone or in person and will provide the required written notice.

The written notification will include, as applicable:

- the reason(s) for the suspension or permanent exclusion;
- the period of a suspension or the fact that the exclusion is permanent;
- parents' right to make representations to the governing board and how to do so;
- where relevant, parents' right to attend a governing board meeting, to be accompanied or represented, and how the pupil may be involved;
- the arrangements for the pupil's education;
- the parent's duty during the first five school days to ensure that a compulsory-school-age pupil is not present in a public place during school hours without reasonable justification;
- where alternative provision has been arranged, the start date, times, location and reporting arrangements;
- sources of free and impartial information and advice.

Notices may be provided electronically where the legal requirements for electronic notification are met.

14. Informing the governing board and local authority

The school will notify Surrey County Council without delay of every suspension and permanent exclusion, regardless of length, in accordance with the current statutory guidance.

The Headteacher will notify the governing board without delay of:

- every permanent exclusion;
- any suspension that would result in the pupil being suspended for more than five school days in a term, including cumulative suspensions;
- any suspension or permanent exclusion that would result in the pupil missing a public examination or national curriculum test, where applicable.

The governing board will also receive information about other suspensions as required by statutory guidance and through the school's monitoring arrangements. Where the pupil lives in another local authority, the pupil's home authority will also be informed as required.

15. Education during suspension and following permanent exclusion

During the first five school days of a suspension or permanent exclusion, the school will take reasonable steps to set and mark work for the pupil. Work should be accessible and appropriate to the pupil's needs.

For a suspension of more than five school days, the governing board is responsible for arranging suitable full-time education from the sixth school day of the suspension. Consecutive suspensions are treated cumulatively for this purpose.

Following permanent exclusion, the local authority is responsible for arranging suitable full-time education from the sixth school day. The school will provide Surrey County Council with the information needed to support a prompt and suitable placement.

Where a pupil has an EHCP, arrangements for alternative provision and next placement will be considered with the local authority and parents in accordance with SEND duties.

16. Reintegration following suspension

Moss Lane will support a positive and planned return to school following suspension. Reintegration should help the pupil understand expectations, rebuild relationships, address underlying needs and reduce the risk of further suspension.

Depending on the pupil's age and circumstances, arrangements may include:

- a reintegration conversation or meeting with the pupil and parent;
- reviewing what happened in an age-appropriate and restorative way;
- clarifying expectations and identifying successful strategies;
- reviewing reasonable adjustments, pastoral support or SEND provision;
- agreeing a short-term support plan and review point;
- supporting relationships with peers and staff.

A pupil's return to school will not be made conditional on the parent attending a reintegration meeting.

17. Governing board consideration of reinstatement

The governing board must consider whether a pupil should be reinstated where required by the statutory thresholds. This includes all permanent exclusions, suspensions that take the pupil's total to more than 15 school days in a term, and exclusions that would result in the pupil missing a public examination or national curriculum test.

For suspensions totalling more than five but no more than 15 school days in a term, the governing board must consider reinstatement if parents make representations requesting this, within the statutory timescale. For suspensions totalling five or fewer school days in a term, the governing board must consider any representations but cannot direct reinstatement.

When considering reinstatement, the governing board will:

- consider the interests and circumstances of the pupil, including the circumstances in which the exclusion occurred, and the interests of other pupils and people working at the school;
- consider the Headteacher's decision against the legal tests of lawfulness, reasonableness, fairness and proportionality;
- apply the civil standard of proof;
- consider relevant representations from parents, the pupil, Headteacher and local authority and, where relevant, social worker and Virtual School Head;
- make reasonable adjustments to enable parties to participate;
- ensure clear minutes are taken and the decision and reasons are recorded.

The governing board may decline to reinstate the pupil or direct reinstatement immediately or on a specified date, where it has the legal power to do so.

18. Notification following governing board consideration

The governing board will notify the parents, Headteacher and local authority of its decision and reasons in writing without delay.

Where a permanent exclusion is upheld, the notification will explain the parents' right to apply for an independent review panel, the deadline and how to apply, the right to request a SEND expert regardless of whether the school has identified SEND, and the routes for raising a discrimination claim where applicable.

