



## SUSPENSIONS and EXCLUSIONS POLICY

### Statement

As a Church of England School, we are committed to offering quality education within a Christian context. The values and attitudes that are seen within the life of the school are grounded on the life and teachings of Jesus Christ. We strive to provide every opportunity for our pupils to flourish to grow in body, mind and spirit and experience 'life in all its fullness.' We understand this to mean growing in independence, resilience and reflection, focused on being the best they can be in the classroom and beyond.

We want all pupils to leave Crompton House as confident young adults who embody our three core values:

- **To love God:** seeking to please God and bring God glory through the way we care for God's creation,
- **To care for others:** appreciating the importance and uniqueness of every individual as made in God's image.
- **To achieve excellence:** striving through work, relationships with others and through choices and actions, to be the best we can and live life in all its fullness.

Within this context, the Governors of Crompton House School have stated that they consider that the use of the Headteacher's power to exclude from school can be essential for the purposes of establishing and maintaining good order and discipline. They believe that its use should be reasonable and proportionate. Within these limited powers, they support the Headteacher in using his/her discretion in the exercise of these powers. However, as a Church school, we also recognise the importance of forgiveness, reconciliation, and a fresh start, therefore, we strive to reduce the need to use exclusion as a sanction.

### Purpose

This policy and procedure document is intended to give a clear indication to staff, parents and pupils the kinds of circumstances within which the Headteacher will use his/her powers to exclude and the procedures that will be followed in exercising them. Governors will rely on this in reviewing the actions of the Headteacher in excluding pupils. The policy is based upon and should be read in conjunction with, *Suspension and Permanent Exclusion from maintained schools, academies and pupil referral units in England, including pupil movement Guidance for maintained schools, academies, and pupil referral units in England – September 2023*

Whilst always having regard to the circumstances of a particular case the Headteacher will be likely to use suspensions or exclusion in the following kinds of cases. This can include but is not limited to:

- 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 reassignment
- Abuse relating to disability
- Serious or persistent breaches of the school's behaviour policy
- Using or distributing drugs or alcohol.



This policy should be read in conjunction with the following policies, Anti-Bullying, Behaviour, SEND, 'Confiscation, Search & Screening' and Safeguarding

## **Permanent Exclusion**

A permanent exclusion means that the student is removed from the school's register. Only the headteacher, (or, in their absence, the Head of School or teacher in charge) can suspend or exclude a student. The decision to permanently exclude will be taken as a last resort. The decision to permanent exclude a student will only be taken in response to a serious breach or persistent breaches of the school's behaviour policy and were allowing the student to remain in school would seriously harm the education or welfare of others. (from DfE guidance). A pupil's behaviour outside school can be considered grounds for a suspension or a permanent exclusion.

In determining whether to impose an exclusion on a student, the headteacher will:

- evaluate all pertinent facts and evidence, including any possible provocation leading to the incident(s) warranting exclusion.
- Provide the student with an opportunity to present their perspective on the situation.
- Consider whether the student has special educational needs (SEN).

When establishing facts, the headteacher must apply the civil standard of proof: 'on the balance of probabilities' it is more likely than not that a fact is true, rather than the criminal standard of 'beyond reasonable doubt'.

## **Responsibilities**

The headteacher is responsible for providing written notification to the parents of any student who has been suspended or excluded without delay. This notification must include:

- the reason(s) for the suspension or permanent exclusion.
- the period of a suspension or, for a permanent exclusion, the fact that it is permanent;
- parents' right to make representations about the suspension or permanent exclusion to the governing board and how to do this;
- parents' (or an excluded pupil if they are 18 years or older) right to make a request to hold the meeting via the use of remote access and how and to whom to make this.
- how any representations should be made; and
- where there is a legal requirement for the governing board to consider the suspension or permanent exclusion, that parents or an excluded pupil (if they are 18 years or older) have a right to attend a meeting, to be represented at that meeting (at their own expense) and to bring a friend.

If alternative provision is being arranged, the following information will be included when notifying parents of a suspension:

- The start date for any provision of full-time education that has been arranged.
- The start and finish times of any such provision, including the times for morning and afternoon
- sessions, where relevant.
- The address at which the provision will take place.
- Any information required by the student to identify the person they should report to on the first day.
- Where this information on alternative provision is not reasonably ascertainable by the end of the afternoon session, it may be provided in a subsequent notice, but it will be provided no later than 48 hours before the provision is due to start. The only exception to this is where alternative provision is to be provided before the sixth day of an exclusion, in which case the information can be provided with less than 48 hours' notice with parents' consent.



Additionally, parents must be informed of any legal requirements regarding their child's absence from public places during school hours for the first five days of suspension, or until the start of any alternative provision. If the student has a social worker or is under the care of the Local Authority, they will also be notified.

