

**St Andrew's CE (VA) Infant School and  
St. Andrew's CE (VA) Junior School**

# **Suspension and Exclusion Policy**



## **Suspension and Exclusion Policy**

### **1.0 GENERAL PRINCIPLES**

St. Andrew's CE Junior and Infant Schools seek to avoid suspensions and exclusions. We promote excellence in a caring Christian community and in doing so, seek to ensure all of our pupils are safe and able to succeed. Therefore, suspensions and exclusions will only take place for very serious incidents or when other strategies have been tried and failed over time. This policy should be read in conjunction with our Behaviour Policy. We have two types of suspension or exclusion:

- Permanent exclusion is when the pupil is not allowed to attend school or go on to school premises permanently
- Fixed term suspension - these are of short duration (usually between one and five days) when the pupil is not allowed to attend school or go on to school premises for the stated dates. DfE Regulations allow the head teacher to suspend a pupil for one or more fixed periods not exceeding 45 school days in any one school year.

Only the Executive Head Teacher of the schools can exclude or suspend a pupil and this must be done on disciplinary grounds.

- 1.1 The Governing Body has determined that the school will use suspension or exclusion as its final sanction in ensuring the good order and discipline it believes is essential for effective learning to take place.
- 1.2 Suspension or exclusion will be used sparingly in response to serious breaches of school policy and discipline. It will normally be used only after other sanctions and support have failed to achieve the desired change in behaviour and attitude.
- 1.3 Permanent exclusion will only be used as a last resort, when all other reasonable steps have been taken and when allowing the child to remain in school would be seriously detrimental to the education and/or welfare of other students or teachers.
- 1.4 Permanent exclusion may, on rare occasions, be the only possible response to a single incident of very extreme misconduct.
- 1.5 In applying this suspension and exclusion policy, the school will follow current DCFS and LA guidance and advice.
- 1.6 When it is necessary to suspend or exclude a student, parents will be contacted by telephone, if possible, at the earliest possible opportunity. The suspension or exclusion will always be confirmed by a letter which will set out the reasons for the suspension or exclusion and also inform the parents of their rights to make representations to the Governing Body.
- 1.7 Each incident of suspension or exclusion will be recorded in a standard format. This will give:
  - the name of the student
  - the class and year group
  - the type of exclusion/suspension
  - in the case of a suspension, the number of days for which the student will be suspended
  - the reasons for the suspension.

1.8 Each incident of suspension /exclusion will be notified to the Chair of the Governing Body.

## **2.0 PROCEDURES FOR FIXED-TERM SUSPENSIONS**

2.1 The **Executive** Head Teacher alone will normally decide if a student is to be suspended for a fixed period. The only exception will be when the Executive Head Teacher is absent from school when his/her power to suspend for a fixed period will be delegated to the appropriate Head of School or Assistant Head Teacher.

2.2 Each case will be determined on its merit and the particular circumstances will be carefully investigated and considered. The degree of severity of the offence, the frequency of occurrence and the likelihood of re-occurrence will be taken into account, as will the student's previous record.

2.3 If a student is to be suspended for the first time, the length of the fixed-term suspension will normally be 1-5 school days. Longer periods may be used for a more serious offence or for a reoccurrence of misbehaviour following an earlier fixed term suspension.

2.4 Fixed-term suspension may be used for a single occurrence of serious misconduct or for persistent misbehaviour at a lower level.

2.5 Fixed-term suspension will always be considered in the case of verbal abuse towards members of staff and in cases of serious and unprovoked violence towards fellow students or staff. It will also be considered in cases of the bringing of dangerous objects or illegal substances on to the school premises. Fixed-term suspension may also be used in cases of serious misbehaviour on the way to and from school and for leaving and arriving at the premises. The behaviour of a pupil outside school can be considered grounds for a suspension.

2.6 When the Executive Head Teacher has decided that there are adequate grounds for suspension of a student, the parents will be informed as soon as possible, by telephone if this is available. A letter will be sent to parents on the day of the suspension. This letter will set out:

- the reasons for the suspension
- the length of the suspension
- a suggested date on which parents may meet the Executive Head Teacher to discuss the suspension.
- their right to make representations to the Governing Body.

2.7 Information regarding the suspension will be shared with:

- The Chair of Governors
- The Education Welfare Service (through SIMS system)
- The allocated social worker if the child has one (CLA, Child Protection, Child in Need Social Worker lead)
- Inform Headteacher of Virtual School if the child is CLA

2.8 Representations to the Governing Body concerning fixed-term suspension will normally be made in the first instance to the Chair of Governors.

