

Suspension and Exclusion Policy

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Issue Number:	009	Approver:	Nicola Kelly
Issue Date:	01/09/2025	Service Type:	All Education Services
Next Review Date:	01/08/2026	RADAR Location:	Education - Universal

Print & Keep on File:	Required <input type="checkbox"/>	Not required <input type="checkbox"/>
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Please read this document in conjunction with any specific localised procedures as directed by the head teacher.

1. Supporting Documents

This policy must be read in conjunction with:

- GDPR and Data Protection Policy
- Positive Behaviour Policy
- Counter Bullying Policy
- Education (Pupil Registration) (England) Regulations 2006(updated 2016)
- Department for Education - 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 (May 2023)
- Department for Education - Behaviour in Schools - Advice for Head teachers and school staff (July 2022)
- Crown Prosecution Service - Guidance on offensive weapons - <https://www.cps.gov.uk/legal-guidance/offensive-weapons-knives-bladed-and-pointed-articles>

2. Introduction

Embleton View provide specialist education to pupils who in all likelihood display challenging behaviours that have resulted in suspension or permanent exclusion from a previous school. Embleton View are committed to supporting our pupils to improve their behaviours to avoid suspension or exclusion now and in the future. Embleton View regards the suspension as an integral element of its management of behaviour, being clear that certain behaviours are unacceptable. However, the decision taken to suspend will not be made lightly as we are aware this is removing the pupil from their classroom and access to teaching staff.

While all staff are provided with required training and have access to a range of support, each member of staff has the right to contact the Police if they have been subjected to violence or aggression. Such decisions are difficult, and staff members will be given support from the Head Teacher in whatever they decide to do.

3. Aims

- For all pupils and staff to be safe in school.
- For all pupils to be helped to manage their behaviour.

4. Scope

A suspension will only be considered for serious or gross behavioural misconduct, including:

- Intentional physical aggression towards another pupil, staff member or visitor,
- Repeated high risk behaviours where other strategies are not effectively reducing the risk (this is solely with a view to allow time for effective risk reduction measures to be planned and will be for the shortest time possible).
- Being in possession of, or under the influence, of illegal substances (including alcohol/legal highs/non prescribed prescription drugs).
- Being in possession of an offensive weapon that is made or adapted for the use of causing injury to people.
- Use, or threat of use, of an offensive weapon with the intent of using it to cause harm to others.
- Intentional damage to the school's premises or property, including arson.
- Suspected criminal activity such as theft.
- Repeated serious misuse of I.T.

5. Decision to suspend

- 5.1 The incident needs to be thoroughly investigated including giving the pupil accused of committing the offence a chance to respond.
- 5.2 This incident must be recorded on RADAR, CPOMS or ARBOR as appropriate.
- 5.3 All instances will be discussed with a member of the senior management team, normally the Regional Manager prior to enforcement.
- 5.4 It will be for the Head Teacher to authorise an exclusion and determine the length of the suspension based on facts relating to the specific case. Suspensions will normally be for a period of 1 to 3 days only; usually one day for the first occasion and subsequent exclusions being for a longer term.

6. Communication with Parents/Carers

- 6.1 Embleton View will always attempt to contact parents/carers to inform them verbally by telephone on the day of the incident and the exclusion will be confirmed in writing. This letter must include:
 - The reason(s) for the suspension.
 - The period of a suspension.

- Parents' right to make representations about the suspension to the governing board and how the pupil may be involved in this.
- How any representations should be made.
- Where there is a legal requirement for the governing board to consider the suspension, that parents have a right to attend a meeting, to be represented at that meeting (at their own expense) and to bring a companion.

Work must be sent out to the home for the pupil to complete while suspended from Embleton View.

If the suspension is for more than one day arrangements need to be made for the marking of the work.

The pupil will be marked on the register as suspended (E code).

It is expected that the parents/carers or legal guardians will accompany the pupil to school on the first day back after the suspension for a re-admission meeting with the Head Teacher or his/her representative. The incident should be discussed and plans for the future outlined.

A copy of the suspension letter and all subsequent communications must be kept on the pupils record within ARBOR. In some cases, such as where there are safeguarding concerns, a copy of the communication will also be added to the pupils record on CPOMS, in line with the safeguarding policy.

7. Parents/Carers Responsibilities During Suspension

During the period of the suspension the pupil should not be unsupervised in a public place during school hours.

The pupil should be encouraged to complete the work allocated.

Parents/Carers should support the pupil and Embleton View by attending the re-admission meeting.

8. Permanent Exclusion

In line with the values of Keys Group Embleton View do not permanently exclude pupils. However, where it is deemed the placement at Embleton View no longer meets the needs of the pupil this will be discussed with the local authority and an individualised learning programme will be developed to include local secondary providers or alternatives, for which there may be additional fees to maintain the school placement.

9. Challenging suspension

The suspension letter must set out the process for appealing a suspension in more detail

Parents/carers can ask the school's governing body to overturn the suspension if either:

- The pupil has been suspended for more than 5 days.
- The suspension means that the pupil will miss a public exam or national curriculum test.

If the suspension is for 5 days or fewer, parents/carers can still ask the governors to hear their views but they cannot overturn the Head Teacher's decision.

The Chair of Governors is James Madine who can be contacted via email - Jamesmadine@key-group.co.uk

10. Responsibilities

It is the Head Teacher's responsibility to ensure:

- The policy is brought to the attention of all staff.
- The policy is brought to the attention of parents/carers (and a copy made available upon request).

11. Training Requirements

Head Teachers will ensure that familiarisation with this policy is a part of induction.

12. Equality Impact Statement

All relevant persons are required to comply with this policy and must demonstrate sensitivity and competence in relation to diversity in race, faith, age, gender, disability and sexual orientation. If you, or any other groups, believe you are disadvantaged by this policy please contact your line manager. Embleton View and/or Keys Group will then actively respond to the enquiry.