The headteacher will immediately notify the Local Authority (LA) without delay regardless of the length of suspension. For a permanent exclusion, if the student lives outside the LA in which the school is located, the headteacher will also immediately inform the student's 'home authority' of the exclusion and the reason(s) for it without delay. For all other suspensions the headteacher will notify the Local Governing Committee and LA once a term.

A student's name will be removed from the school admissions register if 15 school days have passed since the parents were notified of the exclusion Sub-Committee's decision to not reinstate the student and no application has been made for an independent review panel, or the parents have stated in writing that they will not be applying for an independent review panel. Where an application for an independent review has been made, the Local Governing Committee will wait until that review has concluded before removing a student's name from the register. Where alternative provision has been made for an excluded student and they attend it, code B (education off-site) or code D (dual registration) will be used on the attendance register. Where excluded students are not attending alternative provision, code E (absent) will be used.

## **Work for Excluded Pupils**

Excluded pupils will be provided with work to do at home, where possible, in line with that which other students will be taught in lesson. Work will also be made available electronically.

## **Full-time Education**

The Headteacher will make provision for the full-time education of pupils from the 6<sup>th</sup> day of a suspension.

## **Governors' Discipline Committee**

The Discipline committee will be convened in accordance with current regulations by the Clerk to the Governors. Face to face meetings will always be encouraged; remote access will be offered only if a face-to-face meeting is not possible. The meeting will be clerked and advised by the Clerk to Governors or a person with experience in clerking such meetings. The Clerk will ensure that all members of the Committee are reminded of the legal framework for their hearing. The conduct of the meeting will be in the hands of the Chair of the Committee. In accordance with the rule of natural justice and having regard to any guidance issued by the Secretary of State. It will follow the statutory guidance as laid down in sections 6 of the guidance- *Exclusion from maintained schools, Academies & pupil referral units in England- A guide for those with legal responsibilities in relation to exclusion. 2017*  
[www.education.gov.uk](http://www.education.gov.uk).

The decision will be taken by the Governors meeting alone with their Clerk after all parties have had the opportunity to state their case and respond to the point put by other parties.

## **Cancelling Exclusions**

The headteacher can cancel any exclusion that has already begun (or one that has not yet begun), but this can only happen when the governing board has not yet met to consider whether the pupil should be reinstated. Where an exclusion is cancelled, the headteacher must notify the parents, the governing board, the LA and the pupil's social worker and VSH as



applicable, without delay. The notification must also provide the reason for the cancellation. Any days out of school before a cancelled suspension or exclusion will count towards the maximum of 45 days that a student can be suspended in any school year. A permanent exclusion can not be cancelled if a student has already been suspended for more than 45 days in a school year. Where a suspension is cancelled, the student and parents will be offered the same support and reintegration to school, on their return.

### **Independent review panels:**

The role of the independent review panel is to review the governing board's decision not to reinstate a permanently excluded pupil. In reviewing the decision, the panel must consider the interests and circumstances of the permanently excluded pupil, including the circumstances in which the pupil was permanently excluded, and have regard to the interests of other pupils and people working at the school. Applications must be made for an independent review within 15 school days. If parents apply for an independent review, the school will arrange for a panel to review the decision of the sub-committee. These members must have had appropriate training, and an SEN expert may also be appointed.

The outcomes of an independent review panel can be:

- uphold the governing board's decision not to reinstate.
- recommend that the governing board reconsiders reinstatement; or
- quash the governing board's decision and direct that the governing board reconsiders reinstatement.

Note: An independent review panel does not have the power to direct a governing body to reinstate an excluded pupil.

### **Reintegration**

Pupils returning to school after exclusion will be subject to a reintegration procedure organised by the Head of Year or Head of Key Stage. This would normally involve the parents and a member of the leadership team along with the head of year. The parent and pupil will be invited to a "Return to School" meeting to discuss this reintegration. During this meeting, the following support measures may be considered:

- Agreeing a behaviour contract
- Pastoral Support Plan
- Issuing a Head of Year report
- Internal isolation or Pupil Support Unit
- Restorative conversations
- Timetable adaptations

Signed (Chair).....J Swift .....

Print Name .....Jonathan Swift.....

Date of next review.....

# CROMPTON HOUSE CHURCH OF ENGLAND SCHOOL



## Appendix 1:

### READMISSION FOLLOWING SUSPENSION

Date and time of meeting \_\_\_\_\_

Student \_\_\_\_\_ Tutor Group \_\_\_\_\_

#### Present at meeting:

#### AGENDA

1. LG or HOY to explain reason for suspension to student and parents

Please note and comments which any parent/student wishes to make. Does student accept responsibility and apologise?

2. Discuss reintegration of student

a) Support/monitoring needed:

b) Targets agreed:

c) Arrangements for review and further contact with parents:

Signed:

Student \_\_\_\_\_

Parent/Carer \_\_\_\_\_

Staff \_\_\_\_\_

c.c Student  
Parent(s)/Carer(s)  
HOY (Student File)  
Exclusion File (BC)  
Staffroom notices (HoY)