



SUSPENSION AND EXCLUSIONS POLICY

This policy has undergone an Equalities Impact Assessment in line with the requirements of the Public Sector Equality Duty

Committee:	Achievement
Policy Ratified:	June 2023
Review Date:	June 2026

Additional School Procedure	
Committee:	
Procedure Adopted:	
Review Date:	

Contents

1. Introduction.....	3
2. Application of policy	3
3. Types of exclusion	3
4. Roles and Responsibilities	3
5. CCTV, Witness Evidence and Pupil Views.....	5
6. Reintegration strategy meetings following suspension or off-site direction.....	5
7. Suspensions before a permanent exclusion.....	6
8. Directing off-site and managed moves	6
9. Independent review panels (IRPs).....	6
10. Reconsideration by the local governing body.....	6
11. Complaints.....	7
12. Equality impact.....	7
13. Monitoring arrangements.....	7
14. Reviewing the use of Suspensions and Exclusions.....	7

1. Introduction

- 1.1 Coastal Learning Partnership's suspension and exclusion policy aims to set out the process that will be followed and the additional considerations around suspensions and exclusions that schools will apply.
- 1.2 Where the approaches towards behaviour management have been exhausted, then suspensions and permanent exclusions will sometimes be necessary as a last resort. This is to ensure that other pupils and teaching staff are protected from disruption and can learn in safe, calm, and supportive environments.
- 1.3 Partnership schools will always have regard to the Statutory Guidance on Suspensions and Exclusions (July 2022) when making decisions on suspensions and exclusions and will follow the law, as set out in the relevant School Discipline (Pupil Exclusions and Reviews) (England) Regulation 2012 (as amended).
- 1.4 This policy should be read in conjunction with the Positive Behaviour and Relationships policy and the SEND policy as well as schools' local behaviour policies

2. Application of policy

- 2.1 This policy applies to all Partnership schools. Each school within the Trust will apply suspensions and exclusions in accordance with this policy.

3. Types of exclusion

Suspensions and permanent exclusions are different:

- 3.1 Suspensions (previously called fixed-term exclusions) are where a pupil is prevented from attending the school for a fixed period. At the end of the period, they are expected to return to school following a reintegration meeting. A pupil may receive a maximum 45 days of suspension in an academic year before being permanently excluded.
- 3.2 Permanent exclusions are where, subject to a decision of the local governing body to reinstate the pupil to the school, the pupil is prevented from attending the school again. A decision to permanently exclude will only be taken in response to a serious breach or persistent breaches of the school's behaviour policy; and where allowing the pupil to remain in school would seriously harm the education or welfare of the pupil or others such as staff or pupils in the school.

4. Roles and Responsibilities

4.1 The Trust Board

The Trust Board is responsible for agreeing the policy on a triennial basis, or sooner if required. The Trust Board will monitor the impact of the policy on an annual basis. The Trust Board delegates the functions of 'the governing board' to the local governing body of each school.

4.2 The Local Governing Body

The local governing body is responsible for forming a 'Pupil Exclusions Appeals Committee' to review exclusions and suspensions when it is required to do so, it is requested by parents, or it is, in its view, prudent to review an individual decision. In each case, the decision of the relevant

committee formed by the governing body will be to decide whether to uphold the exclusion or suspension, or instead to reinstate the pupil to the school.

4.3 The Headteacher

All decisions to suspend or permanently exclude a pupil will be taken by the headteacher after considering all the circumstances. Every decision made will be proportionate to the seriousness of the behaviour with reference to the Partnership's behaviour policy.

The headteacher will make arrangements to inform the Head of Learning and Achievement when a pupil has been suspended at the earliest possible opportunity. Headteachers are encouraged, wherever possible, to discuss potential suspensions prior to making the decision to suspend, especially in more complex circumstances. The decision to permanently exclude must be done in consultation with the CEO or Head of Learning and Achievement.

Before taking a decision to suspend or exclude and where appropriate, the headteacher will take the pupil's views into account, considering these in light of their age and understanding, and inform the pupil about how their views have been factored into any decision made.

Where relevant, the pupil will be given support to express their view, including through advocates such as parents or, if the pupil has one, a social worker. The headteacher will also take account of any contributing factors identified after an incident of misbehaviour has occurred.

Following the decision to suspend, the headteacher (or delegated member of staff) will undertake a review of the circumstances that resulted in the suspension and, where appropriate, make arrangements to minimise the chance of a repetition.

4.4 The Headteacher must:

- ensure interventions are put in place for pupils at risk of suspension and permanent exclusion
- determine and review directions to alternative provision and that such placements are reviewed at sufficient intervals to assure that the education is achieving its objectives and that pupils are benefiting from it
- ensure full-time educational provision for pupils of compulsory school age from the sixth consecutive school day of a suspension, in particular checking the provision is suitable and quality-assured to ensure that:
 - any previous placements have been evaluated, including support for any applicable SEND;
 - there is a process in place to monitor the pupil's attendance and behaviour at the provision
 - the correct attendance code is being used
 - the pupil's child protection file and any other information relevant to the pupil's safeguarding and welfare has been securely transferred to their new setting as early as possible
- report to the LGB whether there is any variation within the year on suspensions and permanent exclusions and the characteristics of pupils
- consider the cost implications of directing children to be educated off-site in alternative provision and whether there are any patterns to the reasons or timing of moves
- ensure the school register and absence codes have been recorded correctly
- check how the behaviour policy is applied and specifically its consistency
- determine the circumstances in which pupils receive repeat suspensions

4.5 Parents

Parents will be informed without delay of any suspension or exclusion and there is an ability to make representations in regard to any suspension or exclusion decision. Details will be provided on the rights parents have with every letter that is sent from the headteacher.

