Policy and Procedure

Suspension and permanent exclusion policy

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1. Scope and aims

This policy applies to all academies in the Blessed Christopher Wharton Catholic Academy Trust ("the Trust").

St Bede's and St Joseph's Catholic College keeps its own suspensions and exclusions arrangements within its Radiate Behaviour Policy. Once this policy is approved it will be sent to the College so that its own policy can be aligned with it. The Trust Board still oversees suspension, permanent exclusion, off-site direction and managed move data for every academy, including the College.

We follow the statutory procedures so that every child is educated in a safe, calm and supportive environment. Suspension may sometimes be necessary. Permanent exclusion is a last resort.

This policy aims to make sure that:

- suspensions and permanent exclusions are used lawfully, fairly and consistently
- Trustees, Academy Councillors, staff, parents and pupils understand the process
- decisions take full account of special educational needs, disability and other vulnerability
- the welfare and safeguarding of all pupils and staff are considered
- pupils are supported to return to education successfully

1.1 Academy status

Every school in the Trust is an academy. That means the following responsibilities sit with the Trust rather than with a local authority:

- the functions that statutory guidance gives to the "governing board" are exercised by the Academy Council (see section 4)
- the Academy Council exercises the power to direct a pupil off-site, which became statutory for academies on 26 July 2026
- the Trust arranges and pays for independent review panels, and for any special educational needs expert parents ask for
- where a suspension is longer than five school days, the academy arranges education from the sixth day, not the local authority
- the Trust is the admission authority for each of its academies, which matters for managed moves between them

After a permanent exclusion, the local authority arranges education from the sixth school day.

2. A quick guide for parents

This section is a plain-English summary of what happens and what you can do. The rest of the policy sets out the detail and the legal requirements.

What the two decisions mean

A **suspension** means your child is out of school for a set number of days and then returns. A **permanent exclusion** means your child will not return to that academy. Only the Headteacher can make either decision.

What we will tell you

We will contact you the same day, by telephone or in person, and then write to you. The letter will explain why the decision was taken, how long it lasts, what work will be set, and what you can do if you disagree.

Your child's education

For the first five school days we will set and mark work. If a suspension lasts longer than five school days, the academy arranges full-time education from the sixth day. After a permanent exclusion, the local authority arranges it from the sixth day.

Being in a public place

If your child is of compulsory school age, then for the first five school days you must make sure they are not in a public place during school hours without good reason. You could be fined or prosecuted if they are. We will tell you which days this applies to.

If you disagree

You can make your views known to the Academy Council in writing. A panel must meet to decide whether to reinstate your child if the exclusion is permanent, if a suspension totals more than 15 school days in a term, or if your child would miss a public examination or national curriculum test. You can attend, bring a friend, and pay for someone to represent you. You can ask for the meeting to be held online.

If a permanent exclusion is upheld

You can apply for an independent review panel within 15 school days. The Trust arranges and pays for it. You can ask for a special educational needs expert to advise the panel, at no cost to you. You must request the expert in your application.

Your child's views

We will ask your child for their views before a decision is made, and tell them how those views were taken into account.

Who to contact

For a suspension, contact the academy office. For a permanent exclusion, contact the Trust at **governance@bcwcat.co.uk**.

3. Legislation and statutory guidance

This policy follows the Department for Education's statutory guidance **Suspension and permanent exclusion from maintained schools, academies and pupil referral units in England, including pupil movement**, in force from 26 July 2026.

It is based on:

- Section 51A of the Education Act 2002, as amended by the Education Act 2011
- The School Discipline (Pupil Exclusions and Reviews) (England) Regulations 2012
- The Education (Educational Provision for Improving Behaviour) (Application to Academies and Pupil Referral Units and Minor Amendments) Regulations 2026
- The Education (Provision of Full-Time Education for Excluded Pupils) (England) Regulations 2007, as amended in 2014
- Part 7, Chapter 2 of the Education and Inspections Act 2006, and sections 19 and 579 of the Education Act 1996
- The Equality Act 2010 and the Children and Families Act 2014

Read it alongside **Behaviour in Schools**, **Keeping Children Safe in Education**, **Working Together to Improve School Attendance**, **Arranging Alternative Provision** and the **SEND Code of Practice**; and, within the Trust, alongside each academy's Behaviour Policy, SEND Policy, Safeguarding and Child Protection Policy, CCTV Policy and Complaints Policy.

