



Oxenhope Church of England Primary School

Exclusion and Suspension Policy



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School Vision

We provide the rich soil allowing children to flourish and develop deep roots. We nurture **growth**, enabling children to thrive as our Christian values blossom in their lives. We cultivate a sense of pride in our rural **community** where children are **loved** and valued.

May our children flourish in their youth like well-nurtured plants. Psalm 144 v 12.

Throughout our curriculum and school life, along with our school vision, these three golden strands permeate through everything we do.

Community

Jesus often spoke of unity in our communities and encouraging one another on our journey. He spoke of bearing each other's burdens in love and helping those in need.

'Live in harmony with one another.' Romans 12 v 16



Love

It says in the Bible that God is Love and encompasses all that is loving and good. Jesus showed the ultimate unconditional love when he laid down his life for us on the cross. Therefore, this love should lead to a desire to love other people.

'Live a life filled with love, following the example of Christ. He loved us and offered himself as a sacrifice for us.' Ephesians 5 v 2



Growth

Just like a plant, we must endure the difficult times along with the good; but God has sent us his Holy Spirit to help and strengthen us so we can bear fruit and grow in the likeness of Christ.

'Grown in the grace and knowledge of our Lord and Saviour Jesus Christ.' 2 Peter 3 v 18



Oxenhope CE Primary School seeks to avoid exclusions and they are extremely rare in this school. They take place only for very serious incidents or when other strategies have been tried and have failed over time.

This policy should be read in conjunction with the school's positive behaviour policy.

Aims:

The Governing Body aims to:

- Give appropriate support to the Headteacher in suspension and exclusion issues
- Use its best endeavours to ensure that the school does not interfere with the continuous education of a pupil beyond what is necessary to modify behaviour
- Ensure that suspension and exclusion are used appropriately within the framework of the school's Positive Pupil Behaviour Policy
- Discharge its statutory duties concerning the consideration of reinstatement of excluded pupils appropriately

Procedures – The Decision to Suspend or Exclude

Only the Headteacher can suspend or exclude, or the deputising person in charge on the day if the Headteacher is absent from school. Before deciding to suspend or exclude a pupil the Headteacher will:

- Ensure that an appropriate investigation has been conducted
- Ensure that all the relevant evidence has been considered
- Give the pupil the opportunity to be heard
- Consult with other relevant people if necessary
- Consider the vulnerability of all the persons involved
- Consider the Special Educational and Disability Needs of the persons involved
- Consider the age of the persons involved

Having considered these matters the Headteacher will decide **based on the balance of probability**, having regard to current guidance from key staff. If the balance of probabilities has been established, the pupil may be suspended or excluded.

Alternatives to suspension and exclusion include:

- Restorative justice process: whereby the harm caused to the victim can be redressed
- Internal support: removal from class for a set period to be taught in the Nurture room or other appropriate room
- A managed move to another school

Suspension or exclusion is inappropriate in cases of:

- Minor breaches of discipline
- Poor academic performance
- Truancy or lateness
- Non-compliance with uniform regulations; isolation may be applied
- In response to the unacceptable behaviour or attitudes of the child's parents/carers

Suspension or exclusion may be appropriate in some cases of:

- Regular violence towards another pupil or member of staff
- Damage to school property through deliberate intention
- Refusal to follow instructions given by a teacher or member of staff
- Challenging behaviour where the intention is to cause disruption to education or is compromising the safety of other children
- Swearing or bad language directed at an adult
- Other offence considered by the Headteacher to be most positively managed through suspension or exclusion from school

Suspension (previously called Fixed Term Exclusion)

The Headteacher is permitted to suspend a pupil for one or more fixed term periods not exceeding 45 school days in any one school year. Most suspensions are short, fixed terms. The Headteacher, in the majority of cases, will suspend for 1 day in the first instance, however is permitted to extend this if more information comes to light through investigation.

Interim Suspension

On occasions, for a serious offence, the Headteacher may decide to interim suspend a pupil for an interim period.

This will allow furthermore detailed investigations to be undertaken and or provision to be put in place for the child.

