HT: Head Teacher
RD: Regional Director
MD: Managing Director
GB: Governing Body
IRP: Independent Review Panel
AP: Alternative Provision
VHT: Virtual School Head Teacher

Outcomes First Group.

SUSPENSION PROCEDURE FLOWCHART 2026

HT investigates incident, gathers firm evidence

HT considers evidence, policies and guidance and decides to suspend – notifying RD and getting approval in advance from MD

HT notifies parent by telephone on day of suspension—followed without delay by letter giving details of the incident, length of suspension, rights of appeal, arrangements for homework and 6th day provision if

HT, without delay, notifies governing body and LA for permanent suspensions, suspension of 5+ days and where a public exam will be missed

5 day or less in total in one term RD *must* consider written representations from parent if asked to do so but is not required to meet parents. Governors cannot direct reinstatement

6 days—15 days in total in one term. RD *must* arrange hearing if parent requests one. This *must take place within 50 school days* of being notified of suspension

For Each FPE over 5 days schools must make provision for full time equivalent education from day 6

More than 15 days in one term

RD *must* arrange hearing which *must* take place within 15 school days of being notified of suspension.

Permanent

RD *must* arrange hearing which *must* take place within 15 school days after notified of suspension

HT may hold reintegration interview with parent and pupil. However, pupil must re- turn to school on due day of return, even if parent is unable to attend a reintegration meeting.

School informs safeguarding and inclusion team to arrange 6th day provision

If asked by parent, RD considers written representations

Hearing takes place, if requested, to consider representations from parents

Hearing takes place, to consider representations from parents

Hearing takes place, to consider representations from parents

Governor Upholds HT decision

Governors decide to reinstate pupil

Governors uphold HT decision, suspension period elapses (if not already elapsed) and pupil returns to

Governors do not uphold HT decision – pupil returns to school if suspension period not elapsed – pupil's school record contains notes of decision

Parents do not request IRP

Parents request IRP

IRP upholds suspension

IRP recommends GB reconsider

IRP quashes exclusion and directs GB reconsider

Pupil continues with AP or new school arrangements

Governor upholds suspension and, if IRP, pay £4000 to LA

RD reconsiders suspension (within 10 days if directed

RD offers school place to pupil

Pupil returns to school that suspended (unless parents find new school