4. Definitions and who does what

4.1 Definitions

Suspension – the pupil is out of school for a fixed period, then returns. Previously called a fixed-term exclusion. A pupil can be suspended for up to 45 school days in an academic year. Reaching that limit does not automatically lead to permanent exclusion. A lunchtime suspension counts as half a school day.

Permanent exclusion – the pupil is removed from the academy permanently and, once the process allows, taken off the admission register.

Off-site direction – the pupil is required to attend another setting temporarily, to improve their behaviour.

Managed move – the pupil transfers permanently to another school, with everyone's agreement.

Safeguarding separation – the academy temporarily stops a pupil attending the premises for safeguarding reasons. This is not a punishment and is not an exclusion.

Parent – anyone with parental responsibility for the pupil, and anyone who cares for the pupil.

4.2 Who exercises the "governing board" functions

Statutory guidance refers throughout to the "governing board". For an academy that means the academy trust, or whoever the trust has delegated the function to. The guidance allows an academy trust to delegate to a committee of the trust board, including a local governing body, where the articles of association permit. In this policy those functions are exercised by the **Academy Council** of the relevant academy, under the Trust's Articles of Association and Scheme of Delegation.

4.3 The Trust Board

The Trust Board owns this policy and the Scheme of Delegation. It arranges and funds independent review panels, appoints any special educational needs expert, and oversees exclusions data across the Trust.

4.4 The Academy Council

The Academy Council considers parents' representations, decides on reinstatement in the cases set out at section 12, exercises the off-site direction power, and monitors and challenges the academy's use of suspension, permanent exclusion, off-site direction, managed moves and safeguarding separation.

4.5 The Headteacher

Only the Headteacher, or someone formally acting as Headteacher, can suspend or permanently exclude. The Headteacher is responsible for the decision, the notifications, education during a suspension, and reintegration.

4.6 The Designated Safeguarding Lead

The Designated Safeguarding Lead, or a deputy, leads any decision to separate pupils temporarily for safeguarding reasons, and advises the Headteacher on safeguarding issues relevant to a suspension or permanent exclusion.

4.7 Convening meetings and clerking

For a **suspension**, the Clerk to the Academy Council convenes and clerks the meeting: arranging the date and venue or remote access, issuing invitations, circulating papers, recording the decision and the evidence, issuing the written decision and keeping the record.

For a **permanent exclusion**, the Trust's governance team convenes the meeting and liaises with parents (see section 8.4). The Trust appoints a Clerk to the panel, who may or may not be a member of the governance team. The same applies to independent review panels.

4.8 The local authority

After a permanent exclusion, the local authority arranges full-time education from the sixth school day. Where a pupil is looked after or has a social worker, the academy and the local authority work together to arrange provision from the first day wherever possible.

5. Deciding to suspend or permanently exclude

5.1 The decision

A decision can be taken about behaviour inside or outside the academy. It must be lawful, reasonable, proportionate and procedurally fair, and taken on the balance of probabilities.

A pupil will only be permanently excluded:

- in response to a serious breach, or persistent breaches, of the behaviour policy, **and**

- where allowing them to stay would seriously harm the education or welfare of the pupil or others

5.2 What the Headteacher considers

Before deciding, the Headteacher considers all the relevant evidence, including whether the incident was provoked and any factors that came to light afterwards. They consider whether the behaviour may be linked to unmet special educational needs, disability, safeguarding, mental health or other needs; whether reasonable adjustments are needed; whether the right support has been provided; whether the pupil is particularly vulnerable, including where they have a social worker or are looked after; and whether off-site direction or a managed move would be a better response.

