



Tudhoe Colliery Primary School

Policy and Guidelines for Suspension and Permanent Exclusion of Pupils

The guidance will be used 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 2022.

Background

This policy deals with the policy and practice which informs the School's use of suspension and permanent exclusion. It is underpinned by the shared commitment of all members of the school community to achieve two important aims:

1. The first is to ensure the safety and well-being of all members of the school community, and to maintain an appropriate education environment in which all can learn and succeed;
2. The second is to realise the aim of reducing the need to use suspension as a sanction.

Introduction

The decision to suspend and/or to permanently exclude a pupil will be taken in the following circumstances:

- (a) In response to a serious breach of the school's Behaviour Policy
- (b) If allowing the pupil to remain in school would seriously harm the education or welfare of other persons or the pupil him/herself in the school.

Suspension is an extreme sanction and is only administered by the Headteacher. Suspension or permanent exclusion may be used for any of the following, all of which constitute examples of unacceptable conduct, and are infringements of the school's Behaviour Policy:

- Verbal abuse to staff and others
- Verbal abuse to pupils
- Physical abuse to/attack on staff
- Physical abuse to/attack on pupils
- Indecent behaviour
- Damage to property
- Misuse of illegal drugs
- Misuse of other substances
- Theft

- Serious actual or threatened violence against another pupil or a member of staff
- Sexual abuse or assault
- Supplying an illegal drug
- Carrying an offensive weapon
- Arson
- Unacceptable behaviour which has previously been reported and for which school sanctions and other interventions have not been successful in modifying the pupil's behaviour.

This is not an exhaustive list and there may be other situations where the Headteacher makes the judgement that suspension/permanent exclusion is an appropriate sanction.

At times the Headteacher will decide not to use the extreme sanction of a suspension or permanent exclusion but will decide that a Pastoral Support Plan, including mentoring, should be drawn up to try to avoid the sanction of an suspension in the future. This might be accompanied by an internal suspension/isolation.

Suspension procedure

Suspensions are of a fixed term nature and are of short duration (usually between one and three days). However, in case of repeated, or serious breaches of school's behaviour policy, suspension can be for longer periods of time.

The DfE regulations allow the Headteacher to suspend a pupil for one or more fixed periods not exceeding a total of 45 school days in any one school year.

The Governors have established arrangements to review promptly all permanent exclusions from the school and all suspensions that would lead to a pupil being suspended for more than 15 days in a school term or missing a public examination.

The Governors have established arrangements to review suspension which would lead to a pupil being suspended for more than five days but not more than 15 days in a school term where a parent has expressed a wish to make representations about the situation.

Following the decision being made to suspend a pupil, parents are contacted immediately where possible. A letter will be sent by post giving details of the suspension and the date the suspension ends. Parents have a right to make representations to the Governing Body and the Local Authority as directed in the letter.

A return to school meeting will be held following the expiry of suspension and this will involve a member of the Senior Management Team and other staff where appropriate. During this meeting step will be agreed to hopefully prevent future suspensions.

During the course of a suspension where the pupil is to be at home, parents are advised that the pupil is not allowed on the school premises, and that daytime supervision is their responsibility as parents/guardians.

Records relating to suspension will be stored confidentially on CPOMS.

Permanent Exclusion

The decision to exclude a pupil permanently is a serious one. There are two main types of situations in which permanent exclusion may be considered:

1. The first is a final, formal step in a concerted process for dealing with disciplinary offences following the use of a wide range of other strategies, which have been used without success. It is an acknowledgement that all available strategies have been exhausted and is used as a last resort. This would include persistent and defiant misbehaviour including disruption to the learning of others, bullying (which could include racist or homophobic bullying) or violence.

2. The second is where there are exceptional circumstances, and it is not appropriate to implement other strategies and where it could be appropriate to permanently exclude a pupil for a first or "one off" offence. These might include:

- Serious actual or threatened violence against another pupil or a member of staff
- Sexual abuse or assault
- Supplying an illegal drug
- Carrying an Offensive Weapon (Offensive weapons are defined in the Prevention of Crime Act 1993 as "any article made or adapted for causing injury to the person; or intended by the person having it with him for such use by him".
- Arson
- Behaviour which poses a significant risk to the child's own safety.

The school will involve the police for any relevant offences. These instances are not exhaustive but indicate the severity of such offences and the fact that such behaviour seriously affects the discipline and well-being of the school.

General factors the school considers before making a decision to suspend or permanently exclude

Suspension will not be imposed instantly unless there is an immediate threat to the safety of others in the school or the pupil concerned. Before deciding whether to suspend a pupil or permanently exclude the Headteacher will:

- Ensure appropriate investigations have been carried out, which includes allowing the pupil to give her/his version of events.
- Explore the wider context, taking into consideration how much the incident may have been provoked (for example by bullying or by racial or sexual harassment).
- Consider all the evidence available to support the allegations taking into account the Behaviour Policy, Equal Opportunity and Equality Policies
- Explore the possibility of a managed move to another local school.

If the Headteacher is satisfied that on the balance of probabilities the pupil did what he/she is alleged to have done, then exclusion will be the outcome.

Persons Responsible:	
Lead member of staff	Jim Smith
Lead governor	Kelly Taylor