



MOORLAND JUNIOR SCHOOL

SUSPENSION & EXCLUSION APPEALS POLICY

DEFINITIONS

Suspension refers to the temporary removal of a pupil from school for a fixed period of time due to a serious breach of the school's Behaviour Policy.

Permanent Exclusion refers to the removal of a pupil from the school roll where the Headteacher determines that the pupil's behaviour constitutes a serious breach of the school's Behaviour Policy and remaining at the school would seriously harm the welfare of the pupil or others in the school community.

A serious breach of the School's Behaviour Policy may result in suspension or permanent exclusion at the discretion of the Headteacher or their designated deputy. Such breaches may involve a single serious incident or persistent breaches of the school's expected standards of behaviour. In reaching any decision regarding suspension or exclusion the school will consider the welfare and safety of all pupils and staff.

The pupil's parent or guardian will receive written notification of the suspension or exclusion, including the reasons for the decision and details of the appeals process.

- A) Where a child has been expelled from the school following notification thereof from the Headteacher, the parents/guardians have a right of appeal to the School and should inform the Headteacher of their wish to appeal no later than 7 days after being notified of their child's exclusion from the School.
- B) With regard to suspension, parents/guardians may in the first instance submit an appeal to the Headteacher. Parents/guardians should request such a meeting within 48 hours days of receiving notice of suspension.
- C) When appropriate, parents/guardians may proceed to a second stage appeal within seven days of receiving the Headteacher's decision following the initial suspension appeal meeting. A second meeting will then be arranged within fourteen days where possible. The appeal will be heard by an **Appeals Panel consisting of at least three people who have not been involved in the original decision**. At least **one member of the panel will be independent of the management and running of the school**. The panel will consider representations from the parents/guardians and the school before reaching a decision. The decision of the Appeals Panel will be final.

Parents/guardians may be accompanied at the appeal meeting by a friend or representative if they wish.

RECORD KEEPING

The school will maintain written records of all suspensions, exclusions and appeals in accordance with the school's record keeping procedures.

RELATED POLICIES

This policy should be read alongside:

- Behaviour Policy
- Safeguarding and Child Protection Policy
- Complaints Policy

REVIEW

This policy is reviewed annually or sooner if required.

| THIS POLICY WAS ADOPTED ON | SIGNED ON BEHALF OF THE SCHOOL | DATE FOR REVIEW |
|-----------------------------------|---------------------------------------|------------------------|
| March 2026 | Ashleigh McKeown | March 2027 |