



## Farnborough Road Infant School Suspension and Exclusion Policy

'Learning, caring and Achieving Together'

Farnborough Road Infant School is committed to following all statutory exclusions procedures to ensure that every child receives an education in a safe and caring environment.

We will ensure that

- Pupils in school are safe and happy.
- School's policies will be followed including the school's Relationships, Anti-Bullying, E-safety and Safeguarding policies.
- Statutory Guidance from the Department of Education (DfE) is followed including **Behaviour In Schools, (2024)** which states, 'Good behaviour in schools is essential to ensure that all pupils benefit from the opportunities provided by education. (Behaviour in Schools, February 2024). The government recognises that school exclusions, managed moves and off-site direction are essential behaviour management tools for headteachers and can be used to establish high standards of behaviour in schools and maintain the safety of school communities.
- The suspension and exclusions process is fairly and consistently applied.
- Governors, staff, parents/carers and pupils understand the suspension and exclusions process.
- Pupils are prevented from becoming NEET (not in education, employment or training).
- Any suspensions and permanent exclusions are carried out lawfully.

### Purpose of this policy

This policy is designed to briefly outline the school's approach to suspensions and permanent exclusions within the guidance outlined by the **Department of Education Suspension and Permanent Exclusion from maintained schools, Academies and pupil referral units in England, including pupil movement, 2024**. This guidance provides greater detail and as such will be used in conjunction with this policy.

Where we have concerns about a pupil's behaviour, we will try to identify whether there are any causal factors and intervene early in order to reduce the need for a subsequent suspension or permanent exclusion. In this situation, schools will consider whether a multi-agency assessment that goes beyond the pupil's educational needs is required.

### Types of Exclusion

There are two types approaches outlined in this policy: suspension and permanent exclusion.

- **Suspensions:** are for a limited period. A pupil may be suspended for one or more fixed periods (up to a maximum of 45 school days per academic year). The pupil returns after the suspension period has expired.
- **Permanent exclusion:** involves the pupil being removed from the school roll. If a pupil is permanently excluded from any school, the Local Authority (LA) has the duty to provide other suitable education.

### Principles

1) Farnborough Road Infant School will seek to reduce the number of incidents leading to suspension or permanent exclusion by promoting positive relationships.

2) Suspension and permanent exclusion are a sanction used by schools in cases of serious breaches of Farnborough Road Infant School's Relationship Policy such as:

- Physical assault against a pupil
- Physical assault against an adult
- Verbal abuse or threatening behaviour against a pupil
- Verbal abuse or threatening behaviour against an adult

- Use, or threat of use, of an offensive weapon or prohibited item that has been prohibited by a school's relationship policy
- Bullying
- Racist abuse
- Abuse against sexual orientation or gender reassignment
- Abuse relating to disability

A decision to permanently exclude a pupil will only be taken:

- in response to a serious breach, or persistent breaches of the school 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.

3) A suspension from the school can only be authorised by the Headteacher. If none are available to authorise the exclusion a decision should be deferred until the opportunity for authorisation is available.

4) In the case of a Permanent Exclusion this can only be authorised by the Headteacher

5) The Governors regularly monitors the number of suspensions to ensure that no group of students is unfairly disadvantaged through their use and that any underlying needs of individuals are being fully met.

### **The Decision and Power to Exclude**

The decision to suspend or exclude a pupil must be lawful, reasonable and fair. Care is taken not to discriminate against pupils on the basis of protected characteristics, such as disability or race. Particular consideration is given to the fair treatment of pupils from groups who are vulnerable to exclusion. When establishing the facts in relation to a suspension or inclusion decision the civil standard of proof i.e. 'on the balance of probabilities' will be applied requiring proof that it is more likely than not that a fact is true as opposed to the criminal standard of 'beyond reasonable doubt'

**Suspension** - The decision to suspend a pupil on a fixed term basis is the responsibility of the Headteacher. Suspensions may not exceed 45 days in any one year.