A pupil will not be suspended or permanently excluded because the academy believes it cannot meet their special educational needs or disability. The Trust complies with the Equality Act 2010, including the duty to make reasonable adjustments, and with the Children and Families Act 2014 and the SEND Code of Practice.

The Headteacher takes the pupil's views into account in light of their age and understanding, does not decide before hearing from them, and tells them how their views were taken into account. A pupil who needs support to express their views can do so through an advocate, such as a parent or social worker.

5.3 CCTV and witness evidence

Where CCTV is relied on, it is viewed as part of the investigation and made available in a suitable format, redacted if necessary, at any Academy Council meeting. The academy's CCTV Policy and privacy notices apply.

Where witness evidence is relied on, the statements are provided at any Academy Council meeting. Statements are signed and dated unless the Headteacher has good reason to keep a witness anonymous, such as a risk of reprisal.

5.4 Police involvement

If the police are involved, or criminal proceedings are possible, the Headteacher will not automatically wait. The decision is taken on the evidence available at the time, using the civil standard of proof. The academy liaises with the police and children's social care as appropriate, but keeps its own decision separate from any criminal investigation.

5.5 Suspension followed by permanent exclusion

In exceptional cases a pupil may be suspended and then permanently excluded, for example where further evidence emerges. A suspension cannot be converted into a permanent exclusion. Any permanent exclusion is a fresh decision, taking effect when the suspension ends, and a separate letter setting out parents' rights is issued for each decision.

6. Unlawful and informal exclusions

We do not use informal, unofficial or unlawful exclusions. Sending a pupil home for disciplinary reasons is a suspension, however short, and the statutory process applies whether or not parents agree.

We will not avoid the process by encouraging or pressuring parents to remove their child, to home educate, or to accept a managed move, alternative provision or a part-time timetable. A part-time timetable is never used to manage behaviour and, where used for another reason, lasts the minimum time necessary.

A pupil will not be suspended or permanently excluded because of their attainment or ability, because the academy believes it cannot meet their needs, or because a condition such as attending a reintegration meeting has not been met. Removing a pupil from roll, or stopping them attending normally, without following the statutory process would be off-rolling, and we do not do it.

7. Temporary separation for safeguarding reasons

Where a safeguarding concern means pupils must be kept apart, we first consider whether that can be managed safely on site.

In rare cases, where separation is essential and cannot be achieved with everyone on site, the academy may temporarily stop a pupil attending. This is not a punishment, is not a suspension or permanent exclusion, and is not recorded as one.

The Designated Safeguarding Lead or a deputy leads the decision, involving children's social care, the police or other agencies as appropriate. Parents are told the reason and the Academy Council is notified without delay. The arrangement is reviewed regularly and lasts no longer than necessary.

The academy takes reasonable steps to secure suitable education during the separation. If the academy and the parents cannot do so, the local authority must arrange it under section 19 of the Education Act 1996. We have regard to Keeping Children Safe in Education, the Human Rights Act 1998 and the Equality Act 2010, and support the pupil to return when the separation ends.

8. Education and notifications

8.1 Education during a suspension or permanent exclusion

For the first five school days, where the pupil is not attending alternative provision, the academy sets and marks achievable work, using its online learning platform where appropriate, with reasonable adjustments where the pupil has special educational needs or a disability.

Where a **suspension** is longer than five school days, the academy arranges suitable full-time education for a pupil of compulsory school age from the sixth school day. Consecutive suspensions count as a cumulative period for this duty, so provision must start on the sixth school day whether that follows one decision or several in a row. The academy satisfies itself that the provision is suitable and quality assured, and monitors attendance, behaviour, safeguarding, attendance coding, and the secure transfer of the pupil's child protection file. The academy also works with the local authority where the pupil may be eligible for free home to school travel to the provision.

After a **permanent exclusion**, the local authority arranges full-time education from the sixth school day.

Where a pupil is looked after or has a social worker, the academy and the local authority arrange provision from the first day wherever possible.

