

# OVERTON GRANGE SCHOOL POLICY (Statutory)

## Exclusions & Suspensions

Govs Comm. CURRICULUM & STUDENT

### Principles

Suspension and permanent exclusion may be used in response to persistent poor behaviour which has not improved following school interventions or in response to a serious incident. Suspensions and permanent exclusion will only be used as a last resort.

### What is the policy going to do?

This policy aims to:

- Establish a whole-school approach to exclusions and suspensions.
- Signpost what documents and legislation applies.

This policy is based on legislation and advice from the Department for Education (DfE) on:

- [Keeping Children Safe in Education](#)
- [Suspension and permanent exclusion from maintained schools, academies and pupil referral units in England, including pupil movement](#)
- [Special Educational Needs and Disability \(SEND\) Code of Practice](#)
- Children and Families Act 2014
- Equality Act 2010

### Definitions

‘Suspension’ is used to refer to an exclusion for a fixed period. A pupil may be suspended for one or more fixed periods, up to a maximum of 45 school days in a single academic year.

‘Permanent Exclusion’ is defined as when a student is no longer allowed to attend a school. The decision to exclude a pupil permanently can only be taken:

- 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 such as staff or pupils in the school.’

### How is the policy going to be put into practice?

Procedures are in place that:

- ensure that the exclusions and suspensions policy is consistent with behavioural procedures;

- ensure that action taken by the Headteacher and Governors is in line with statutory guidance;
- provide guidance for the development and operation of procedures for fixed term suspensions and permanent exclusions;
- provide guidance for the monitoring, support and reintegration of students on fixed term suspensions.

### **Roles and responsibilities**

Only the Headteacher, or in their absence the acting Headteacher, can exclude or suspend a student in line with statutory guidance. Key elements of this guidance are:

- When the Headteacher decides to permanently exclude a student they will inform the pupil's parents/carers immediately, usually by telephone, to allow them to ask any questions or raise concerns directly with the Headteacher. If the student has a social worker, or is looked after, the Headteacher must also inform the social worker and/or the Virtual School Head.
- When the Headteacher decides to suspend a student the school will inform the pupil's parents/carers immediately, usually by telephone, to allow them to ask any questions or raise concerns directly with the school. If the student has a social worker, or is looked after, the school must also inform the social worker and/or the Virtual School Head.
- The Headteacher will then formally notify the student's parents/carers in writing, giving the reasons and how to make representations against the suspension or exclusion; and for a suspension describing the arrangements for the student to return to school. (This may be by email if they have given written consent for notice to be sent this way).
- The Headteacher must inform the Governing Body of all permanent exclusions and any suspensions that which would result in the student being suspended for more than five days in a term.
- The Headteacher must inform the Governing Body of all permanent exclusions and any suspensions that would result in the student missing a public examination.

The Governing Body must consider all permanent exclusions. They must also consider all suspensions referred to them in line with statutory guidance, as explained above. Key elements of this guidance are:

- The Governing Body must convene a meeting within fifteen days to consider reinstatement if it is a permanent exclusion, if the suspension takes the number of suspensions that term to over fifteen days or if a public examination will be missed due to a suspension.

- If a student has more than five days (but less than sixteen) suspension in one term then the Governing Body must convene within fifty days to consider reinstatement only if the parents have made representations.

The Local Authority must be informed without delay of all school exclusions regardless of the length of the exclusion. If the student lives outside of the local authority area the Headteacher must also inform the 'home authority'.

### Criteria for success

- Procedures produced and efficiently operated.
- All exclusions and suspensions comply with policy and legal requirements.

### Monitoring and evaluation

- Data on both exclusions and suspensions to be kept which will be contained in the required documentation and available to any audience on request.
- Report to be made to the Curriculum and Student Committee each term and annually.
- Exclusion and suspensions data to be included in the Headteacher's Report to each Full Governing Body meeting.

### Links with other policies

- Anti-bullying
- Behaviour
- Child Protection
- Equal Opportunities

<b>Approved by:</b>	Full Governing Body	<b>Date:</b> 6 <sup>th</sup> December 2023
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