

Suspensions Policy



Author:	Aaron Wanford (Headteacher)
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On behalf of:	Local Governing Body

Pupil Suspensions

The academy will make every effort to support pupils with challenging behaviour and to resolve conflict. However, if it is necessary to suspend a pupil then the following procedures will be implemented:

The following types of behaviour may result in an internal and/or external suspension:

- A serious attack on another pupil;
- Physically attacking a member of staff;
- Persistently disruptive behaviour which negatively impacts on the learning of others;
- Bringing into school an offensive weapon, drugs, alcohol, matches or a lighter;
- Danger to themselves or others.

The length of the suspension is at the discretion of the school, but will operate within DfE guidelines.

Internal Suspensions

Internal suspension is a consequence for poor and escalating behaviour. A Consequence of Internal suspension may be applied if the child;

- Has disturbed considerable learning time for adults and children
- Has been abusive to adults
- Has had persistent disruptive behaviour and is not responding to behaviour rewards and consequences
- Has endangered themselves or others because of their actions

The aim is to avoid fixed term suspension with the intention that the consequences of inappropriate behaviour are managed confidently and consistently within the school setting. Fixed term suspension may have a negative impact upon the pupil's school record and, instead, an internal suspension can equally reinforce the need to accept responsibility for the consequences of inappropriate behaviour in school.

Internal Suspension Procedure

The decision to apply an internal suspension must be made by a member of SLT.

Once the decision to internally suspend has been made by the SLT member;

- The SLT member must inform the parent.
- The internal suspension form on Arbor should be completed.
- The period of internal suspension can be from one lesson, one session or one day.
- Internal suspensions will normally take place in isolation with a member of the senior leadership team, or in another appropriate class/room.
- Normal class work for the lessons that the child would normally have sat must be provided by the class teacher.
- The child must meet with a member of SLT before reintegration back into class.
- At break times and lunch times children that are on an internal suspension should remain inside and complete recreational non-work-based activities, e.g. reading/ drawing etc.

- There may be a need for regular staff changeover during this period. It is also important that staff manage this time with a serious disposition. The child and the rest of the class need to be aware of the gravity of the situation and that improvement must be made.

Fixed-term suspension

Headteachers have the legal right to suspend a pupil for up to 45 school days in an academic year. Suspension is a disciplinary sanction, which can only be exercised by the Headteacher or Deputy Headteacher when s/he is acting in the Headteacher's absence and only in response to serious breaches of the academy's policy on behaviour or of the criminal law.

Where a pupil is suspended for a fixed period, the suspension will be for a minimum time to ensure that the pupil and others in the school understand that the behaviour has been unacceptable. Pupils will be given every opportunity to improve their behaviour before the fixed-term suspension is exercised.

A first fixed period of suspension lasting from one to three days is usually appropriate. When a pupil is suspended for a fixed period of more than two days the Headteacher will arrange for pupils to receive school work to do at home and have it marked when s/he returns to the academy.

Reasons for a Fixed-term suspension

The decision to externally suspend a pupil will be taken in the following circumstances:

- In response to a serious breach of the school's Behaviour Policy
- 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.

Reasons for suspension fall into the following categories:

- Physical assault against a pupil
- Physical assault against a member of staff
- Verbal abuse/threatening behaviour towards a pupil (includes language or behaviour which is considered racist, homophobic or disablist)
- Verbal abuse/threatening behaviour towards a member of staff (includes language or behaviour which is considered racist, homophobic or disablist)
- Bullying (for clarification please see Anti-Bullying Policy)
- Racist abuse
- Sexual misconduct
- Drug and alcohol related
- Damage
- Theft
- Persistent disruptive behaviour
- Other

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

Arrangements for a fixed-term suspension

- Fixed-term suspensions will take effect as of the close of the current school day. However, if the offense is of a very serious nature, i.e. where a pupil is a grave danger to themselves or others, then the suspension will be immediate.
- The Headteacher/Deputy Headteacher will make every effort to contact parents by telephone during

the day informing them of the suspension and reasons for it. The Headteacher/Deputy Headteacher will always send a formal letter setting out the reasons for the suspension and the arrangements for their return to school.

- Parents/carers will be informed of the right to make representations to the Governing Body.

In the unlikely event that it is necessary to applying the sanction of a permanent suspension, the Governing Body will follow the appropriate Local Authority procedures.

At times, the Headteacher may decide not to use the extreme sanction of a suspension but will decide that a Behaviour Plan should be drawn up to try avoid the sanction of a suspension in the future. This might be accompanied by an internal suspension.

External Suspension procedure

Following suspension, parents are contacted immediately where possible. A letter will be 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 reintegration meeting will be held following the expiry of the fixed term suspension and this will involve a member of the Senior Management Team and other staff where appropriate. The purpose of the reintegration meeting is to discuss how best the child's return to school can be managed. Failure to attend a reintegration meeting will be a factor taken into account by a magistrates' court if, on future application, they consider whether to impose a parenting order.

During the course of a fixed term 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.

The school will set work for the child to complete during the suspension. Please ensure that work set by the school is completed and returned to us promptly.

Records relating to suspensions will be stored confidentially.

The Parent has the right to make representations to the Governing Body. If they wish to make representations, please contact Rachel Leach (Chair of Governors) via the school as soon as possible. Whilst the governing body has no power to direct reinstatement, they must consider any representations the Parent/Carer makes and may place a copy of their findings on the child's school record.

Parents will also be aware that if they think the suspension relates to a disability their child has, and they think disability discrimination has occurred, they have the right to appeal, and/or make a claim, to the SEN and Disability Tribunal (SENDIST).

Parents/Carers also have the right to see a copy of the child's school record. Due to confidentiality restrictions, they will need to notify the Headteacher in writing if they wish to be supplied with a copy of their child's school record.

Permanent Suspension

The decision to suspend a pupil permanently is a serious one. There are two main types of situation in which permanent suspension 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 bullying (which would include racist or homophobic bullying) or repeated possession and/or use of an illegal drug on school premises;

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 suspend 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.

Physical Restraint

Physical restraint will only be used when absolutely necessary, when a child poses an immediate physical threat to their own or others' safety. Restraints will be carried out in line with the guidance in the Positive Handling Policy. Please see this policy for further guidance.

Recording of Suspensions

All suspensions, both internal, fixed-term and permanent will be recorded on the academy's management information system, Arbor which details all necessary information about the incident/s.