**Permanent Exclusion** - The decision to permanently exclude is for the Headteacher.

### **Notification of a Suspension**

- 1) Parents will be notified as soon as possible of the decision to suspend or a pupil and the reasons for the decision bearing in mind that incidents requiring suspension will require significant investigation and therefore notification may be some time after the original incident although without unnecessary delay. Notification will be given on the day of the suspension being authorised by either direct phone contact or a face-to-face meeting. A written confirmation of the reason(s) for the suspension will be sent to parents.
- 2) In the case of a suspension parents will be notified by the Headteacher in a face-to-face meeting.
- 3) A pupil who has been suspended will have the reason for his/her exclusion explained to them so that they understand the nature of their behaviour.
- 4) For a suspension, a copy of the letter sent to parents is kept in school, a copy of the letter is sent to the Local Authority and the suspension is recorded on Arbor.
- 5) The Governing Body are informed termly about the number of suspensions.

### **Permanent Exclusions**

A school will only permanently exclude a pupil as a last resort. However, there are exceptional circumstances in which the Headteacher may decide to permanently exclude a pupil because of ongoing issues or in the case of an extremely serious 'one-off' incident.

If a pupil has been permanently excluded:

- As with fixed term exclusions, parents will be informed in writing of the decision to exclude and their right of representation and appeal at a disciplinary committee meeting, to be arranged within 15 school days.
- Work will be sent home and marked when returned for the first 5 days.
- From day 6 the local authority are responsible for providing full time alternative educational provision

- If the Governing Body confirms the exclusion, parents can appeal to an independent appeal panel.

### Pupils Returning from a Suspension

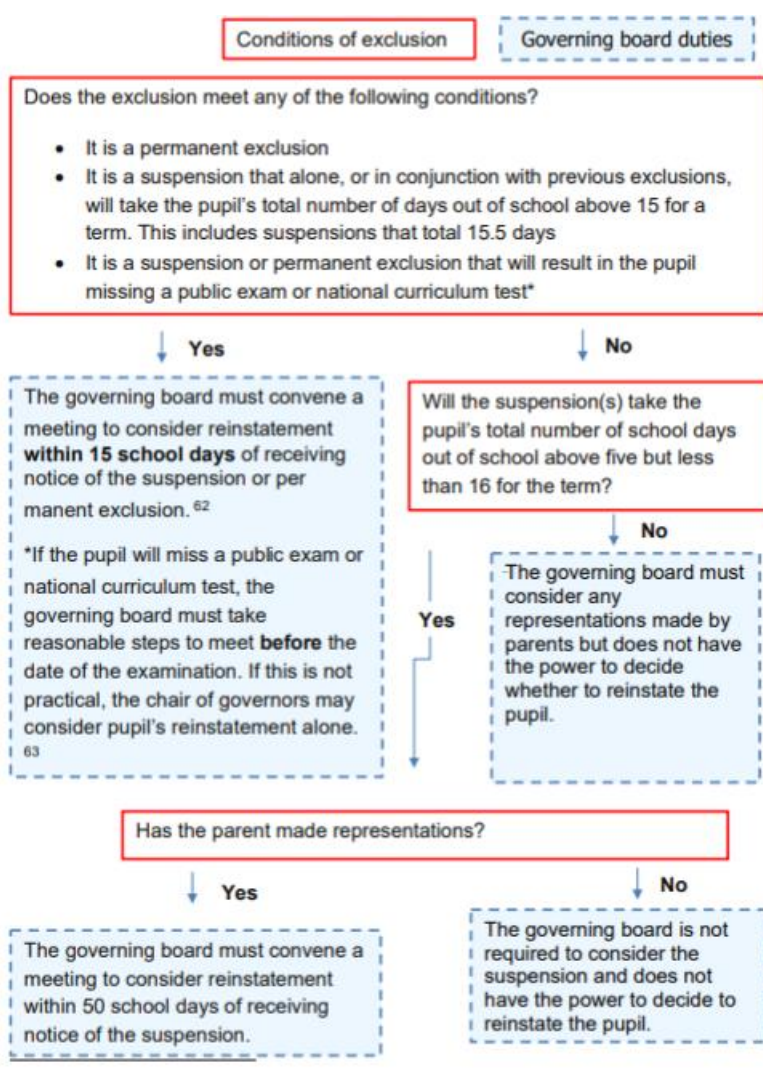
All pupils returning from a suspension are invited to attend a reintegration meeting, accompanied by a parent. This meeting will seek to establish practical ways in which further suspension can be avoided. The school will also work to support the pupil on his/her return.

