

The Online School UK



Exclusions Policy 2026-2027

Date of This Review	August 2026
Reviewed By	Gemma Wheelwright- Rhodes and Effie Haywood
Date Approved by School Director	1st September 2026
Date of Next Review	July/ August 2027

Table of Contents

1. Introduction
2. Roles and Responsibilities
 - 2.1 Deciding to Suspend or Exclude
 - 2.2 Informing Parents
 - 2.3 Informing the TOS Director
 - 2.4 Informing Social Workers
 - 2.5 Cancelling Suspensions and Permanent Exclusions
3. Providing 5 Days of Education
4. Returning From a Suspension
 - 4.1 Reintegration Strategy
 - 4.2 Reintegration Meeting
 - 4.3 Monitoring Arrangements

1. Introduction

The Online School UK is committed to following all statutory exclusions procedures to ensure that every child receives an education in a safe and caring environment.

Our school aims to:

- Ensure that the exclusions process is applied fairly and consistently
- Help staff, parents and pupils understand the exclusions process
- Ensure that pupils in school are safe and happy
- Prevent pupils from becoming NEET (not in education, employment or training)
- Ensure all suspensions and permanent exclusions are carried out lawfully

The Online School UK welcomes students with a variety of prior education experiences and with varied aims. This is fundamental to what we do - our vision is to be a flexible home for all students and so we seek to offer a curriculum and experience that allows students to pursue learning interests, fits around other priorities and gives them the structure needed to work towards their goals. We seek to create the conditions for this – a purposeful learning environment, the ability to focus and challenge oneself and a sense of safety and value for every child

In line with this vision and goal, we have high expectations of every student to support in creating an inclusive, safe environment where each individual is valued and respected, and follows TOS Core Values: CARE (compassion, acceptance, respect and equality).

We promote a culture of positive behaviour but acknowledge that there may be occasions where a student is in serious breach of our ways of being and represents a threat to TOS being a safe space for others.

The possible sanctions are:

- **Removal of Permissions** - removing a student's ability to; type in the public chat of live lessons, use their camera and/or use their microphone. This may be a temporary removal, or permanent for the academic year, depending on the severity of the behaviour and inline with our Behaviour Policy.
- **Suspension (also known as a Temporary or Fixed Term Exclusion)** – when a pupil is removed from Google Classrooms/Canvas as a disciplinary measure or to allow for the

investigation of an allegation of serious misbehaviour

- **Expulsion (also known as a Permanent Exclusion)** – when a pupil is required to leave the school permanently and his account is removed from the Google Classroom/Canvas and the school email account is deleted.

This policy is considered in line with:

- Guidance from the Department for Education: [Suspension and permanent exclusion from maintained schools, academies and pupil referral units in England, including pupil movement - from September 2023](#)
 - [The Equality Act 2010](#)
 - [Children and Families Act 2014](#)
 - TOS Behaviour Policy
-

2. Roles and Responsibilities

The Headteacher is the only one who can suspend or exclude a student from the school on disciplinary grounds. That being said, the Headteacher will consult the relevant members of staff, such as the school Director, DSL, Happiness Manager Leads and/or teachers, to ensure the decision made is fair. The decision can be made inline with behaviour inside or outside of school. The Headteacher should only use exclusion as a last resort.

2.1 Deciding Whether to Suspend or Exclude

A decision to suspend or exclude a student will be taken only:

- In response to serious or persistent breaches of the school's behaviour policy, and
- If allowing the pupil to remain in school would seriously harm the education or welfare of others (including both students and staff members)

Before deciding whether to suspend or exclude a student, the Headteacher will:

- Consider all the relevant facts and evidence on the balance of probabilities, including whether the incident(s) leading to the exclusion were provoked
- Allow the pupil to give their version of events
- Consider whether the pupil has special educational needs (SEN)
- Consider whether the pupil is especially vulnerable (e.g. the pupil has a social worker, or is a looked-after child (LAC))
- Consider whether all alternative solutions have been explored, such as off-site direction or managed moves

The principal will consider the views of the student, in light of their age and understanding, before deciding to suspend or exclude, unless it would not be appropriate to do so.

Students who need support to express their views will be allowed to have their views expressed through an advocate, such as a parent or social worker.

The Headteacher will not reach their decision until they have heard from the pupil (unless the incident includes evidenced criminal behaviour), and will inform the pupil of how their views were taken into account when making the decision.

2.2 Informing Parents

If a student is at risk of suspension or exclusion, the Headteacher will inform the parents/student as early as possible, in order to work together to consider what factors may be affecting the student's behaviour, and what further support can be put in place to improve the behaviour.

If the Headteacher decides to suspend or exclude a student, the parents/student will be informed via email (for clarity and logging purposes) of the period of the suspension or exclusion and the reason(s) for it, without delay. This can also be followed up by a phone call and/or virtual meeting to allow for a bigger discussion if requested by the parent.

