

Exclusions and suspension guidance for schools

2- Suspension: key steps



- Legal duties to pupils with SEND remain in place, including making reasonable adjustments for disabled pupils.

Parental responsibilities

During the suspension, parents must ensure the pupil is not in a public place during school hours without reasonable justification. Failure to comply can result in:

- Penalty notices of up to £160.
- Police intervention, potentially taking the pupil to designated premises (e.g., local police station).

Local authority involvement

The local authority's Attendance Support Team may take further action if parents fail to comply with supervision requirements, provided there are sufficient grounds.

Decision to suspend

Once a headteacher decides to suspend a pupil:

- Parents must be informed immediately, ensuring they understand their responsibilities during the suspension.
- The school must notify the local authority through LEAP.

Day 1–5: providing work

For suspensions of five days or fewer:

- The school must set work for the pupil to complete and ensure it is marked, unless the pupil is attending alternative provision during this time.
- Schools can use online resources, such as Google Classroom or Oak National Academy.

Day 6 and beyond: educational provision

For suspensions of six days or longer:

- Schools must arrange full-time education from the sixth school day onwards.
- The school, academy, or Pupil Referral Unit (PRU) must monitor attendance in partnership with the Attendance Support Team.
- Non-attendance may lead to prosecution if legal criteria are met.