Where alternative provision is arranged, parents are told the start date, session times, address and who the pupil reports to. If that is not known by the end of the first day, it is provided without delay and at least 48 hours before the provision starts – or with less notice, with the parents' consent, where provision starts before the sixth day.

8.2 Telling parents

Parents are told without delay, normally by telephone or in person, then in writing. The written notice covers, as applicable:

- the reason, and the length of any suspension or confirmation that the exclusion is permanent
- the date and time it takes effect, and the date and time of return
- the arrangements for education during the first five school days, and from the sixth day where relevant
- the right to make representations, how to make them and to whom
- where a meeting must be held, the right to attend, to be represented at their own expense and to bring a friend
- the right to ask for a remote meeting, and how to do so
- how the pupil may be involved, taking account of their age and understanding
- the role of the local authority, social worker and Virtual School Head, where relevant
- timescales and contact details

Where the pupil is of compulsory school age, parents are also told without delay, and by the end of the first afternoon session, that for the first five school days they must make sure the pupil is not in a public place during school hours without good reason, which days this applies to, and that they may be fined or prosecuted if they do not.

8.3 Telling the Academy Council

The Academy Council is told without delay of any permanent exclusion; any suspension or exclusion taking the pupil above five school days or ten lunchtimes in a term; any that would mean missing a public examination or national curriculum test; any cancellation and the reason for it; and any safeguarding separation.

8.4 Telling the local authority and the Trust

The Headteacher notifies the local authority of every suspension and permanent exclusion without delay, whatever its length, giving the reason and the length or the fact that it is permanent. Notification is made on the local authority's required notification and referral forms at the point the decision is taken, with a copy of the letter sent to parents. Where the pupil lives in another local authority area, the same goes to the home authority.

For a **permanent exclusion**, the academy must also notify the Trust at **governance@bcwcat.co.uk** on the day the decision is taken. The governance team then liaises with parents, convenes the meeting to consider reinstatement, and arranges any independent review panel. All correspondence with parents about the meeting is issued centrally. This applies to permanent exclusions only; suspensions are handled by the academy and its Academy Council.

8.5 Telling the social worker and Virtual School Head

Where a pupil who has a social worker, or who is looked after, is at risk of suspension or permanent exclusion, the social worker or Virtual School Head is told as early as possible so that support can be considered together. Once a decision is taken they are told without delay of the decision, the reason, the length or the fact that it is permanent, any effect on sitting an examination, and any cancellation.

They are invited to any meeting to consider reinstatement so they can advise on the pupil's background, needs, safeguarding risks and welfare. We consider holding an interim review of the personal education plan for a looked-after child at risk of suspension or permanent exclusion.

9. Cancelling a suspension or permanent exclusion

The Headteacher can cancel a suspension or permanent exclusion, whether or not it has begun, but only before the Academy Council has considered it. A permanent exclusion cannot be cancelled if the pupil has already been out of school for more than 45 school days that year, or would have been by the time the cancellation took effect.

Where there is a cancellation, the parents (or the pupil if aged 18 or over), the Academy Council and the local authority are told without delay with the reason, as are any social worker and Virtual School Head. The duty to hold a meeting ends. Parents are offered a meeting with the Headteacher without delay, and the pupil returns without delay. Days already spent out of school count towards the 45-day maximum.

10. Off-site direction

From 26 July 2026 the power to direct a pupil off-site temporarily, to improve their behaviour, applies to academies on a statutory footing. It is exercised by the Academy Council.

Off-site direction is a planned intervention, used where in-school support or outreach has not worked or is not appropriate. It is never a punishment for past behaviour and never a substitute for the statutory process. Placements are time-limited, with a maximum period agreed in the planning. Attendance at another school is recorded using code D.

Before a direction is made, the academy considers the pupil's needs, the objectives, the suitability of the provision, safeguarding risks, any special educational needs or disability, the support required, and how the pupil will return. Parental consent is not needed, but parents' views are sought. Where the pupil has an Education, Health and Care plan, the local authority is involved beforehand.

