



Jasmine House School

Suspension and Permanent Exclusion Policy

To be read alongside the school's Behaviour Policy

Policy updated	September 2026
Next scheduled review	September 2027
Policy owner	Jordan Handley / Dan Pallett
Review arrangements	Earlier review if legislation, statutory guidance or school arrangements change

1. Purpose and scope

Jasmine House School is an independent special school. This policy sets out the school's arrangements for formal suspension and permanent exclusion. It must be read alongside the Behaviour Policy, Safeguarding and Child Protection Policy, SEND/Inclusion arrangements, Complaints Policy and the contractual arrangements applying to the placement.

The statutory exclusion regime for maintained schools, academies and pupil referral units does not directly apply to Jasmine House School. The school nevertheless has regard to relevant national guidance as good practice where appropriate. Its binding requirements arise from the Education (Independent School Standards) Regulations 2014, as amended, the Equality Act 2010, safeguarding law and guidance, and the school's published policies and contractual arrangements.

2. Principles

- Suspension and permanent exclusion are formal measures and will be used only where proportionate and necessary.
- Suspension is a last-resort response. Permanent exclusion is exceptional.
- The school will consider the pupil's SEND, EHCP, communication needs, known triggers, reasonable adjustments, safeguarding circumstances and whether additional or different support is required.
- The school will not use informal or unofficial exclusion, including sending a pupil home to manage behaviour without a formal suspension or parental agreement for a legitimate non-disciplinary reason.
- Part-time timetables will not be used as a disciplinary sanction or long-term behaviour-management strategy.
- The school will not place pressure on a parent to remove a pupil from roll in the interests of the school.
- Decisions will be recorded, explained to parents/carers and reviewed for fairness, proportionality and impact.

3. Definitions

Suspension means a formal, temporary exclusion from attendance at school for a defined period under this policy.

Permanent exclusion means the formal ending of a pupil's placement and removal from the school roll because the Headteacher has determined, in accordance with this policy and the relevant contractual arrangements, that the pupil can no longer remain at the school.

Neither term includes an agreed medical absence, an agreed temporary change to attendance made in the pupil's best interests, or an agreed transition arrangement. Any reduced timetable must be time-limited, reviewed regularly and include a clear plan towards full-time education where full-time attendance remains the appropriate objective.

4. When suspension may be considered

A suspension may be considered following a serious incident or a pattern of behaviour that presents a significant risk to the safety, welfare or education of the pupil or others, and where other reasonable responses are insufficient at that point in time.

Before deciding to suspend, wherever circumstances allow, the Headteacher will ensure that the incident has been investigated, the pupil's account has been sought in an accessible way, relevant staff and records have been considered, safeguarding issues have been addressed and reasonable adjustments or unmet needs have been considered.

5. Suspension procedure

1. The decision to suspend may only be made by the Headteacher, or by the person formally acting in that role.
2. Parents/carers will be informed as soon as practicable and the decision will be confirmed in writing, including the reason, start and end date, arrangements for education during the suspension and arrangements for return.
3. The placing local authority will be informed. Social care and other relevant professionals will also be informed where appropriate to the pupil's circumstances.
4. Safe travel and handover arrangements will be agreed. A pupil will not simply be sent home without appropriate arrangements.
5. The school will provide suitable education or learning activity during the period of suspension, taking account of the pupil's needs and the length of the suspension.
6. The suspension, reason, length and outcome will be recorded and reviewed by leaders.

6. Reintegration following suspension

A planned reintegration process will take place after suspension. This will normally include the pupil, parents/carers, relevant school staff and, where appropriate, the placing authority or other professionals.

- review what happened and any contributing factors;
- identify additional support, reasonable adjustments or changes to provision;
- revisit expectations in an accessible and restorative way;
- update risk assessments, behaviour support plans or safeguarding arrangements where required; and
- support a successful return to learning without unnecessary stigma.

7. Permanent exclusion

Permanent exclusion will be considered only in exceptional circumstances. It may be considered in response to a serious breach or persistent breaches of the school's Behaviour Policy where, after consideration of the pupil's individual circumstances, reasonable adjustments and available support, allowing the pupil to remain would present an unacceptable risk of serious harm to the education, safety or welfare of the pupil or others, or where the placement can no longer safely and appropriately meet need.

A change in need or evidence that the placement is no longer suitable will not automatically be treated as misconduct. Where the primary issue is that provision may no longer meet the pupil's special educational needs, the school will work with the local authority and family and will normally seek an urgent or interim EHCP review before a placement-ending decision, unless immediate safeguarding or safety circumstances make this impracticable.

The decision to permanently exclude may only be made by the Headteacher following consultation with the Proprietor/Directors. Parents/carers and the placing local authority will receive written reasons and the effective date. The school will cooperate with transition planning and the transfer of education and safeguarding information to the receiving provision.

8. Safeguarding and serious incidents

Where behaviour may indicate that a pupil has suffered harm, harmed another child, committed or experienced sexual violence or harassment, been exploited, or may otherwise be at risk, the Safeguarding and Child Protection Policy takes precedence. The Designated Safeguarding Lead will determine safeguarding actions and referrals. A safeguarding investigation and a behaviour response may run alongside one another, but disciplinary action will not replace safeguarding action.

9. Parent/carers representations and complaints

Parents/carers who believe that this policy or the school's contractual arrangements have not been followed may make written representations to the Proprietor/Directors and may use the school's published Complaints Procedure. This does not prevent a parent from seeking independent advice or pursuing any rights available under equality, SEND, contract or other law.

10. Recording, monitoring and off-rolling

The school maintains records of suspensions and permanent exclusions and reviews them for patterns, including frequency, duration, repeated incidents, pupil characteristics, SEND-related barriers and any evidence of disproportionate impact.

Jasmine House will not off-roll pupils. In line with Ofsted's inspection definition, the school will not remove a pupil from roll, prevent normal attendance, use a part-time timetable for behaviour, or pressure a pupil or parent to leave for the benefit of the school rather than the pupil. Any formal suspension or permanent exclusion will be carried out in line with this published policy and the relevant contractual arrangements.

11. Key references

- Education (Independent School Standards) Regulations 2014, as amended - including paragraphs 9 and 32(3)(a).
- Equality Act 2010.
- SEND Code of Practice: 0 to 25 years.
- Keeping Children Safe in Education 2026.
- Ofsted, Inspection information and operating guide for non-association independent schools, September 2026.
- DfE, Suspension and permanent exclusion from maintained schools, academies and pupil referral units in England, 2026 - considered as good practice where relevant, but not directly applicable to Jasmine House School.