### Appeals

The Governing Body has a duty to consider parents' representations about a suspension or permanent exclusion. The requirements on a governing body to consider the reinstatement of a suspended or permanently excluded pupil depend upon a number of factors:

- the exclusion is permanent;
- it is a suspension which would bring the pupil's total number of school days of exclusion to more than 15 in a term; or
- where it would result in a pupil missing a public examination or national curriculum test

### Summary of the Governing Bodies Duties to consider reinstatement



Where the Governing Body is legally required to consider a suspension or permanent exclusion they must consider the interests and circumstances of the excluded pupil, including the circumstances in which the pupil was excluded, and have regard to the interests of other pupils and people working at the school.

The Governing Body must also consider any representations made by:

- parents;
- the Headteacher

In the light of their consideration, the Governing Body can either:

- uphold a suspension or permanent exclusion; or
- direct reinstatement of the pupil immediately or on a particular date. Where reinstatement is not practical because for example, the pupil has already returned to school following the expiry of a suspension the parents make clear they do not want their child reinstated, the Governing Body must, in any event, consider whether the decision to exclude the child was justified based on the evidence. Where legally required to consider suspension or permanent exclusion, the Local Governing Board must notify parents, the Headteacher and the local authority of their decision, and the reasons for their decision, in writing and without delay.

### **Independent Review**

If applied for by parents within the legal time frame, the school must arrange for an independent review panel hearing to review the decision not to reinstate a permanently excluded pupil. The legal time frame for an application is:

- within 15 school days of notice being given to the parents by the governing body of their decision to uphold a permanent exclusion (in accordance with the requirements in paragraph 74); or
- where an application has not been made within this time frame, within 15 school days of the final determination of a claim of discrimination under the Equality Act 2010 in relation to the exclusion
- Any application made outside of the legal time frame must be rejected by Farnborough Road Infant School. Farnborough Road Infant school must not delay or postpone arranging an IRP where parents also make a claim of discrimination

in relation to the permanent exclusion to the First-tier Tribunal (Special Educational Needs and Disability) or the County Court.

Parents may request an IRP even if they did not make representations to, or attend, the meeting at which the governing board considered reinstating the pupil. Relationship to other school policies and guidance The Suspension Exclusion Policy should be read in conjunction with the school's Relationship Policy as well as other relevant school policies, particularly those related to Special Educational Needs and Equality. It also has a close inter-relationship with the Anti-Bullying Policy and Attendance Policy. Further detail to support the implementation of this policy is within the DFE statutory guidance Suspension and Permanent Exclusion from maintained schools, Academies and pupil referral units in England, including pupil movement.

### **Roles/Responsibilities**

#### **Headteacher:**

- Ensure the policy is implemented consistently and fairly.
- Make the decision to suspend or permanently having checked all evidence.
- Monitor the implementation of the policy and regularly report to the Governing Body
- Communicate promptly with parents, informing them of the decision to exclude immediately by telephone and by letter.
- Report fixed term exclusions to the Local Authority
- Delegate responsibility for sending work home/marking of work.

To ensure the maintenance of appropriate records of incidents that may lead to the decision to suspend or exclude.

#### **Inclusion lead/ SENCO:**

- Use the time of a suspension to review provision e.g.: seating arrangements, differentiation, behaviour support, referrals to outside agencies
- To ensure all staff are well trained and equipped to meet the needs of pupils in their class
- To ensure that pupils needs are met through appropriate assessment and referral as necessary

#### **Class teacher:**

- Keep appropriate records of incidents that may lead to the decision to suspend or exclude.
- Send work home for the duration of the exclusion and mark any work returned.
- Ensure the child returning from an exclusion is given every opportunity for a fresh start.

Governing Body:

- Attend Suspension or permanent exclusion hearings as legally required.
- Review the policy in the light of monitoring.
- Arrange independent review panel as legally required

### **Equality**

All children will be treated equally and fairly throughout the implementation of this policy. The Headteacher will monitor incident logs and ensure that any apparent inequality of incidents is entirely attributed to the behaviours of those children eg: if more boys/SEND/minority ethnic group are represented in the records.

### **Training**

Whole staff and individual training needs will be identified through the school's self-evaluation process and staff appraisal.

### **Monitoring and Review**

The policy and procedures will be reviewed and amended in the light of any review of Statutory Guidance made by the DFE.

**October 2024**

**Signed** \_\_\_\_\_ **Date** \_\_\_\_\_ **Headteacher**

**Signed** \_\_\_\_\_ **Date** \_\_\_\_\_ **Chair of Governors**