



Suspension and Permanent Exclusion Policy

Review Cycle: 2 years - Spring Term

Review By: Leadership Team, Behaviour, Attendance & Safeguarding
Sub-Committee

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Mission Statement

To enable all students to learn to their full potential in a calm and well-ordered environment.

Purpose of this policy

This policy is designed to briefly outline the academy approach to exclusions within the statutory framework as defined in the DFE document “*Suspension and Permanent Exclusion from schools including pupil movement*” July 2022

Good behaviour in schools is essential to ensure that all pupils benefit from the opportunities provided by education.

Principles

For the vast majority of pupils suspensions and permanent exclusions may not be necessary, as other strategies can manage behaviour. However, if approaches towards behaviour management have been exhausted, then suspensions and permanent exclusions will sometimes be necessary as a last resort.

1. Suspension and Permanent Exclusion is a sanction used by the academy only in cases deemed as serious breaches of the Academy Behaviour Policy. A student may be at risk of exclusion from the academy for:
 - Verbal or physical assault of a student or adult;
 - Persistent and repetitive disruption of lessons and other students’ learning;
 - Extreme misbehaviour which is deemed outside the remit of the normal range of sanctions;
 - Possession of drugs and/or weapons.
 - Inappropriate use of technology/social media
 - Bringing the name of the academy in to disrepute

This list offers some examples of where exclusion may be used as a sanction, it is not exhaustive and does not prohibit the Headteacher from using exclusions for behaviours which fall outside of this list.

2. A Suspension from the academy can only be authorised by the Headteacher or SLT acting on her behalf. If none are available to authorise the exclusion a decision should be deferred until the opportunity for authorisation is available. The student may be internally isolated until such time that a decision can be made.
- 3) In the case of a Permanent Exclusion, this can only be authorised by the Headteacher.
- 4) The academy seeks to reduce the number of incidents leading to exclusions by promoting a positive atmosphere of mutual respect and discipline within the academy.
- 5) The academy regularly monitors the number of Suspensions to ensure that no group of students is unfairly disadvantaged through their use and that any underlying needs of individuals are being fully met.

Notification of an exclusion

- 1) Parents will be notified as soon as possible of the decision to suspend a student and the reason for the suspension. This will be done on the day of the suspension being authorised

by either direct phone contact or a face-to-face meeting. A written confirmation of the reason(s) for the suspension will be sent to parents the same day. The student, where possible, will be presented with appropriate work to be completed during the suspension period. Additional work may be the work that the student would have completed had they not been suspended or additional work of an appropriate level.

2) In the case of a Permanent Exclusion, parents will be notified by the Headteacher in a face-to-face meeting or direct telephone contact.

3) A student who has been suspended / permanently excluded will have the reason for his/her exclusion explained to them by a member of staff so that they understand the nature of their misbehaviour.

4) The Chair of Governors and relevant academy staff will be notified of all suspensions the same day of the production of the suspension letter, they will receive a copy of this letter which will clearly outline the reasons for the suspension.

Students Returning from a Suspension

- 1) All students returning from a suspension are required to attend a re-admittance meeting, accompanied by a parent / carer. This meeting will be face to face at the school and the parent / carer must attend the meeting in person. If this does not happen on the day / time as requested in the suspension letter, then the student will not be re-admitted to the school. 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 academy.
- 2) In some incidents, on the return from a suspension students will be required to attend the Learning Support Unit within the academy so that a phased reintegration of the student can take place.
- 3) Students returning from a suspension will be placed on a report card to monitor their behaviour, unless the member of staff readmitting deems this unnecessary.
- 4) Students returning from a suspension will be required to complete any outstanding detentions or periods of isolation set prior to the exclusion.
- 5) For students who have had multiple suspensions and may be in danger of a permanent exclusion, the school has the right to advise that a managed move or off-site direction as a further behaviour management strategy to support the student and avoid a permanent exclusion.

Appeals

All correspondence regarding an exclusion from the academy will inform parents of their right to appeal to the Governing Body against the decision to exclude. This procedure is clearly set out in the statutory guidance.

The person who should be contacted to initiate an appeal is the Clerk to the Governors. This can be done in by emailing admin@alcesteracademy.org.uk marking the email FAO: Clerk to the Governors.

Relationship to other academy policies

The Suspension and Permanent Exclusion Policy should be read in tandem with the academy Behaviour and Discipline Policy as well as other relevant academy policies, particularly the Inclusion Policy, Special Educational Needs Policy and the Equality & Diversity Policy. It also has a close inter-relationship with the Drugs and Alcohol Policy, Anti-Bullying Policy and Attendance Policy.

Monitoring and Review

1) The impact of this policy will be reviewed by the Governors' Behaviour & Attendance Committee.

2) The Headteacher will provide the Committee with regular monitoring reports which will help it to evaluate the effectiveness of the policy and procedures.

3) The policy and procedures will be reviewed and amended in the light of such evaluation and in consultation with representatives of all key stakeholders.

Signed: _____ Chair of Governors

Signed: _____ Headteacher

Date: _____

(ratified by the Full Governing Body on 6th December 2022)