



Salvatorian
College

Suspension & Permanent Exclusion Policy

Reviewed: March 2022

1. Aims

Salvatorian College aims to ensure that the school remains a well-disciplined learning environment with a reputation for excellent pupil behaviour, providing a safe environment for all.

Suspension and Permanent Exclusion are sanctions within the school's Behaviour Policy and the Governors aim to ensure that:

- the exclusions process is applied judiciously, consistently, and justly;
- records are kept;
- parents are aware of their right to make representations; and
- the exclusions process is understood by governors, staff, parents and pupils.

We aim to include children, not suspend them unnecessarily, and we recognize that behaviour that leads to suspension can sometimes be symptomatic of an underlying need for support and understanding. We will use behaviour data to assess patterns of challenging behaviour and will consider other supportive interventions eg. proposing alternative provision (education at another establishment which does not constitute exclusion). In all such disciplinary situations, the safety and wellbeing of pupils will be a paramount consideration.

After every period of fixed-term suspension, the parent(s) / carer(s) and pupil will be offered a re-integration meeting with a senior member of staff. At this meeting a pastoral support plan with targets will be agreed or updated.

2. Legislation and statutory guidance

This policy is based on statutory guidance from the Department for Education: [Exclusion from maintained schools, academies and pupil referral units \(PRUs\) in England](#).

In turn, it is based on the following legislation, which outline schools' powers to exclude pupils:

- Section 52 of the [Education Act 2002](#), as amended by the [Education Act 2011](#)
- [The School Discipline \(Pupil Exclusions and Reviews\) \(England\) Regulations 2012](#)
- Sections 64-68 of the [School Standards and Framework Act 1998](#)

In addition, the policy is based on:

- Part 7, chapter 2 of the [Education and Inspections Act 2006](#), which looks at parental responsibility for excluded pupils
- Section 579 of the [Education Act 1996](#), which defines 'school day'
- The [Education \(Provision of Full-Time Education for Excluded Pupils\) \(England\) Regulations 2007](#), as amended by [The Education \(Provision of Full-Time Education for Excluded Pupils\) \(England\) \(Amendment\) Regulations 2014](#)
- Statutory guidance entitled '[Changes to the school exclusion process during the coronavirus \(Covid-19\) outbreak](#)' which was issued 5 October 2020 which gives guidance on remote meetings, delays to exclusion processes because of Covid-19, applications for an independent review and amended timescales to operate up to 24 March 2021.

This policy complies with Salvatorian College's Funding Agreement and Articles of Association.

3. Who takes a decision to suspend or permanently exclude a child?

Only the Headteacher, or acting Headteacher (in the case of Salvatorian College, this is the Head of School or Deputy Headteacher), can suspend or permanently exclude a pupil from school.

The governors and senior staff are aware that off-rolling is unlawful. Ofsted defines off-rolling as: *"...the practice of removing a pupil from the school roll without a formal, permanent exclusion or by encouraging a parent to remove their child from the school roll, when the removal is primarily in the interests of the school rather than in the best interests of the pupil."*

We are committed to following all statutory exclusions procedures to ensure that every child receives an education in a safe and caring environment. Suspensions and permanent exclusions will be recorded in the pupil register.

4. What are the grounds for suspension and permanent exclusion?

A decision to suspend a pupil will be taken only on disciplinary grounds. The behaviour of a pupil outside school can be considered grounds for suspension. The school is not a court of law and applies the civil standard of proof, ie. reaching judgements on the balance of probabilities. We are cognisant of our public sector equality duty to eliminate discrimination, harassment, victimization and other conduct that is prohibited and will monitor the pattern of exclusions.

A decision to permanently exclude will only be taken in response to serious 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 others.

Before deciding whether to suspend or permanently exclude a pupil, the Headteacher will take account of whether there are contributing factors which might have caused poor behaviour eg. mental health issues, family problems, whether the child has special educational needs, an EHCP or is Looked after etc.

In certain circumstances it might be appropriate to consult or make use of outside agencies or professionals such as the Traveller Education Services or special educational needs and disability (SEND) services as the school is aware that certain groups of pupils nationally have higher rates of suspension and exclusions than others.

5. The role of the governing board

Responsibilities regarding suspensions and permanent exclusions are delegated to a Disciplinary Committee of Governors consisting of at least three members.

The Disciplinary Committee has a duty to consider the reinstatement of a permanently excluded pupil and will comply with statutory guidance. If a suspension brings the pupil's total number of school days of suspension to more than 15 in a term, the disciplinary committee will consider representations made by parents within fifty school days and will consider whether to hold a meeting.

In the case of a permanent exclusion, a governors disciplinary meeting will be held within 15 school days of the exclusion being issued. If the exclusion is upheld by the governing body and the pupil is not reinstated, there is a further right of appeal to an independent appeal panel within 15 school days of receiving notice of the governors' decision.

In the case of a suspension, there is a right to make representations to the governors' disciplinary committee which will be considered within 15 school days. If the number of days of suspension is more than 5 days in a term but less than 15 in a term, the governing body will consider reinstatement of the pupil within 50 school days if a parental request is received. If a suspension would bring the number of days to more than 15 in a term, the governors disciplinary committee will consider reinstatement. If meetings are convened with governors, the Headteacher or a representative will attend and parents may bring one friend or advisor.

6. Informing parents and carers

After a decision to suspend or permanently exclude parents/carers will be provided with the following information, in writing in relation to their child:

- The reason(s) for the suspension or permanent exclusion
- The length of a suspension or, for a permanent exclusion, the fact that it is permanent

- Information about parents' right to make representations about the exclusion to the governing board and how the pupil may be involved in this process
- Where there is a legal requirement for the governing board to meet to consider the reinstatement of a pupil, and that parents have a right to attend a meeting, be represented at a meeting (at their own expense) and to bring a friend.
- The school will co-operate with the organisation of an Independent Appeal Panel following a permanent exclusion, should parents exercise their right to appeal.

The school will also notify parents by the end of the afternoon session on the day their child is suspended that for the first five school days of a suspension, or until the start date of any alternative provision where this is earlier, parents are legally required to ensure that their child is not present in a public place during school hours without a good reason. Parents may be given a fixed penalty notice or prosecuted if they fail to do this.

In the rare event that a child is suspended for more than five days, the school will arrange suitable full time education. Provision does not have to be arranged for pupils in the final year of compulsory education who do not have any further public examinations to sit.

7. Informing the governing board and local authority

The school will, within 24 hours, notify the governing board and the local authority (LA) of:

- A permanent exclusion, including when a suspension is made permanent.
- Suspensions which would result in the pupil being excluded for more than 5 school days (or more than 10 lunchtimes) in a term
- Suspensions which would result in the pupil missing a public examination
- For a permanent exclusion, if the pupil lives outside the LA in which the school is located, the Headteacher will also inform the pupil's 'home authority' of the exclusion and the reason(s) for it without delay.

For all other suspensions, the governing board and LA will be informed once a term.

This policy will be reviewed annually with the School's Behaviour Policy