On conclusion of the investigation, the Headteacher will decide that either:

- The suspension was justified, and no extension is required
- A further period of suspension in the form of an extension is required

In both cases the school will contact the parents/carers of the suspended pupil prior to the expiry of the initial interim period.

Education of pupils suspended for a fixed term

The school will follow all the Government guidance and will provide education from and including the sixth day of any period of suspension. Days of suspensions are not to be aggregated. The education must be provided off-site

Education of pupils excluded permanently

Local Authorities are required to provide full-time education from day six of a permanent exclusion. Indefinite suspensions are not permissible by law.

Unofficial suspensions or exclusions are not permissible by law.

Reintegration interviews

On all occasions when a pupil is suspended from school, a reintegration interview will be requested. This will initially be on the day of return after suspension. A record will be made on the pupil's file should a parent/carer choose not to attend without good reason.

Duties of parents/carers in relation to suspended and excluded pupils

Parents/carers will be responsible for supervising their child during the first five days of any suspension or exclusion and may face a fixed penalty notice if their child is found in a public place during school hours without reasonable justification during this period.

Procedure for suspending or excluding a pupil

1. Informing parents/carers about the suspension or exclusion The Headteacher will inform parents/carers without delay with a follow-up letter within one school day. The school will ensure the letter contains all the information required to be shared with parents/carers detailed in the Government guidance.

2. Informing the Discipline Committee and the CEO of BDAT The Headteacher will inform the Governors' Discipline Committee and the CEO of the Trust within one working day of:

- Permanent exclusion
- Suspensions totalling more than 5 school days or 10 lunch-times per one term; drawing attention to the requirement to hold a meeting to discuss cases where the total for the term will exceed 15 days
- Suspensions necessitating a pupil missing a Statutory Assessment
- Governors and the LA will be informed of any / all suspensions and permanent exclusions on a termly basis

The Headteacher will include the following in the suspension and exclusion report:

- The name of the pupil
- The duration of the suspension/exclusion
- The reason(s) for the suspension/exclusion
- The pupil's age, gender and ethnicity
- Whether the pupil has special educational needs and at what level
- Whether the pupil is in Local Authority Care

The Responsibilities of the Discipline Committee

The Governing Body will appoint a Discipline Committee at the beginning of each academic year and appoint a chair and a clerk. The Discipline Committee will follow the most current Government guidance when meeting to consider suspensions and permanent exclusions.

- For suspensions under 6 days there is no legal requirement for the Discipline Committee to meet
- A meeting will be arranged to consider a written representation from parents/carers should one be received
- The Committee may consider more than one suspension/exclusion at anyone meeting if appropriate
- The Discipline Committee will meet to consider a suspension which would lead to the pupil being suspended for more than 15 days in any one term

Liaison with Parents/Carers

At all stages the Headteacher is expected to seek co-operation from the parents/carers.

Permanent Exclusion

A decision to exclude a pupil permanently, as befitting its gravity, should only be taken as a last resort when a wide range of strategies for dealing with disciplinary offences have been employed to no avail or if an exceptional single offence has been committed, for example:

- Serious violence, actual or threatened, against a pupil or member of staff
- Sexual abuse or assault
- Arson
- Theft
- Supplying an illegal drug
- Carrying an offensive weapon
- Deliberately sounding the school fire alarm
- Other offence considered by the Headteacher to be exceptionally serious; particularly in cases of repeat offending where other sanctions have been shown to have failed

Off-Site Behaviour

In certain circumstances at the discretion of the Headteacher, the school will treat poor behaviour off-site as though it occurred on the premises. This usually involves such behaviour committed on the way to and from school or during an educational visit.

Equal Opportunities

In making decisions about suspension and exclusion the Headteacher and Discipline Committee will consider any special educational needs, disabilities, gender and cultural differences that may be relevant to the case. The Headteacher will consider the Government guidance and any Government published codes of practice.

Monitoring and Review

The Headteacher will report on the number of suspensions and exclusions and their outcome to the Governors' Discipline Committee. The Governors Executive Committee will review the working of this policy at its final meeting of the year and make any recommendations for improvement to the full Governing Body.