

# Lowton West Primary School



## Suspension and Permanent Exclusion of Pupils Policy

**Policy reviewed by J. Westhead**

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**Ratified by Governing Body:**

Dr G. Merrett (Chair of Governors)  
Mrs J. Westhead (Headteacher)

**Review date:** September 2024

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## Suspension and Permanent Exclusion of Pupils Policy



### *Aiming High Together*

#### **School Vision**

To inspire, achieve and succeed, we will aim high and build dreams and futures together.

#### **Mission Statement**

***Providing the highest quality education, care and support for the whole school community.***

*Our mission statement is based on RESPECT:*

***R*** = *Recognising the needs of the individual child*

***E*** = *Ensuring a unique and engaging curriculum*

***S*** = *Supporting each other to learn and achieve*

***P*** = *Passionate about providing the highest quality education*

***E*** = *Encouraging creativity, self – expression and imagination*

***C*** = *Creating confident, resilient, life – long learners*

***T*** = *The voice of everybody is heard*

All the above statements help us to understand how we can all make a positive contribution to the school and the wider community.

#### **We will do this through our core values:**

- Respect
- Resilience
- Kindness
- Confidence

We also, at Lowton West Primary School, strive to develop and uphold British Values.

The five British values that the Government has identified for schools to focus on are: -

- Democracy
- The Rule of Law
- Individual liberty and mutual respect and tolerance of those with different faiths and beliefs
- Developing personal and social responsibility
- Respect for British Institutions

## **Suspensions and Permanent Exclusion of Pupils Policy**



### **Rationale**

This policy deals with the policy and practice which informs the school's use of 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 exclusion as a sanction.

### **Introduction**

The decision to exclude a pupil will be taken in the following circumstances:-

- (a) In response to a serious breach of the school's 'Positive Discipline Policy.'
- (b) If allowing the pupil to remain in school would seriously harm the education or welfare of the pupil or others in the school.

This policy has been written in line with the DfE guidance (September 2023). The DfE guidance outlines that "for the vast majority of pupils, suspensions and permanent exclusions may not be necessary, as other strategies can manage behaviour. However, if approaches towards behaviour management have been exhausted, then suspensions and permanent exclusions will sometimes be necessary as a last resort. This is to ensure that other pupils and teaching staff are protected from disruption and can learn in safe, calm, and supportive environments."

A suspension or exclusion is an extreme sanction and is only administered by the Headteacher. A fixed term 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 'Positive Discipline 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, including legal high
- 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 exclusion is an appropriate sanction.

### **Exclusion procedure**

Most exclusions are of a fixed term nature and are of short duration (usually between one and five days). The use of the term suspend in this policy is a reference to what is described in the legislation as an exclusion for a fixed period.

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

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

The Governors have established arrangements to review suspensions which would lead to a pupil being excluded for over five days but not over 15 days in a school term, where a parent has expressed a wish to make representations.

Following a suspension or exclusion, parents are contacted immediately where possible. A letter will be sent by post or given to the parent when they arrive at school, giving details of the exclusion and the date the exclusion 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 the suspension and this will involve a member of the Senior Management Team and other staff, where appropriate.

If the fixed term exclusion is greater than five days or an accumulation of exclusions exceed five days, a Pastoral Support Plan or Early Help Plan will be drawn up. This needs to be agreed with the school, pupil and parents.

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/carers.

Headteachers may cancel an exclusion that has not been reviewed by the governing board. This practice is sometimes known as withdrawing/rescinding a suspension or permanent exclusion. If this occurs, the parents, the governing board, and the local authority, must be notified and, if relevant, the social worker and Virtual School Head (VSH).

The pupil must be allowed back into the school from which they were suspended without delay. Any days spent out of school because of any suspension, prior to the cancellation will count towards the maximum of 45 school days allowed in any school year. A permanent exclusion cannot be cancelled if the pupil has already been excluded for more than 45 school days

in a school year or if they will have been so by the time the cancellation takes effect.

### **Permanent Exclusion**

The decision to exclude a pupil permanently is a serious one. There are two main types of situation 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 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 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 193 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

The school will consider police involvement for any of the above 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 exclude**

Exclusion 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 exclude a pupil either permanently or for a fixed period the Headteacher will:

- Ensure appropriate investigations have been carried out
- Consider all the evidence available to support the allegations taking into account the Positive Discipline Policy
- Allow the pupil to give her/his version of events
- Check whether the incident may have been provoked, for example, by bullying or by racial or sexual harassment.

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

### Use of Remote Meetings

Should a Governor Discipline Committee meeting for suspension and permanent exclusions or Independent Review Panel meeting be required, these meetings can now be held via the use of remote access (for example, live video link) if requested by the parents, provided certain criteria are satisfied. Meetings held via the use of remote access should not be a default option and face to face meetings should always be encouraged. Part Eleven of the DfE guidance provides additional information about the use of remote meetings.

This policy also has links with the schools' Positive Behaviour Policy.