

Suspension & Permanent Exclusion Guidance

Written By	Headteacher
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Introduction

This guidance should be read in conjunction with the school's Positive Discipline, Drugs, Offensive Weapons, and Anti-Bullying, Harassment, and Discrimination Policies. It is intended to give parents/carers an overview of the reasons why the school may need to use suspensions or permanent exclusion; it is not intended to provide detailed guidance for school leaders. This guidance is supplementary to, and should also be read in conjunction with, the DfE Guidance "Suspension and Permanent Exclusion from Maintained Schools, Academies and Pupil Referral Units in England including pupil movement" – the most up to date version of this guidance can be located here:

https://www.gov.uk/government/publications/school-exclusion

1. Purpose

The purpose of this policy is to:

- Ensure a safe and supportive learning environment for all students.
- Provide clarity on the circumstances under which suspensions or permanent exclusions may occur.
- Outline the rights and responsibilities of students, parents, and staff.
- Ensure that students receive appropriate support during and after any disciplinary action.

2. Definitions

- **Suspension**: A temporary removal of a student from school for a fixed period for specific breaches of the school's behaviour policy.
- **Permanent Exclusion**: A more severe consequence where a student is permanently removed from the school for serious or persistent breaches of the school's behaviour policy.

3. Grounds for suspension or permanent exclusion

After investigation, Headteachers are able to use their professional judgement when deciding to suspend or permanently exclude a student. Suspension or permanent exclusion may be used for any of the following reasons:

- Deliberate unsafe behaviour which potentially causes risks to others
- Fighting
- Persistent bullying/abuse/intimidation of other students
- Unauthorised filming, photographing or recording in school
- Actions which put the student, or others, in danger
- Verbal abuse or threatening behaviour against students or staff
- Racial, homophobic, sexual or other discriminatory abuse, harassment or aggression
- Sexual assault or misconduct
- Physical abuse of/assault of staff or students
- Malicious allegations against staff
- Damage to property
- Possession and/or misuse of illegal drugs, alcohol and/or other substances
- Theft
- Serious actual or threatened violence against students or staff
- Carrying an offensive weapon
- Arson

- Unacceptable behaviour which has previously been reported and for which school sanctions and other interventions have not been successful in modifying the student's behaviour
- Defiance and /or persistent refusal to accept school sanctions.

This list is not exhaustive but represents some behaviours that constitute examples of unacceptable conduct, and are infringements of the school's positive discipline policy.

5. Procedures for Suspension

5.1 **Decision-Making Process**

- A suspension should only be utilised when all other behaviour management strategies have been considered.
- A senior leader and members of the pastoral team will investigate the incident thoroughly and fairly.
- The decision to suspend will be made by the Headteacher or an appointed representative.

5.2 **Notification**

- Parents/guardians will be notified of the suspension immediately, including the reasons and duration.
- A letter detailing the suspension will be sent via email within 24 hours.
- The Governing Board and Local Authority will be notified of the suspension.

5.3 **Support during suspension**

- The school will provide educational work for the student for the first 5 days of any suspension and this will be administered via Google classroom.
- For any suspension that exceeds 5 days, the school will organise a 6+ day provision for the education of the student.

5.4 **Reintegration**

- A reintegration meeting will be held upon the student's return to school to discuss the incident and support the student's reintegration to school.

6. Procedures for Permanent Exclusion

6.1 **Decision-Making Process**

- Permanent Exclusion will only be considered for the most serious breaches of behaviour.
- A thorough investigation will be conducted, ensuring all evidence is considered.
- The decision to permanently exclude will be made by the Headteacher.

6.2 **Notification**

- Parents/guardians will be informed immediately and provided with a formal permanent exclusion letter outlining the reasons, duration, and right to appeal.
- The governing board and Local Authority will be notified.

6.3 **Support During Permanent Exclusion**

- The school will provide educational work for the student for the first 5 days after the permanent exclusion and this will be administered via Google classroom.
- The Local Authority will then become responsible for the education delivered via home tuition from the 6th day after the permanent exclusion.

7. Preventative measures to school suspension and permanent exclusion

As a Local Authority maintained school. we are committed to using suspension and permanent exclusion as a last resort.

Alternatives will always be considered and may include:

- Internal Exclusion
- Behavioural education and relationship restoration alongside a sanction
- Managed move, leading to the permanent transfer of the student to another school at the agreement of all parties (including parents/carers and the new school).
- An off-site direction, where the student is required to attend another educational setting to improve their behaviour for a fixed period of time. Unlike a managed move, this does not need agreement from parents and the school is able to direct this as part of its strategy to improve behaviour.
- Alternative provision in a setting separate to a mainstream school.

These alternatives are not always suitable in all situations, but will always be considered during an investigation into a potential suspension or permanent exclusion.

8. Representation and reviews

All letters sent to parents detailing a suspension or permanent exclusion include details of a parents' right to make representation to the governor panel and other avenues of support.

The governor panel will consider and decide on the reinstatement of a suspended or permanently excluded student within 15 school days of receiving notice of a suspension or permanent exclusion from the Headteacher if:

- It is a permanent exclusion
- It is a suspension which would bring the student's total number of school days out of school to more than 15 in a term
- It would result in the student missing a public examination or national curriculum test.

Should the governor panel decide not to reinstate a permanently excluded student then parents/carer may appeal that decision within 15 school days. The appeal will be heard by an independent review panel (IRP).

Should parents wish to make representations about a suspension not listed above, they should follow the guidance included in the suspension letter. Whilst the governor panel has no power to direct reinstatement, they must consider any representations made and may place a copy of their findings on the student's school record.