



TWO RIVERS  
HIGH SCHOOL



# Suspension or Permanent Exclusion Policy

## Endeavour Multi Academy Trust

<b>Last Review Date:</b>		Autumn Term 2023
<b>Next Review Date:</b>		Autumn Term 2024
<b>Committee:</b>		Policy Oversight Committee
<b>Review Cycle:</b>		1 YEAR
<b>Statutory Policy:</b>		Yes
<b>Date</b>	<b>Version</b>	<b>Reason for change</b>
23/11/2022	V1.0	Statutory Change
29/11/2023	V2.0	Scheduled Review – no changes

This policy is in conjunction with the Schools' Behaviour Policies.

Suspension:

- Schools manage pupils' behaviour in accordance with their Behaviour Policy.
- Occasionally a pupil's behaviour is so extreme that the school will use their right to a temporary suspension. This is usually as a last resort having followed the consequences for inappropriate behaviours set out in the Behaviour Policy.
- This will be used if the pupil deliberately hurts another pupil or member of staff or causes willful damage to the school premises.
- A suspension can only be authorised by the Headteacher/Executive Headteacher [a Deputy Headteacher / Head of School in their absence] in conjunction with the Chair of the Local Governing Board.
- 5 days is the maximum length of time that a pupil can be suspended without seeking alternative provision.
- If it is deemed necessary to suspend a pupil the parent will be initially informed by phone.
- If a parent cannot be contacted, the pupil is required to stay in a safe place with a senior leader away from the other pupils.
- Depending on the time of day, the parent may be asked to pick their child up from school, or if it is near to the end of day the child may return home on the transport.
- A letter is given to the parent or sent home by post informing the parent of the length of the suspension. Work will be provided, and this can be collected by the parent.
- The parent is requested to attend a reintegration meeting with their child to discuss the incident and if necessary a new Behaviour Plan drawn up.

Permanent exclusion:

This is a last resort and not an option taken lightly. It will be used:

- in response to a serious breach 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 the pupil or others in the school.

More specifically it will be used:

- for a sexual offence against another pupil.
- if a pupil is injured so badly that the police have to be called as a charge will be made.
- if a pupil brings into school an offensive weapon and threatens staff and pupils with it.

The school will notify the Local Authority immediately following a permanent exclusion and involve them in any discussions and actions.

A parent has the right of appeal against any suspension/exclusion to the First Committee of the Local Governing Board and any letters should be addressed to The Chair of the Local Governing Board c/o the school.

### **First Committee**

#### **Membership**

- a) Not less than **three** members of the Local Governing Board.
- b) The Headteacher/Executive Headteacher shall not be a member of this committee.
- c) Staff Governors are not members of this committee.
- d) The Chair of the Local Governing Board is not a member of this committee.

#### **Quorum**

The committee will consist of **three** Local Governors.

#### **Meetings**

Meetings of the First Committee will take place as and when required.

## **First Committee Responsibilities**

- a) Hear the case, review documentation and receive representations from parents/carers.
- b) Make a decision to either confirm the suspension/permanent exclusion or reinstatement of the pupil.
- c) Inform the Executive Headteacher/Headteacher, parent/carers and the Local Authority of their decision.

## **Appeals Committee**

### **Memberships**

- a) No fewer members than the First Committee.
- b) The Headteacher/Executive Headteacher shall not be a member of this committee.
- c) Staff Governors are not members of this committee.
- d) Any governors of the associated First Committee shall not be members of this committee.

### **Quorum**

The Appeals Committee will consist of no less members than the First Committee.

### **Appeal Committee Responsibilities**

- a) To consider any appeal against a decision to suspend/exclude.

Parents/carers can be represented by a SEN expert during the appeal process.

### **Supporting Guidance –**

[Suspension and permanent exclusion from maintained schools, academies and pupil referral units in England, including pupil movement](#)