Before the placement starts, the academy shares relevant information with the receiving setting: attainment, attendance, special educational needs, safeguarding and welfare information, a current risk assessment, risk-management advice and behaviour support strategies.

Parents, a pupil aged 18 or over, and the local authority where there is an Education, Health and Care plan, receive written notice as soon as practicable and no later than two school days before the placement begins. The notice states the address, who the pupil reports to, the number of school days, the reasons and objectives, and the session times.

The Academy Council reviews the placement at intervals suited to the pupil's needs. Parents, a pupil aged 18 or over, or the local authority where there is an Education, Health and Care plan, can request a review in writing, which is held as soon as reasonably practicable unless one was held in the previous ten weeks. Written invitations go out at least six days before the meeting and make clear that written views must be submitted beforehand. The written decision on whether the placement continues, and for how long, with reasons, is given to parents no later than six days after the meeting.

Where a direction was already in place on 26 July 2026, the transitional requirements in the statutory guidance apply, including issuing a compliant written notice.

11. Managed moves

A managed move is voluntary and leads to a permanent transfer to another school. It is used only where it is in the pupil's best interests and where the academy, the parents and the admission authority for the receiving school – which may be another academy or a maintained school – all agree.

There is no such thing as a trial managed move. Once agreed, it takes effect permanently, the pupil comes off our admission register and is registered at the receiving school only. Where a temporary period away is needed before any decision, it is arranged as an off-site direction under section 10 and is not presented as a trial.

Where the receiving school is another Trust academy, the Trust is the admission authority for both. In that case the decision is recorded so that the pupil's interests, and each academy's agreement, are separately evidenced.

Before a move is agreed, attainment, attendance, safeguarding, risk assessment and support information is shared with the receiving school, and its integration arrangements are checked. Where the pupil has an Education, Health and Care plan, the local authority is contacted and the statutory process for amending the plan followed. Where the pupil has a social worker, the social worker and Designated Safeguarding Lead are involved as soon as a move is contemplated; for a looked-after child, so is the Virtual School Head.

A pupil is never permanently excluded because a parent or pupil declines a managed move.

12. Considering reinstatement

The Academy Council must consider and decide on reinstatement within 15 school days of being notified where:

- the exclusion is permanent
- a suspension would take the pupil above 15 school days in a term, or
- the pupil would miss a public examination or national curriculum test

Where a suspension takes the pupil above five but not more than 15 school days in a term, representations made by parents must be considered, and where they are made the decision is taken within 50 school days. Where the total is five school days or fewer, representations must still be considered, but there is no requirement to meet and reinstatement cannot be directed.

Where a pupil would miss an examination or test, the decision is taken before that date so far as reasonably practicable.

Where the exclusion is permanent, the meeting is convened centrally by the Trust following notification under section 8.4, and the Trust appoints a Clerk to the panel.

The following are invited and can make representations or share information: the parents, or the pupil if aged 18 or over, with a representative or friend if requested; the pupil, if aged 17 or under and it is appropriate to their age and understanding; the Headteacher; any social worker; and the Virtual School Head if the pupil is looked after.

The panel considers whether the decision was lawful, reasonable and procedurally fair, whether the Headteacher met their legal duties, the welfare and safeguarding of the pupil and their peers, and the evidence presented. Facts are decided on the balance of probabilities. The panel can decline to reinstate, or direct reinstatement immediately or on a set date, except where it has no power to direct it.

The Clerk is present when the decision is made. Minutes are taken and the evidence recorded. The outcome goes on the pupil's educational record with copies of the papers.

The decision and reasons are given in writing without delay to the parents or the pupil if aged 18 or over, the Headteacher, any social worker, the Virtual School Head if relevant, the local authority, and the home authority if different.

