



Suspension & Exclusions Policy

Approved by:	Full Governing Body	Date: February 2020
Last reviewed:	October 2024	
Next review due:	October 2025	

References

- 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).

Related School Policies

- Expected Behaviour policy
- Equalities policy
- Anti-bullying policy
- SEND policy

1. Introduction

This policy outlines the procedures and principles governing the suspension and exclusion of pupils at Le Cateau Community Primary School. It aims to promote a safe and supportive learning environment while ensuring that all pupils are treated fairly and equitably.

2. Purpose

- To provide clear guidelines for staff on the use of suspension and exclusion as disciplinary measures.
- To ensure that all pupils understand the consequences of their behaviour.
- To maintain a safe and respectful school environment for all.

3. Definitions

- **Suspension:** A temporary removal of a pupil from school for a fixed period, not exceeding 45 school days in a single academic year.
- **Exclusion:** A permanent removal of a pupil from the school due to serious breaches of the school's behaviour policy.

4. Legal Framework

This policy is in accordance with the statutory guidance outlined in the "Suspension and Permanent Exclusion from maintained schools, academies and pupil referral units in England" (September 2023). Only the Headteacher, or Deputy Headteacher, can exclude a pupil from school. A permanent exclusion will be taken as a last resort.

5. Principles of Suspension and Exclusion

- **Lawfulness:** All decisions regarding suspension or exclusion will comply with relevant legislation and guidelines.
- **Reasonableness:** Actions taken will be reasonable and proportionate to the behaviour exhibited.
- **Fairness:** All pupils will be treated fairly and with respect.
- **Inclusivity:** The school will consider the diverse needs of pupils, including those with Special Educational Needs and Disabilities (SEND).

Before taking the decision to suspend/exclude, the Headteacher (or Deputy) will consider the following:

What whole-school approaches and provision are in place to support this pupil?

e.g. whole school behaviour policy and inclusive practice to support behaviour for learning, quality first teaching, etc. *Are school policies inclusive or do they discriminate against particular pupils with specific needs?*

What measures or strategies has the school put in place to support this specific pupil?

e.g. behaviour plan, specific learning support, mental health and wellbeing advice, etc. *Have support and intervention been put in place and has enough time been allowed for the intervention or support to take effect?*

If there have been multiple, repeat suspensions/exclusions for similar reasons (e.g. abusive behaviour, drug use, etc.) what has been put in place to successfully address the causes? Where the school is repeatedly suspending/excluding for the same reason, this could indicate unmet needs.

What support has been sought from outside agencies, including the Local Authority? Through its universal and targeted provision, the LA provides access to a range of services. Has school accessed any of the following?

- SEND guidance (for pupils with Special Educational Needs or a Disability)
- Ladder of Intervention
- SEND Assessment (leading to an Education Health and Care Plan)
- Local Behaviour Collaborative or the Pupil Referral Service (PRS)
- Referral to the SEND Hub to support additional educational &/or social, emotional & mental health needs
- Advice and support from an Educational Psychologist, the Early Help Service, Child and Adolescent Mental Health Service (CAMHS), Youth Justice Service or Children's Social Care
- An Early Help (EH) Assessment and Action Plan

6. Grounds for Suspension or Exclusion

Pupils may be suspended or excluded for:

- Serious breaches of the school's behaviour policy.
- Actions that threaten the safety or well-being of others.
- Persistent disruptive behaviour.
- Behaviour outside of school that adversely affects the school community.

7. Procedures for Suspension

1. **Investigation:** The headteacher will conduct a thorough investigation of the incident.
2. **Decision Making:** The headteacher will decide whether to suspend a pupil based on the evidence gathered.
3. **Notification:** Parents will be informed of the suspension in person or by telephone, followed by a written notification detailing:
 - The reasons for the suspension.
 - The duration of the suspension.
 - Arrangements for continuing education during the suspension period.
4. **Support:** The school will provide educational resources to the pupil during the suspension.

8. Procedures for Exclusion

1. **Investigation:** The headteacher will investigate the incident thoroughly.
2. **Decision Making:** The headteacher will determine if exclusion is warranted, considering the severity of the behaviour and any mitigating factors.
3. **Notification:** Parents will be notified immediately, and a formal letter will be sent detailing:
 - The reasons for the exclusion.
 - The duration of the exclusion (if applicable).
 - Information on the right to appeal and how to access support services.
4. **Continuing Education:** Arrangements will be made for the pupil to continue their education during the exclusion period.

9. Right to Appeal

Parents have the right to appeal against a suspension or exclusion. Information on the appeals process will be included in the notification letter.

10. Monitoring and Review

The school will regularly monitor the use of suspension and exclusion to ensure compliance with this policy and to identify any patterns or areas for improvement. This policy will be reviewed annually.

11. Support for Pupils and Families

Le Cateau Community Primary School is committed to supporting pupils and families throughout the suspension or exclusion process. Resources and guidance will be provided to help families understand their rights and access support services.

12. Conclusion

This policy aims to ensure that all members of the school community understand the procedures and implications of suspension and exclusion. By adhering to these guidelines, we can foster a positive and inclusive school environment where every pupil has the opportunity to thrive