- 2.9 Before the student returns to school, the Executive Head Teacher/Head of School will normally meet with the parents to discuss the incident and future conduct. The Executive Head Teacher may decide to impose conditions on the return or to draw up a home-school contract concerning the student's future conduct.
- 2.10 Although it will normally not be necessary, the school reserves the right to use fixed-term suspension up to the maximum period allowed in current legislation. In the case of fixed term suspension exceeding the maximum period, the appropriate meeting of the Governors' Discipline Meeting will be called.
- 2.11 If the suspension is for 6 days or more the Executive Headteacher will;
- Plan full-time, offsite, educational provision from day 6 of the suspension.
  - Ensure that work is set and sent home for completion.
  - Notify parents of their responsibility to ensure that their child is not found in a public place during school hours.
  - Inform the LA of the details of the suspension and the provision made for the individual.
- 2.12 Students returning from a fixed-term suspension are required to attend a Reintegration Meeting, accompanied by a parent. This meeting will seek to establish practical ways in which further suspension can be avoided and behaviour modified to acceptable standards in partnership between student, parent and school.
- 2.13 Where a pupil has received multiple suspension or is approaching the legal limit of 45 school days of fixed-period suspension in an academic year, the executive head teacher should consider whether suspension is providing an effective sanction.

### **3.0 PERMANENT EXCLUSION**

- 3.1 The Executive Head Teacher alone may decide if a student is to be permanently excluded. If the Executive Head Teacher is temporarily absent from the school and an incident occurs in which the appropriate Head of School feels that permanent exclusion may be the appropriate response. The Head of School will contact the Executive Head Teacher to make the final decision.
- 3.2 Permanent exclusion is seen as a very serious matter and will only be used as a last resort. It is likely to be applied only after all other sanctions, including fixed-term suspension, have failed to produce the desired response in the student. It may, however, be an appropriate response to a single incident of extreme misconduct, for example, extreme violence towards a fellow student or an assault upon a member of staff.
- 3.3 The Executive Head will inform the parents of a permanent exclusion immediately by letter and, if possible, by telephone. The letter will give parents at least seven days notice of a hearing before the Governors' Discipline Committee to consider the exclusion. The letter will state:
- that the student has been permanently excluded
  - the reasons for the permanent exclusion

- details of previous disciplinary measures leading up to the permanent exclusion.
- the parents right to examine the student's record
- the purpose of the hearing
- that the parents and student should attend and that they may be accompanied by a friend
- that if they do not attend the Hearing it may proceed in their absence
- that if the Governors confirm the exclusion, the parents have a right of appeal to an Independent Appeals Committee.

3.4 A copy of this letter will be kept on school records

3.5 The Executive Head Teacher will make arrangements for a hearing before the Governors' Discipline Committee to take place within fifteen school days of the date of the exclusion. Normally, three members of the Discipline Committee will hear the case. No Governor who has any prior knowledge of the case will participate in the hearing.

3.6 The procedure followed at the hearing will be as informal as possible. It will normally follow the format set out below:

- a. The committee will meet jointly with the Executive Head Teacher and the parent and/or the student and any accompanying friends of the parents.
- b. The Governors will invite the Executive Head Teacher to give his/her reasons for recommending permanent exclusion.
- c. The parents will be invited to ask questions of the Executive Head Teacher.
- d. The parents will be given the opportunity to explain why they think permanent exclusion is inappropriate.
- e. The Executive Head Teacher will have an opportunity to ask questions of the parents.
- f. The Executive Head Teacher and the parents will be given an opportunity to sum up and to ask further questions of the Governors. The Governors may wish to ask further questions of either the Executive Head Teacher or the parents.
- g. The Executive Head Teacher and the parents and student will then withdraw from the meeting and allow the Governors to consider the case on their own.

The Governors will decide to either:

- a. Confirm the permanent exclusion
- b. To order the immediate reinstatement of the student.

3.7 The decision of the Governors' Discipline Committee will be communicated to the parents by letter on the same day. If the Governors have decided to confirm the permanent exclusion, the letter will inform parents of their right of appeal to an Independent Appeals Committee.

#### 4.0 **Legal Regulations**

4.1 The school reserves the right to change the details of this policy without formal notice to the governors in order to ensure that we are complying with changes in government legislation. The Chair of Governors will be informed in this case.

4.2 We will conform to the latest DFE guidelines and regulations and seek guidance from the Local Authority as necessary.

This policy will be reviewed every two years.