



Suspension and Permanent Exclusion Policy

Completed by: Lorna Rourke

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Review Date: February 2026

Purpose of this Policy

It is the policy of Elveden Schools Trust to try to deal with all behavioural issues in line with our core values of Strength, Openness, Inclusion, Integrity and Opportunity. We do this in a positive way, employing a wide range of strategies, including those specifically designed to avoid such issues reaching the point of exclusion (See Behaviour and Relationships Policy). We believe in inclusivity and look to the guidance of 'Valuing all God's Children' in everything we do. All children at Elveden Schools Trust are treated with dignity and respect at all times.

This policy is designed to briefly outline the school's approach to exclusions within the statutory framework as defined in The School Discipline (Pupil Exclusions and Reviews) (England) Regulations 2012. It outlines only where the school applies its own additional guidance and policies, which complement and reinforce the statutory guidance:

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1101498/Suspension_and_Permanent_Exclusion_from_maintained_schools_academies_and_pupil_referral_units_in_England_including_pupil_movement.pdf for purposes of clarity in the day-to-day operation of the school.

Headteacher refers also to Head of School where that position applies in our schools.

Principles

1) Suspension is a sanction used by the school only in cases deemed as serious breaches of the School Behaviour Policy. A student may be at risk of suspension from school for:

- Physical assault against a pupil
- Physical assault against an adult
- Verbal abuse or threatening behaviour against a pupil
- Verbal abuse or threatening behaviour against an adult
- Use, or threat of use, of an offensive weapon or prohibited item that has been prohibited by a school's behaviour policy
- Bullying
- Racist abuse
- Abuse against sexual orientation or gender identity.
- Abuse relating to disability
- Continuous disruption to learning
- Intentional damage to school property

2) A fixed term suspension from the school can only be authorised by the Head Teacher or the Deputy Headteacher **acting on their behalf**. In **exceptional circumstances**, in the absence of the Headteacher or Deputy, the most senior teacher on-site is authorised to give a fixed term suspension after discussions with the Headteacher and this would be confirmed by email, the same day, through the head. If none are available to authorise the exclusion a decision should be deferred until the opportunity for authorisation is available.

- 3) In the case of a Permanent Exclusion, this can only be authorised by the Head Teacher and must only be done after consulting the Chair of Governors of the intention to impose this sanction, although the final decision rests with the Head teacher of the school.
- 4) The school seeks to reduce the number of incidents leading to suspensions by promoting a positive atmosphere of mutual respect and discipline within the school.
- 5) The school regularly monitors the number of Fixed Term 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 Suspension

- 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.
- 2) The school must also notify the Chair of Governors of all suspensions and exclusions in writing on the same day. All suspensions and exclusions are recorded on the schools CPOMS/Arbor system.
- 3) In the case of a Permanent Exclusion, parents will be notified by the Head teacher in a face-to-face meeting. This can follow a 'in the first instance' fixed term suspension however a fixed term suspension cannot be converted to a permanent exclusion. The suspension would need to run its course first.
- 4) A student who has been suspended will have the reason for his/her suspension explained to them by a member of staff so that they understand the nature of their misbehaviour. Work must be provided for a child to complete during this suspension and this must be returned at the reintegration meeting.
- 5) All 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.
- 6) The school will work to put in place a programme for the pupil on his/her return. This will include input from staff at the school, parents if appropriate, and any other appropriate bodies e.g. SES, ELSA, Family Support Practitioner, Attendance Service or the Local Authority. Should it be decided for whatever reason that the matter needs to be put in the hands of another agency e.g. the incident leads to the discovery that there is a safeguarding issue, the school will continue to monitor the situation and work closely with that agency. It is hoped that in most cases following suspension, the child will be able to return to school and that further input will promote in him/her a more positive attitude and a subsequent improvement in behaviour.
- 7) Occasionally, the school may suggest a temporary reduced timetable to reduce the likelihood of another Fixed Term suspension. The decision to do this can only be taken by the Head Teacher and it must be in agreement with parents. There must be a clear staged plan to return to a full time timetable as soon as possible. Clear steps that state the criteria for success and the increased times will be clearly stated. These are signed each day by a member of SLT and shared with the parent so they are kept fully informed of the

progress their child is making.

Permanent Exclusions

The school will usually only permanently exclude a child as a last resort, after trying to improve the child's behaviour through other means. However, there are exceptional circumstances in which a head teacher may decide to permanently exclude a pupil because of ongoing issues or even for a 'one-off' incident.

If their child has been permanently excluded, parents will be made aware that:

- the school's governing body is required to review the Head teacher's decision and they may meet with them to explain the parents/carers views on the exclusion
- if the governing body confirms the exclusion, they can appeal to an independent appeal panel organised by the local authority
- the school must explain in a letter how to lodge an appeal
- the local authority must provide full-time education from the sixth day of a permanent exclusion

- if a pupil has a social worker, or if a pupil is looked-after, the headteacher must also without delay after their decision, notify the social worker and/or VSH, as applicable.
- When the Headteacher suspends or permanently excludes a pupil, the school must also notify the local authority, without delay. Legislative changes mean that this must be done regardless of the length of a suspension.

Appeals

All correspondence regarding an exclusion from the school will inform parents of their right to appeal to the Academy Committee 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 Chair of the Academy Committee of the school (Contact details are on the school website)

Relationship to other school policies

The Suspension and Permanent Exclusion Policy should be read in conjunction with the school's Behaviour and Relationships Policy as well as other relevant school policies, particularly the Special Educational Needs Policy (Including Children who are Looked After) and the Equality Plan. It also has a close inter-relationship with the Attendance Policy.

Policy Consultation & Review

- 1) The impact of this policy will be reviewed by the governors' Standards Committee
- 2) The Head teacher 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.

This policy is available on our school website and is available on request from the school office. We also inform parents and carers about this policy when children join our school.

This policy will be reviewed in full by the Trust Board on an annual basis. This policy was last reviewed and agreed by the Governing Bodies in February 2025 and is due for review in February 2026

Signature: *L. Rourke*

Head teacher

Date: Feb 2025

Signature: *L. Proudlock*

Chair of Governors

Date: Feb 2025