

Forest Way School

Suspension and Exclusions Policy

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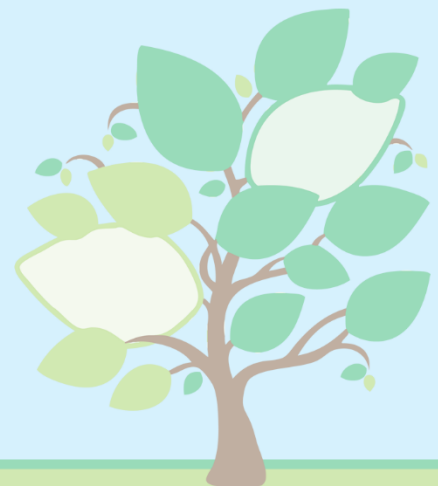
Signature:



Title: Chair

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Statutory

Non-Statutory

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1. Aims

Forest Way School aims to ensure that:

- Pupils in school are safe and happy
- The suspension or exclusion process is only used as a last resort
- The suspension or exclusions process is applied fairly and consistently
- The suspension or exclusions process is understood by trustees, staff, parents and children and young people
- Pupils do not become NEET (not in education, employment or training)

2. Legislation and Statutory Guidance

- This policy is based on statutory guidance from the Department for Education: [Suspension and Permanent Exclusion from maintained schools, academies and pupil referral units \(PRUs\) in England, including movement](#).
- It is based on the most recent relevant legislation and DfE relevant guidance including Behaviour in schools.
- This policy is considered in partnership with FWS Behaviour and Discipline Policy.

This policy complies with our funding agreement and articles of association.

3. The Decision to Suspend or Exclude

Only the headteacher (or Head of School) can suspend or exclude a pupil from school. A permanent exclusion will be taken as a last resort.

Forest Way is aware that off-rolling is unlawful. Ofsted defines off-rolling as:

"the practice of removing a pupil from the school roll without a formal, permanent exclusion or by encouraging a parent to remove their child from the school roll, when the removal is primarily in the interests of the school rather than in the best interests of the pupil".

Forest Way is committed to following all statutory exclusions procedures to ensure that every child receives an education in a safe and caring environment.

A decision to exclude a pupil will be taken only:

- In response to serious or persistent breaches of the school's behaviour and discipline policy, and
- If allowing the pupil to remain in school would seriously harm the education or welfare of others.

Before deciding whether to suspend or exclude a pupil, either permanently or for a fixed period, the Headteacher will:

- Consider the individual needs of those concerned.
- Consider all the relevant facts and evidence, including whether the incident(s) leading to the exclusion were provoked.
- Allow the pupil to give their version of events.

4. Definition

For the purposes of suspensions or exclusions, a school day is defined as any day on which there is a school session. Therefore, INSET or staff training days do not count as a school day.

5. Roles and Responsibilities

5.1 The Headteacher

Informing parents

The Headteacher will immediately provide the following information, in writing, to the parent/carers of an pupil:

- The reason(s) for the suspension or exclusion.
- The length of a fixed-term suspension or exclusion or, for a permanent exclusion, the fact that it is permanent.
- Information about parents' right to make representations about the suspension or exclusion to the Trustee board and how the pupil may be involved in this.
- How any representations should be made.
- Where there is a legal requirement for the Trustee board to meet to consider the reinstatement of a pupil, and that parent/carers have a right to attend a meeting, be represented at a meeting (at their own expense) and to bring a friend.

The Headteacher will also notify parent/carers by the end of the afternoon session on the day their child is suspended or excluded that for the first 5 school days of a suspension or exclusion, or until the start date of any alternative provision where this is earlier, parent/carers are legally required to ensure that their child is not present in a public place during school hours without a good reason. Parent/carers may be given a fixed penalty notice or prosecuted if they fail to do this.

5.2 Alternative Provision

If alternative provision is being arranged, the following information will be included when notifying parent/carers of a suspension or exclusion:

- The start date for any provision of full-time education that has been arranged
- The start and finish times of any such provision, including the times for morning and afternoon sessions, where relevant
- The address at which the provision will take place
- Any information required by the pupil to identify the person they should report to on the first day

Where this information on alternative provision is not reasonably available by the end of the afternoon session, it may be provided in a subsequent notice, but it will be provided no later than 48 hours before the provision is due to start. The only exception to this is where alternative provision is to be provided before the sixth day of a suspension or exclusion, in which case the information can be provided with less than 48 hours' notice with parent/carers' consent.

5.3 Informing the Trustee board and Local Authority

The Headteacher will immediately notify the Trustee board and the local authority (LA) of:

- Suspension
- A permanent exclusion, including when a suspension is made permanent
- Suspensions which would result in the child or young person being out of school for more than 5 school days in a term
- Exclusions which would result in the child or young person missing a public examination

For a permanent exclusion, if the pupil lives outside the LA in which the school is located, the Headteacher will also immediately inform the child or young person's 'home authority' of the exclusion and the reason(s) for it without delay.

For all other suspensions or exclusions, the Headteacher will notify the Trustee board and LA once a term.

5.4 The Trustee Board

The Trustee Board has a duty to consider the reinstatement of an excluded child or young person (see section 6).

Within 14 days of receipt of a request, the Trustee board will provide the secretary of state with information about any suspensions or exclusions in the last 12 months.

For a fixed-period suspension or exclusion of more than 5 school days, the Trustee board will arrange suitable full-time education for the pupil. This provision will begin no later than the sixth day of the suspension or exclusion.

5.5 The Local Authority (LA)

For permanent exclusions, the LA is responsible for arranging suitable full-time education to begin no later than the sixth day of the exclusion.