19. Independent review panel

Where the governing board decides not to reinstate a permanently excluded pupil, parents may apply for an independent review panel. In Surrey, the application must be made within 15 school days of the governing board's decision letter, subject to the statutory provisions applying where a discrimination claim has been determined.

The independent review panel cannot itself reinstate the pupil. It may:

- uphold the governing board's decision;
- recommend that the governing board reconsiders reinstatement; or
- quash the decision and direct the governing board to reconsider reinstatement where the legal test for doing so is met.

Parents may request the attendance of a SEND expert at no cost to them, whether or not the school has previously identified the pupil as having SEND. Moss Lane and its governing board will cooperate fully with Surrey County Council and any independent review panel and will provide the required records and representations within statutory timescales.

20. SEND expert at an independent review

If parents request a SEND expert when applying for an independent review panel, the local authority will arrange and fund the expert in accordance with statutory guidance. Parents may request a SEND expert whether or not the school has previously identified the pupil as having SEND. The expert must be suitably qualified and impartial, and their role is to provide the panel with independent advice about how SEND may be relevant to the exclusion and whether the school's approach to identifying and supporting SEND was lawful, reasonable and procedurally fair. The SEND expert does not undertake a new assessment of the pupil's SEND.

21. Administration of the independent review panel

Surrey County Council will arrange the independent review panel and its administration in accordance with the statutory guidance. This includes ensuring appropriate procedural advice, papers, participation arrangements, consideration of the pupil's views and a proper record of the review. Moss Lane School and the governing board will cooperate with the process and provide information and representations within the required timescales.

22. Reconsideration following an independent review

Where an independent review panel recommends or directs reconsideration, the governing board will reconsider the decision within 10 school days of receiving notice of the panel's decision and will notify the parents, Headteacher and local authority of the outcome and reasons without delay. The governing board will have regard to the statutory consequences that may apply where a panel directs reconsideration and the governing board subsequently decides not to reinstate.

23. Removing a permanently excluded pupil from the admission register

The pupil will remain on the school's admission register until the statutory conditions for deletion are met. The school will not remove the pupil before the period for applying for an independent review has expired or, where an application has been made, before the review and any required reconsideration have concluded.

The school will make the required return to Surrey County Council when a pupil's name is removed from the admission register and will comply with current pupil registration and children-missing-education requirements.

24. Police involvement and criminal proceedings

The Headteacher will not automatically postpone a disciplinary decision because a police investigation or criminal proceedings are underway. The school will make its decision on the evidence available, taking particular care where access to evidence is limited and ensuring that the decision remains fair and reasonable. Where safeguarding concerns are present, the school will follow its Child Protection and Safeguarding Policy and liaise with relevant agencies as appropriate.

25. Recording, monitoring and equality analysis

All suspensions and permanent exclusions will be recorded accurately in the school's management information system and reported through the required local authority routes. The school will also record and report managed moves and other relevant pupil-movement information through the school census and other required reporting systems in accordance with current DfE and Surrey requirements.

The Headteacher and governing board will monitor patterns and trends, including:

- number, duration and reason for suspensions;
- repeat suspensions and cumulative days;
- permanent exclusions;
- patterns by year group and other relevant pupil characteristics;

- the experience of pupils with SEND, disadvantaged pupils, looked-after and previously looked-after pupils and other vulnerable groups;
- whether reasonable adjustments and support are effective;
- reintegration and subsequent outcomes.

Monitoring will be used to evaluate the effectiveness and fairness of the Behaviour Policy and to identify where earlier intervention, staff development or changes to provision may be required.

26. Roles and responsibilities

Headteacher

- Maintain a positive behaviour culture and ensure staff understand the Behaviour Policy.
- Make decisions about suspension and permanent exclusion lawfully and proportionately.
- Ensure pupils' views and relevant contextual information are considered.
- Ensure parents, the governing board, local authority and other professionals are notified as required.
- Ensure suitable work is provided during the first five school days.
- Oversee reintegration and review patterns of suspension and exclusion.

Governing board

- Fulfil its statutory duties to consider reinstatement.
- Ensure education is arranged from the sixth day of a qualifying suspension.
- Consider whether the school's policies and practice are lawful, fair and effective.
- Monitor suspension and permanent exclusion data and challenge disproportionality or recurring patterns.
- Ensure governors undertaking exclusion functions understand the statutory guidance and receive appropriate training.