Where a permanent exclusion is upheld, the letter also sets out:

- the right to apply for an independent review panel, and that the application must be made within 15 school days of the written decision
- the name and address for the application and any written evidence
- that the application should give the grounds, including where relevant how the pupil's special educational needs are said to be relevant
- that parents can require the Trust to appoint a special educational needs expert, at no cost to them, whether or not the pupil has recognised needs, and that this must be requested in the application
- that parents can appoint someone at their own expense to make representations, and can bring a friend
- that a claim of unlawful discrimination can be made to the First-tier Tribunal (Special Educational Needs and Disability) for disability discrimination, or the county court otherwise, within six months of the alleged discrimination

13. Independent review panels

Where parents, or a pupil aged 18 or over, apply within 15 school days, the Trust arranges and funds an independent review panel. Panels are convened centrally. Applications should be made in writing to the Governance and Central Team Administrator, Blessed Christopher Wharton Catholic Academy Trust, Beacon Villa, St Bede's and St Joseph's Catholic College, Ignis (Lower School Site), Cunliffe Road, Bradford, BD8 7AP, or by email to **governance@bcwcat.co.uk**. Applications made late are rejected.

A panel of three or five members is constituted, with representation from each category below. On a panel of five, two members come from the governor category and two from the headteacher category:

- a lay member to chair, who has not worked in any school in a paid capacity, disregarding experience as a school governor or volunteer
- current or former school governors – that is, governors of a maintained school, members of a pupil referral unit management committee, or directors of an academy trust – who have served as a governor for at least 12 consecutive months in the last five years and have not been a teacher or headteacher in that time
- headteachers, or people who have been a headteacher in the last five years

A person cannot serve if they are a member or trustee of the Trust; are, or have been in the last five years, Headteacher of the excluding academy; are employed by the Trust other than as a headteacher elsewhere; have any connection with the Trust, the academy, the parents, the pupil or the incident that might reasonably raise doubts about their impartiality; or have not had the required training in the last two years (see the Appendix).

Where a special educational needs expert attends, the panel must seek and have regard to their view of how special educational needs may be relevant. The Trust appoints and pays for the expert. Where a social worker or Virtual School Head attends, the panel must have regard to their representations.

The panel considers the interests and circumstances of the pupil, and has regard to the interests of other pupils and staff. The pupil and parents are told of their right to attend and take part, and the pupil is enabled to make representations themselves if they wish.

The panel can uphold the decision, recommend that it be reconsidered, or quash it and direct reconsideration where the decision was flawed. In deciding whether it was flawed, the panel considers only evidence available

to the decision-maker at the time, including evidence that should have been available had it been acting reasonably. New evidence it would be unreasonable to expect the decision-maker to have known about can be taken into account when deciding whether to recommend reconsideration. New reasons for the exclusion cannot be introduced and must be disregarded.

Decisions can be by majority, with the chair holding a casting vote. All parties are told in writing without delay of the decision and reasons, any financial readjustment payable if reinstatement is not then offered within ten school days – where ordered, the Trust must pay £4,000 to the local authority – and anything the panel has directed be placed on the pupil's educational record.

Where the panel recommends reconsideration or quashes the decision, the matter is reconsidered within ten school days, either as a rehearing with oral evidence or with only the panel and the Clerk present.

14. Registers, attendance codes and the local authority return

After a permanent exclusion, the pupil's name stays on the admission register until the process allows removal: when 15 school days have passed since parents were told of the decision not to reinstate and no application for a review has been made, or when parents or the pupil confirm in writing that none will be made. Where an application is made, the review and any reconsideration must conclude first.

While the name remains on the register, attendance is recorded. Code B or code D is used where the pupil attends alternative provision, and code E where they do not.

When the name is removed, a return is made to the local authority no later than the date of removal. It includes the pupil's full name; the full name and address of any parent the pupil normally lives with; at least one emergency telephone number for that parent; the grounds for removal; details of any new school and the first date of attendance; and details of any new address and the date the pupil starts living there.

Once the pupil is registered at a new school, the academy transfers the Common Transfer File within 15 school days of the pupil ceasing to be registered with us, and shares child protection information with the new setting as early as possible.

Within 14 days of a request, the Trust provides the Secretary of State with information about any pupil suspended or permanently excluded in the previous 12 months.

