

Decision made to suspend or exclude

- Notify parent/carer by telephone
- Inform Dir. Of Ed, CEO or HOS Inclusion
- If the child is LAC or has a social worker – notify the Virtual School and Social Worker

Key

- Academy Head
- Trust Board

Suspension brings pupil's total to _____ days this term

0-5 days in a single term

Send appendix [letter 1](#)

Record on Arbor

Arrange reintegration meeting

6-14 days in a single term

Send appendix [letter 2](#)

Record on Arbor

Arrange reintegration meeting

Notify the Trust Board inc length of suspension

15 days or more in a single term

Send appendix [letter 3](#)

Record on Arbor

Arrange reintegration meeting

Notify the Trust Board inc length of suspension

If the length of suspension (or multiple consecutive suspensions) brings the total to more than 5 days in a row the Academy Head (with permission of the Trust Board) to arrange a suitable alternative education from day 6

If parents make representations the Trust Board panel meet and consider within 50 days

Trust Board panel to meet within 15 days and consider reinstatement

Permanent

Permanent Exclusion

Send appendix [letter 4](#)

Record on Arbor

Notify the Trust Board

Notify the LA without delay

Trust Board to meet within 15 days and consider reinstatement

IMPORTANT

If this suspension or exclusion results in the pupil missing a national curriculum test

Notify the Trust Board that pupil may miss test

Add paragraph X.X to your relevant suspension letter

Trust Board panel to meet as far as reasonably practicable before date of test/ exam to consider reinstatement.