Surrey County Council

- Receive notification of suspensions and permanent exclusions as required.
- Arrange suitable full-time education from the sixth school day following permanent exclusion.
- Fulfil its responsibilities in relation to pupils with EHCP and vulnerable pupils.
- Arrange independent review panels for maintained schools where a valid application is made.
- Provide or commission relevant alternative provision and inclusion support in accordance with local arrangements.

27. Staff training and awareness

Relevant staff and governors will be made aware of this policy and the school's Behaviour Policy. Leaders and governors involved in suspension, permanent exclusion or reinstatement decisions will keep their knowledge of the statutory process up to date. The school will ensure that safeguarding, SEND, equality and behaviour training supports staff to understand behaviour in context while maintaining high expectations and safe boundaries.

28. Complaints and discrimination

The statutory suspension and permanent exclusion process provide specific routes for representations, governing board consideration and, following permanent exclusion, independent review. These statutory routes are separate from the school's general complaints procedure.

Parents who believe discrimination has occurred may have a right to bring a claim under the Equality Act 2010. Disability discrimination claims relating to exclusions are generally considered by the First-tier Tribunal (SEND); other discrimination claims may be considered by the County Court. The school's decision letters will signpost parents to appropriate independent information.

29. Monitoring and review of this policy

This policy will be reviewed annually by the Headteacher and governing board and sooner where legislation, statutory guidance or Surrey procedures change.

Next scheduled review: Autumn 2027.

Appendix 1

- For all suspension and exclusions use Surrey's services for schools' documents.
- <https://secure2.sla-online.co.uk/v3/Resources/Page/20303>

West Surrey

Duty telephone number: 01483 518187

Email: surreyattendance.servicewest@surreycc.gov.uk

Attendance and Inclusion Manager: Anika Raithatha

DFE Guidance

- Suspension and permanent exclusion from maintained schools, academies and pupil referral units in England, including pupil movement Statutory guidance for maintained schools, academies and pupil referral units in England July 2026
- Official DfE guidance: <https://www.gov.uk/government/publications/school-suspensions-and-permanent-exclusions>

Appendix 2

NOTIFICATION OF PERMANENT EXCLUSION (EXC2)

Name of School:	
Legal surname of pupil:	
Middle names:	
First name:	
Gender:	
Date of Birth:	
Name of parent/guardian/carer (please highlight):	
Home Address:	
Email address:	
Home telephone number:	
Work telephone number:	
Name and address of other parent/carer entitled to notification:	
Ethnic Origin of pupil:	
Religious affiliation of pupil:	

Home/First language:	
Pupil NYC:	

Start Date of permanent exclusion:	
Age when excluded:	
Total number of school days/lunchtimes excluded this term:	
Total number of school days/lunchtimes excluded in the current academic year:	
Reason for exclusion: Select one category only. See Reasons for exclusion document on the exclusion website for guidance in selecting the relevant category. <u>Exclusion Reasons:</u> BU Bullying DA Damage DA Drug and alcohol related RA Racist abuse SM Sexual misconduct TH Theft PP Physical assault against pupil PA Physical assault against adult VP Verbal abuse/threatening behaviour against pupil VA Verbal abuse/threatening behaviour against adult DB Persistent disruptive behaviour DS Abuse relating to disability OW Offensive weapon MT inappropriate use of social media or online technology PH Wilful and repeated transgression of protective measures in place to protect public health	
Please describe in detail the incident/behaviour that has led to Permanent Exclusion:	

Has the child/young person been permanently excluded before? (Yes or no):	
If yes, name the excluding school:	
Give brief details of any relevant previous difficulties including action taken by school:	

(Please attach an IEP/PSP/PT Time-table)	
Please highlight any factors outside of the school environment that may have impacted upon the child/young person (e.g. domestic abuse, poverty, criminal convictions/incarceration within the family, substance misuse/alcohol misuse, within the family):	