15. Reintegration

After a suspension, a cancelled suspension or exclusion, or an off-site direction, the academy puts in place a strategy to help the pupil return successfully to full-time education, working with other agencies where necessary to identify unmet educational, health or welfare needs. Measures may include daily contact with a designated pastoral professional, a report card with personalised targets, academic catch-up, mentoring, and regular reviews with the pupil and parents.

A reintegration meeting is held before or on the pupil's return. It offers the pupil a fresh start, helps them understand the impact of their behaviour, sets out how expectations can be met, and confirms the support in place. The pupil, parents, a member of senior staff and other relevant staff are invited, and minutes record who attended. The meeting can go ahead without the parents, and a pupil is never kept out of the classroom because a meeting has not happened.

16. Remote meetings, local authority attendance and complaints

Parents, or a pupil aged 18 or over, can ask for a meeting or an independent review panel to be held remotely. If no preference is given, it is held in person. A meeting is also held remotely where extraordinary or unforeseen circumstances make meeting in person impracticable.

Remote meetings follow the same procedural requirements. Before agreeing to one, we satisfy ourselves that everyone can hear, speak, see and be seen, that everyone can take part fully, and that the meeting can be fair and transparent. If technical problems compromise participation or fairness and cannot be resolved, the meeting is rearranged in person without delay. A social worker or Virtual School Head can join remotely whether or not the meeting is otherwise in person.

Parents can ask for a local authority representative to be invited. Requests go to the Clerk, or to the Trust's governance team where the exclusion is permanent, and the local authority is then sent the papers. The representative attends as an observer and contributes only with the panel's consent.

Concerns about how this policy is applied, including any concern about pressure to accept a managed move, should be raised with a member of staff or the Headteacher under the Trust's Complaints Policy. Concerns about a decision to suspend or permanently exclude are not dealt with under that policy – they follow the statutory procedure set out here.

17. Monitoring, equality and review

Each academy collects data on attendance, suspensions, permanent exclusions, off-site directions, managed moves and safeguarding separations. The Headteacher analyses it at least annually and reports to the Academy Council, and the Trust Board reviews it across the Trust, recognising that numbers at one academy may be too small for meaningful analysis.

Monitoring covers how consistently the behaviour policy is applied; the support in place for pupils at risk; repeat suspensions; whether day-six provision is suitable, quality assured and properly monitored, including attendance coding and transfer of child protection files; whether off-site placements are reviewed often enough and are meeting their objectives, and what they cost; whether safeguarding separation is used only where genuinely necessary and lasts no longer than needed; whether personal education plans for looked-after children are reviewed termly; and the timing of moves and exclusions.

We analyse by age group, by time of day, week and term, and by protected characteristic, and monitor whether suspensions, permanent exclusions, off-site directions and managed moves fall disproportionately on any group, including pupils with special educational needs and disabilities, pupils with a social worker, looked-after and previously looked-after children, and pupils with other protected characteristics. Where patterns or concerns emerge, Academy Councillors and Trustees challenge leaders and require action.

The Trust does all it can to make sure this policy does not discriminate, directly or indirectly, on the basis of any protected characteristic under the Equality Act 2010.

Operational material supporting this policy – statutory timescales, the clerk's checklist and model letters – is held in the **BCWCAT Exclusions Toolkit**, maintained by the governance team and updated without needing approval of this policy.

This policy is reviewed annually, and sooner if statutory guidance or legislation changes.

Appendix: Independent review panel training

All members of an independent review panel, and the clerk to the panel, must have received training within the two years before the review. Training must have covered:

- the primary legislation, regulations and statutory guidance on suspension and permanent exclusion, including how the principles applying in judicial review relate to the panel's decision-making
- the need to observe procedural fairness and the rules of natural justice
- the role of the chair and the clerk
- the duties of headteachers, academy trusts and governing boards, and of the panel itself, under the Equality Act 2010
- the effect of section 6 of the Human Rights Act 1998 and the need to act compatibly with the rights it protects

The Trust keeps a central record of this training and makes it available on request.