



**Sandhills Community Primary
School**

Suspension & Exclusion Policy

Reviewing Committee: LGB

Adopted by the Governing Body on

Signed Chair of Governing Body

Date:17th May 2023.....

Review Date: May 2025

Introduction

Sandhills Community Primary School

Suspension and Exclusion Policy

We have developed our present policy to ensure clarity and fairness, and to allow sensible decisions to be made in response to circumstances and individuals. Its main aim is to protect pupils and keep classroom disruption to a minimum.

Sandhills Community Primary School actively seeks to provide an environment where all members of the community are safe from harm. As such the school takes a robust approach to any individual that violates our behaviour or anti bullying policies.

This is a school where human rights are respected; as such the responsibility to maintain high levels of behaviour lies with all members of the school community. The school acknowledges its legal duties under the Equalities Act 2010 in relation to all protected groups including SEND and will always take their circumstances into account. As an inclusive school we seek to avoid suspending or excluding any student and especially students in receipt of the Pupil Premium Grant and members of other protected groups including SEND.

Policy Background

This policy is under continuous review by the Senior Leadership Team and the Governors of Sandhills Community Primary School. This policy has been written with reference to the DFE guidance on Suspension and permanent exclusion from maintained schools, academies and pupil referral units in England (Sept 2022).

The Head Teacher should make the decision to suspend. A Permanent Exclusion (PEX) decision lies with the Head Teacher.

A suspension or exclusion is a significant matter for students and for their parents and will only take place as a result of behaviour which represents a serious breach of our Behaviour Policy, which can be found on the school website.

Definitions

Suspension – when a pupil is removed from the school for a fixed period. This was previously referred to as a ‘fixed-term exclusion’.

Permanent exclusion – when a pupil is removed from the school permanently and taken off the school roll. This is sometimes referred to as an ‘exclusion’.

Off-site direction – when a governing board of a maintained school requires a pupil to attend another education setting temporarily, to improve their behaviour.

Parent – any person who has parental responsibility and any person who has care of the child.

Managed move – when a pupil is transferred to another school permanently. All parties, including parents and the admission authority for the new school, should consent before a managed move occurs.

Suspension – Suspensions can range from 1-5 days and from day 6 the school will provide alternative education.

Permanent Exclusion (PEX) – Permanent exclusion should only be used as a last resort, in response to a serious breach, or persistent breaches, of the school's behaviour policy. It is also used when allowing the student to remain in school would seriously harm the education or welfare of the student or others in the school.

The behaviour of students outside school can be considered as grounds for suspension or exclusion. This will be a matter of judgement for the Head Teacher in accordance with the school's published behaviour policy.

Examples of Behaviour which may lead to suspension:

- Persistent misbehaviour as detailed in the Behaviour Policy
- Fighting (severe or unprovoked)
- Persistent refusal to follow instructions
- Intentional damage to school property or equipment
- Bullying (repeated)
- Extreme and persistent disruption of learning
- Physical assault of adult or pupil

Repetition of such offences will result in longer suspension and may lead to permanent exclusion.

Serious incidents of misbehaviour may lead to immediate permanent exclusion. This could take the form of a one-off extremely serious incident or cumulative poor behaviour over time.

Procedures

- Incidents likely to lead to a suspension are reported to the Head Teacher. Written accounts giving details of the incident may be required, including witness statements.
- The Head Teacher makes the decision whether or not to suspend and for how long.
- If a student is to be suspended, a letter is written to parents and the student is informed. The parent/carer is phoned to inform them of the action taken. The letter includes the date and time of the readmission meeting.

- The class teacher will prepare a pack of work to be completed during the suspension if suspended for a period longer than 3 days.

Readmission Meetings

Readmission meetings are led by the Head Teacher, Deputy Headteacher or SENCo and may be attended by the relevant class teacher. The child and their parent/carer must attend.

When students are readmitted to school a reintegration programme is discussed in order to support the student. This may include:

- A daily report card
- Gradual reintegration to lessons using the nurture room for all/part of the day
- Referral to external support agencies
- A reduced timetable
- Restorative meetings between conflicting parties

Pupils are expected to participate fully in the readmission process in order to show that they have taken responsibility for their actions and show a commitment to improve. Should a pupil be unwilling to do this, the student may face a further suspension.

If a pupil is permanently excluded, a panel of the school's Governors will meet promptly to consider the decision to permanently exclude. This panel will examine the reasons for the decision and will look at appropriate evidence, such as the school's records, witness statement and the strategies used by the school to support the pupil prior to permanent exclusion, if applicable. The student and their parents/carers will be invited to the panel. If the panel does not decide to reinstate the permanently excluded pupil, the family has the right to appeal the decision, full details of which will be given to the pupil and their parents/carers.

Governors review exclusion data and consider this, the impact on pupils and any plans in place to reduce the number (if applicable).

Policy agreed: May 2023

Review date: May 2025