The parents/student will also be provided with the following information in writing, without delay:

- The reason(s) for the suspension or permanent exclusion
- The length of the suspension or, for a permanent exclusion, the fact that it is permanent
- Information about the parents'/student's right to make representations about the suspension or permanent exclusion to Local Authority and, where the student is attending alongside parents, how they may be involved in this
- How any representations should be made

If the Headteacher cancels the suspension or permanent exclusion, they will notify the parent/student without delay, and provide a reason for the cancellation.

2.3 Informing the TOS Director

The Headteacher will, without delay, notify the TOS Director of:

- Any permanent exclusion, including when a suspension is followed by a decision to permanently exclude a student
- Any suspension or permanent exclusion which would result in the student being suspended or permanently excluded for a total of more than 5 school days in a term
- Any suspension or permanent exclusion that has been cancelled, including the reason for the cancellation

Where appropriate, the Headteacher will also discuss the circumstances and behaviours leading to the decision making process with the TOS Director to support in finalising the fairest decision.

If the student is a UK resident, the principal will notify the LA of permanent exclusions without delay.

The notification will include:

- The reason(s) for the suspension or permanent exclusion
- The length of a suspension or, for a permanent exclusion, the fact that it is permanent

2.4 Informing Social Workers

If a:

- Student with a social worker is at risk of suspension or permanent exclusion, the DSL will inform the social worker as early as possible
- Student who is a looked-after child (LAC) is at risk of suspension or exclusion, the DSL will inform the VSH as early as possible
- Dual-enrolled student is at risk of suspension or exclusion

This is in order to work together to consider what factors may be affecting the student's behaviour, and what further support can be put in place to improve the behaviour.

If the Headteacher decides to suspend or permanently exclude a student with a social worker/a student who is looked after or dual-enrolled, they will inform the student's social worker/the VSH/dual-enrolled principal, as appropriate, without delay, that:

- They have decided to suspend or permanently exclude the student
- The reason(s) for the decision
- The length of the suspension or, for a permanent exclusion, the fact that it is permanent
- The suspension or permanent exclusion affects the student's ability to sit a National Curriculum test or public exam (where relevant)
- They have decided to cancel a suspension or permanent exclusion, and why (where relevant)

The social worker/VSH/dual-enrolled principal will be invited to any meeting about the suspension or permanent exclusion. This is so they can provide advice on how the student's background and/or circumstances may have influenced the circumstances of their suspension or permanent exclusion. The social worker should also help ensure safeguarding needs and risks and the student's welfare are taken into account.

2.5 Cancelling Suspensions and Permanent Exclusions

The Headteacher may cancel a suspension or permanent exclusion that has already begun, or one that has not yet begun, if applicable. Where there is a cancellation:

- The parents will be notified without delay
- Where relevant, any social worker and VSH and dual-enrolled Principal will be notified without delay
- The notification must provide the reason for the cancellation
- Parents will be offered the opportunity to meet with the Headteacher to discuss the cancellation, which will be arranged without delay
- The student will be allowed back online in live lessons without delay

3. Providing 5 Days of Education

During the first 5 days of any suspension or exclusion, the Headteacher will provide the student (via their parent's email and/or via the TOS Message Board) 5 school days with lesson materials. This will include:

- Access to GSCEPod (to utilise homework, end of topic reviews, and the site's full revision content)
- All lesson slides for those 5 school days (only for the classes the student is enrolled in)
- Any supporting materials to accompany the lessons slides

Please note that the student will lose access to live lessons via the TOS Student Dashboard, but all resources will be made accessible.

If the student has a special educational need and/or disability, the Headteacher will work with our SEND Lead to ensure reasonable adjustments are made when sending the work.

If the student is dual-enrolled, the Headteacher will inform the the names school and work with them to support the next steps in education.

4. Returning From a Suspension

4.1 Reintegration Strategy

Following suspension, or cancelled suspension or exclusion, the school will put in place a strategy to help the student reintegrate successfully into school life and full-time education.

Where necessary, the school will work with third-party organisations to identify whether the student has any unmet special educational and/or health needs.

The following measures may be implemented, as part of the strategy, to ensure a successful reintegration into school life for the pupil:

- Maintaining regular contact during the suspension and welcoming the student back to school
- Daily contact in school with a Happiness Manager, Happiness Manager Lead, Headteacher or DSL
- Regular reviews with the student and parents to praise progress being made and raise and address any concerns at an early stage
- Signposting the student, parents, DSL and Happiness Manager Leads of potential external support

4.2 Reintegration Meetings

The school will clearly explain the reintegration strategy to the student in a reintegration meeting before or on the student's return to school. During the meeting, the school will communicate to the student that they are getting a fresh start and that they are a valued member of the school community.

The student, parents, a member of senior staff, and any other relevant staff will be invited to attend the meeting.

The meeting can proceed without the parents in the event that they cannot or do not attend.

The school expects all returning pupils and their parents to attend their reintegration meeting, but students who do not attend will not be prevented from returning to the classroom.

4.3 Monitoring Arrangements

The school will collect data on the following:

- Attendance, permanent exclusions and suspensions