4.6 Pupils

All pupils are expected to follow school expectations regarding their behaviour to ensure that all pupils can learn and participate in school life effectively. Where those expectations are breached, the behaviour policy will apply.

5. CCTV, Witness Evidence and Pupil Views

5.1 Some Partnership schools use CCTV. This is to provide a safe and secure environment for pupils, staff and visitors and to act as a deterrent to anti-social behaviour outside of school hours. If behavioural incidents are recorded on CCTV, the footage may be viewed as part of the investigation and the content considered before imposing a sanction. If CCTV is relied upon for a decision on a suspension or exclusion, then it will be shown in some format (redacted as necessary) at any governor review meeting. Please see the Partnership's CCTV policy and privacy notices for more information.

5.2 Where witness evidence is relied upon, whether that be from a pupil or a staff member, the statement(s) will be provided at any governor review meeting. All statements will be signed and dated unless the headteacher has good reason to protect the anonymity of the relevant witness. Reasons may include threats of reprisals.

6. Reintegration strategy meetings following suspension or off-site direction

6.1 Where a pupil is suspended or is directed to be educated off-site, upon return to the school both the pupil and parents will be invited to a reintegration strategy meeting. The purpose of the meeting is to:

- offer the pupil a fresh start,
- help them understand the impact of their behaviour on themselves and others,
- teach them how to meet the high expectations of behaviour in line with the school culture,
- foster a renewed sense of belonging within the school community; and
- build engagement with learning

In order to reduce the risk of further suspensions, school staff will work with the pupil to understand what led to the behaviour and to establish if any changes can be made or further support implemented from a pastoral or practical perspective that might reduce the chance of repeat behaviours. Previous behaviour is not seen as an obstacle to future success.

6.2 Schools might use various measures to support a pupil's successful reintegration including but not limited to:

- daily contact with a designated pastoral professional in-school;
- use of a report card with personalised targets leading to personalised rewards;
- ensuring the pupil receives academic support upon return to catch up on any lost progress;
- planned pastoral interventions;
- mentoring by a trusted adult or a local mentoring charity;
- regular reviews with the pupil and parents to praise progress being made and raise and address any concerns at an early stage, and

➤ informing the pupil, parents and staff of potential external support.

6.3 Whilst reintegration meetings are required, pupils will not be prevented from being admitted to the School or being put in mainstream classes because a meeting has not taken place in their presence.

7. Suspensions before a permanent exclusion

7.1 In exceptional circumstances, pupils may receive a suspension prior to a permanent exclusion. For each decision, the headteacher will send the relevant letter setting out the rights of parents. A suspension cannot be converted into a permanent exclusion and so any subsequent permanent exclusion would be a fresh decision due to commence immediately after the suspension had ended. Exceptional circumstances may include where further evidence has come to light or where the incident was serious and time is required to fully investigate the circumstances and consider alternatives.

8. Directing off-site and managed moves

8.1 Before taking any decision to permanently exclude a pupil, the headteacher will consider whether a direction to attend alternative provision and/or a managed move as part of a planned intervention would be a reasonable alternative.

8.2 In the case of directing a pupil off-site to alternative provision, the aim of any direction is for it to be used as a short-term measure as part of the school's behaviour management strategy to improve a pupil's behaviour where in-school interventions and/or outreach have been unsuccessful or are deemed inappropriate. While parental consent is not needed, discussions would take place with parents to feed in their views about the options.

8.3 For a managed move to take place there needs to be agreement between the school, the parents and the new school that a managed move should occur. Before a managed move is agreed to, the pupil will attend the new school for a trial period to ensure that the new school would be suitable for them. Relevant information will be shared with the new school and a check that the new school has an integration strategy will be undertaken. At the end of this period, the relevant parties (including the parents) will review the placement before a decision is taken about whether the move becomes permanent.

9. Independent review panels (IRPs)

9.1 Requests for an IRP where a permanent exclusion has been upheld should be made to the clerk the local governing body and copied to clerk to the Trust Board within 15 school days.

9.2 Further details on the role and powers of IRPs can be found in Part Ten of the Statutory Guidance on Exclusions.

10. Reconsideration by the local governing body

Where an IRP either recommends reconsideration or quashes the initial decision of the local governing body, the decision will be considered within 10 school days. This may involve a rehearing with oral evidence given by the school and parents or may be a reconsideration with only the local governing body and the clerk present. The Trust Board can ask for an observer to attend any reconsideration.

11. Complaints

If parents have any concerns or complaints over the application or implementation of this policy or feels that they are being pressured into a managed move, they should raise their concerns in accordance with the Partnership's complaints policy. If the concern relates to an exclusion, the statutory procedure set out in the exclusions statutory guidance will be followed.

12 Equality impact

Coastal Learning Partnership does all it can to ensure that its policies do not discriminate against pupils or others, either directly or indirectly, in line with any Equality Act 2010 protected characteristics. This includes race, religion, disability, sexual orientation, and sex.

13 Monitoring arrangements

The Trust Board review data on suspensions and exclusions.

The local governing body provide challenge to ensure that the use of suspensions and exclusions is appropriate.

14. Reviewing the use of Suspensions and Exclusions

Where schools use repeat suspensions, or have a number of pupils receiving single suspensions, this may result in a review being directed by the Head of Learning and Achievement. The purpose of the review will be to identify what is working well and any areas or factors that might benefit from additional consideration.