SEN Code of Practice Stage: (O – no provision, K – school provision, E – EHCP)	
Is the pupil undergoing a statutory assessment? (Yes or No)	
Please indicate the most significant special educational need:	
Has an Early Help Assessment been completed?: (Yes or No)	

Has the child/young person been referred to the C-SPA? (Yes or No) If yes, please give details:	
Has the Social Worker been informed of the PEX? (Yes / No / NA):	
If the child has an EHCP, has the Case Officer been made aware? (Yes / No / NA)	
Is the child/young person on the Child Protection Register? (Yes or No)	
Is the child a Child in Need? (Yes or No)	
Is this child/young person looked after by the Local Authority? (Yes or No)	
Is the pupil a carer? (Yes or No)	
Does the pupil have a recognised disability, and, or mental health diagnosis (ADHD, ODD etc)? (Yes or No)	
Additional Information:	

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Does the child/young person receive Free School Meals? (Yes or No)	
Does the school receive Pupil Premium for the child/young person? (Yes or No)	
Are there Health & Safety concerns? (Yes or No)? Please provide details below if Yes)	
Has a risk assessment been undertaken? (Yes or No)? Please provide details if Yes)	
If support agencies (within and/or outside the education service) are currently involved with this pupil, please give details e.g: Agency: Contact person: Date of referral to agency:	
Is the pupil due to sit a public examination during the period of exclusion? (Yes or No)	

Date:

School Contact:

This information will be processed electronically and used for administrative purposes.

Please e-mail this form to exclusions@surreycc.gov.uk on the day of the permanent exclusion.

In case of query please contact the Exclusion Advisory Service on 01483 518130.

Further guidance and information can be found at www.surreycc.gov.uk/exclusionguidanceforschools

Appendix 3 – Headteacher decision checklist

- Is the proposed action disciplinary and within the Headteacher's legal power?
- What behaviour is alleged and what evidence supports it?
- Has the pupil had an age-appropriate opportunity to give their account?
- What is the impact on the safety, education and welfare of others?
- Are there contributing safeguarding, SEND, disability, medical, communication or contextual factors?
- Have relevant reasonable adjustments been made or considered?
- What support/interventions have already been tried and what was their impact?
- Are social worker, Virtual School Head, SENCo or local authority involvement required?
- Is suspension/permanent exclusion proportionate to the circumstances?
- Has the decision been recorded with clear reasons?
- Have parents and all required statutory parties been notified without delay?
- Has education during the exclusion and reintegration been planned?

Appendix 4 – Governing board reinstatement checklist

- Confirm the statutory threshold and timescale for consideration.
- Ensure all relevant parties are invited and receive papers in accordance with statutory requirements.
- Consider reasonable adjustments and how the pupil's views will be heard.
- Consider the Headteacher's decision and the evidence available at the time.
- Consider the pupil's circumstances and the interests of others in the school.
- Apply the balance of probabilities.
- Consider equality, SEND and safeguarding duties.
- Decide whether to decline reinstatement or direct reinstatement where legally permitted.
- Record clear minutes, decision and reasons.
- Notify all required parties without delay and include independent review rights where applicable.

Appendix 5 – Key Surrey and national contacts/resources

Department for Education: current statutory guidance on school suspensions and permanent exclusions is available through GOV.UK.

Surrey County Council: current information on suspension and permanent exclusion, local processes, alternative provision and independent review panels is available through Surrey County Council's education and schools services.

Surrey Independent Review Panel: parents should follow the current Surrey application process and the statutory 15-school-day deadline stated in the governing board decision letter.

The school will use current Surrey templates, reporting routes and contact details rather than reproducing contact information in this policy where those details may change during the policy year.

Appendix 6 – Related Moss Lane School policies

- Behaviour Policy
- Child Protection and Safeguarding Policy
- SEND Policy
- Equality information and objectives
- Anti-Bullying Policy
- Attendance Policy
- Supporting Pupils with Medical Conditions Policy
- Online Safety Policy
- Complaints Policy

Reference note

This 2026-2027 revision retains the core structure and purpose of Moss Lane School's July 2025 Exclusion and Suspension Policy while updating terminology and procedures to reflect the DfE statutory guidance effective from 26 July 2026 and current Surrey County Council information. It should be checked against any subsequent DfE or Surrey updates before use in an individual case.