

# How to review suspensions and exclusions

## The duty of the Headteacher to notify others

### 1. Has the exclusion been correctly notified?

When a headteacher excludes a pupil, they must, without delay, notify parents of the length of the exclusion and the reason(s) for it, alert them to their right to make representations to the governing board and outline how representations can be made.

The notification must also include the parents' right to request that the panel meeting (if required) be held via remote access, along with how to make this request (see Part Eleven and Annex A of the statutory guidance for requirements for holding remote meetings in a fair and transparent manner).

### 2. Fixed-period exclusion notification requirements

The headteacher must inform relevant parties of a suspension as follows:

- The governing board must be informed where the exclusion would result in the pupil being excluded for a total of six or more school days in a term, or where the exclusion would result in the pupil missing a public examination or national curriculum test. The headteacher must also inform the governing board once per term of any other exclusions.
- The LA must be informed without delay of all exclusions regardless of their length.
- The headteacher must, without delay, also notify the social worker (if a pupil has one), and the virtual school head (VSH) if the pupil is a looked-after child.

### 3. Education provision during an exclusion

Where the exclusion exceeds five days, the governing board is responsible for ensuring suitable alternative full-time education is arranged for the pupil from the sixth day. However, schools should ensure provision is in place as soon as is practical.

### 4. Permanent exclusion notification requirements

In the case of permanent exclusion, the headteacher must inform the following without delay:

- The governing board and LA.
- The pupil's social worker (if the pupil has one), and the VSH if the pupil is a looked-after child.
- The pupil's 'home authority' (if the pupil lives outside the school's local authority area) who is responsible for ensuring suitable alternative full-time education.