6. Considering the reinstatement of a pupil

The Trustee Board will consider the reinstatement of a suspended or excluded pupil within 15 school days of receiving the notice of the suspension or exclusion if:

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

If requested to do so by parent/carers, the Trustee Board will consider the reinstatement of a suspended or excluded pupil within 5 school days of receiving notice of the suspension or exclusion if the pupil would be suspended or excluded from school for more than 5 school days, but less than 15, in a single term.

Where a suspension or exclusion would result in a pupil missing a public examination, the Trustee Board will consider the reinstatement of the pupil before the date of the examination. If this is not practicable, the Board will consider the suspension or exclusion and decide whether or not to reinstate the pupil.

The Trustee Board can either:

- Decline to reinstate the pupil, or
- Direct the reinstatement of the pupil immediately, or on a particular date

In reaching a decision, the Board will consider whether the suspension or exclusion was lawful, reasonable and procedurally fair and whether the headteacher followed their legal duties. They will decide whether or not a fact is true 'on the balance of probabilities', which differs from the criminal standard of 'beyond reasonable doubt', as well as any evidence that was presented in relation to the decision to exclude.

Minutes will be taken of the meeting, and a record of evidence considered kept. The outcome will also be recorded on the pupil's educational record.

The Trustee Board will notify, in writing, the headteacher, parent/carers and the LA of its decision, along with reasons for its decision, without delay.

Where an exclusion is permanent, the Trustee Board's decision will also include the following:

- The fact that it is permanent
- Notice of parent/carers' right to ask for the decision to be reviewed by an independent review panel, and:
 - The date by which an application for an independent review must be made
 - The name and address to whom an application for a review should be submitted
 - That any application should set out the grounds on which it is being made and that, where appropriate, reference to how the pupil's individual needs are considered to be relevant to the exclusion
 - That parent/carers have a right to require the Academy Trust to appoint an SEN expert to attend the review
 - Details of the role of the SEN expert and that there would be no cost to parent/carers for this appointment
 - That parent/carers must make clear if they wish for an SEN expert to be appointed in any application for a review
 - That parent/carers may, at their own expense, appoint someone to make written and/or oral representations to the panel, and parents may also bring a friend to the review
- That if parent/carers believe that the suspension or exclusion has occurred as a result of discrimination, they may make a claim under the Equality Act 2010 to the first-tier tribunal (special educational needs and disability), in the case of disability discrimination, or the county court, in the case of other forms of discrimination. A claim of discrimination made under these routes should be lodged within 6 months of the date on which the discrimination is alleged to have taken place.

7. An Independent Review

If parent/carers apply for an independent review, the academy trust will arrange for an independent panel to review the decision of the Trustee board not to reinstate a permanently excluded pupil.

Applications for an independent review must be made within 15 school days of notice being given to the parent/carers by the Trustee Board of its decision to not reinstate a pupil.

A panel of 3 or 5 members will be constituted with representatives from each of the categories below. Where a 5-member panel is constituted

- 2 members will come from the school Trustee's category
- 2 members will come from the Headteacher category.
- A lay member to chair the panel who has not worked in any school in a paid capacity, disregarding any experience as a school Trustee or volunteer
- School Trustee who have served as a Trustee for at least 12 consecutive months in the last 5 years, provided they have not been teachers or Headteachers during this time.
- Headteachers or individuals who have been a Headteacher within the last 5 years.

A person may not serve as a member of a review panel if they:

- Are a member/director of the academy trust, or Trustee board of the excluding school
- Are the headteacher of the excluding school, or have held this position in the last 5 years

- Are an employee of the academy trust, or the Trustee board, of the excluding school (unless they are employed as a Headteacher at another school)
- Have, or at any time have had, any connection with the academy trust, school, Trustee board, parents or pupil, or the incident leading to the exclusion, which might reasonably be taken to raise doubts about their impartiality
- Have not had the required training within the last 2 years

A clerk will be appointed to the panel.

The independent panel will decide one of the following:

1. Uphold the Trustee board's decision
2. Recommend that the Trustee board reconsiders reinstatement
3. Quash the Trustee board's decision and direct that they reconsider reinstatement (only when the decision is judged to be flawed)

The panel's decision can be decided by a majority vote. In the case of a tied decision, the chair has the casting vote.

8. School Registers

A pupil's name will be removed from the school admissions register if:

- 15 school days have passed since the parent/carers were notified of the exclusion panel's decision to not reinstate the pupil and no application has been made for an independent review panel, or
- The parent/carers have stated in writing that they will not be applying for an independent review panel

Where an application for an independent review has been made, the Trustee board will wait until that review has concluded before removing a pupil's name from the register.

Where alternative provision has been made for an excluded pupil and they attend it, code B (education off-site) or code D (dual registration) will be used on the attendance register.

Where excluded pupils are not attending alternative provision, code E (absent) will be used.

9. Returning from a Fixed-Term Suspension or Exclusion

Following a fixed-term suspension or exclusion, a reintegration meeting will be held involving the pupil, parent/carers, a member of senior staff and other staff, where appropriate.

The following measures may be implemented when a pupil returns from a fixed-term suspension or exclusion:

- Agreeing a behaviour contract
- Amending the young person's Engagement & Interaction Plan
- Providing a multi professional approach to supporting the pupil develop self regulation strategies

10. Monitoring Arrangements

The Headteacher monitors the number of suspension or exclusions every term and reports back to the Trustees. They also liaise with the local authority to ensure suitable full-time education for excluded children and young people.

This policy will be reviewed by the Headteacher every two years. At every review, the policy will be shared with the Trustee board.

11. Links with Other Policies

- Behaviour and Discipline Policy
- SEN Policy
- Equalities information & objectives