

	<p>POLICY TITLE:</p>	<p>Suspension Policy</p>
<p>Committee/Person Responsible for Policy: Author:</p>	<p>LGB / Headteacher Deputy Headteacher (Behaviour)</p>	
<p>Date Reviewed by Local Governing Body: Date Approved by RHT Board Next Review Date</p>	<p>6 May 2022 N/A May 2024</p>	

This policy is in addition to the academy’s Behaviour Policy and supplements the details within that policy.

SUMMARY

- 1.1 The Academy requires everyone to show respect, tolerance and understanding towards others.
- 1.2 The behaviour policy procedures identify the appropriate action to be taken when a student’s behaviour fails to meet the requirements of the Academy. Students are supported by the Academy’s pastoral system.
- 1.3 The decision to suspend/exclude a student rests with the Headteacher. The decision to exclude will only be taken if there has been a serious breach or persistent breaches to the Academy’s behaviour policy and only after a range of alternative strategies have been implemented but have been unsuccessful.
- 1.4 The Governors will meet to review any exclusion which is permanent.
- 1.5 The Academy may advise the police, youth offending teams or social workers of any criminal activity; this includes racist incidents that are categorised as crimes as well as being in possession of a dangerous weapon or illegal drugs.

2. SCOPE

- 2.1 This applies to all Taunton Academy students whether they attend the Academy or an alternative provision or are on a managed move from another educational establishment.

3. RESPONSIBILITIES

- 3.1 The implementation of this policy will be monitored by the governors of the Academy and remain under constant review.

4. PRINCIPLES

- 4.1 The Academy is committed to treating its students fairly and with the same respect and consideration as adult members of the Academy.
- 4.2 The Academy will adopt a series of high expectations of behaviour, based on individual responsibility and mutual respect in order to generate an environment where positive relationships between students, and staff and students, are encouraged to flourish.
- 4.3 The Academy will seek to put in place a range of intervention strategies which minimise the need for fixed term suspensions or permanent exclusions. These may include being placed on report, support from a key worker, restorative justice, mediation, internal suspension, curriculum alternatives, the use of pastoral support plans, individual learning plans (ILPs), behaviour care plans, the involvement of appropriate external agencies, or a managed move to another school.
- 4.4 Decisions to suspend a student for a fixed term period will only be taken on the balance of probabilities in response to breaches in the Academy's behaviour policy, including persistent disruptive behaviour.
- 4.5 Decisions to permanently exclude a student will only be taken in response to serious breaches of the Academy's behaviour policy and/or if the decision for the student to remain would seriously harm the education or welfare of another student or staff.

A decision to exclude a student permanently is recognised by the Academy as a serious one. It will usually be the final step in a process for dealing with disciplinary offences following a wide range of other strategies which have been tried, without success. There will, however, be exceptional circumstances which in the Headteachers judgment may result in permanent exclusion as a result of a first or 'one off' offence. The following list is not exhaustive but is indicative of the severity of offences that may lead to permanent exclusion:

- supplying or taking an illegal drug
- supplying or drinking alcohol
- serious actual or threatened violence against another student or member of staff
- carrying an offensive weapon, for example, a knife, scissors, a hammer, etc with intent to threaten or harm
- sexual abuse or assault of a student or member of staff
- cyber bullying or accessing inappropriate sites
- ongoing persistent bullying
- Persistent and/or serious breaches of the Academy's Behaviour Policy.

4.6 Breaches can occur:

- On the school premises, during or outside normal school working hours;
- At another educational establishment to which the student has been directed by the school;
- On school visits, trips and activities; or
- Outside of the school.

5. PROCEDURES

5.1 Students may be required to leave the Academy site under the following circumstances where:

- there is sufficient evidence that a student has committed a disciplinary offence which if by allowing the student to stay on site, may seriously harm the education or welfare of others
- a student is convicted of a serious criminal offence
- for medical reasons the student's presence on site represents a serious risk to the health and safety of others
- where a student is in breach of the Academy's policy on uniform and appearance

5.2 Only the Headteacher (or Duty SLT in consultation with the Headteacher) may take the decision to suspend/exclude a student.

INFORMING PARENTS/ CARERS

For the purpose of this policy, reference to 'parent(s)' includes carers or those with parental responsibility.

5.3 When the decision to suspend/exclude a student has been made the parent will be notified immediately by telephone and this will be confirmed in writing.

5.4 Written confirmation of the suspension/exclusion will include the following details:

- for a fixed term suspension, the precise period of the suspension;
- for a permanent exclusion the fact that it is a permanent exclusion and the date from which the exclusion takes effect;
- the reasons for the suspension/exclusion including any relevant previous history;
- the days and dates on which the parent is required to ensure that the student is not present in a public place during school hours;
- the parent's right to make representations regarding the suspension/exclusion to the governing body and how the student may be involved in this;
- the person in the Academy who the parent should contact if they wish to make representations;
- the latest date when the governing body must meet to consider the circumstances of the suspension/exclusion;
- the arrangements that will be put in place to ensure that the student is able to continue their education during the first five days of the suspension/exclusion, including the setting and marking of work (it is the parent's responsibility to ensure that this is completed and returned to the Academy);
- the school days on which a student may be provided with alternative full time education or may be required to attend an alternative provision. This information may be given by separate notification but will be at least 48 hours before the education is to be provided;
- for fixed term suspension the arrangements for reintegrating the student into the Academy will be provided including the date and time the student should return to the Academy. This will also require the parent to attend an interview with the Headteacher or representative of SLT prior to reintegration.

INFORMING GOVERNORS

- 5.5 The Headteacher will inform the governing body of all fixed term suspensions once per term.
- 5.6 The Headteacher will inform the Chair of the Governing Body within one school day of all permanent exclusions. This notification will include the following:
- the student's identity;
 - the length of the suspension;
 - the reason for the suspension;
 - the student's age, gender and ethnicity;
 - if the student has a statement of Special Educational needs;
 - if the student is looked after;
 - (for fixed term suspensions of more than five days what alternative provision has been put in place.)
- 5.7 The Governing Body will review all fixed term suspensions and permanent exclusions and consider any representations made to them by parents.

- 5.8 The Governing Body may consider more than one suspension/exclusion at a meeting and will seek to meet to ensure the any suspension does not result in a student missing a public examination.
- 5.9 On receiving notification from the Headteacher the governing body will for permanent exclusions convene a meeting between the 6th and 15th school day after the date of receipt of the notice to consider the exclusion.
- 5.10 The Governing Body will invite the parents/carers to attend the meeting.
- 5.11 The Governing Body will request written statements and will circulate these at least five days in advance of the meeting.
- 5.12 The Governing Body may uphold the suspension or direct the student's reinstatement.
- 5.13 The outcome of the review will be added to the student record in the academy.
- 5.14 Where a student has been suspended for a fixed term of up to five days and no alternative provision is made, attendance registers should be marked using Code E. Where alternative provision has been made Code B (education off site) or Code D (dual registration) should be used.
- 5.15 Where a student has been permanently excluded, they should not be deleted from the register until after the appeal process has been completed.

APPEALS

- 5.16 Where a permanent exclusion is upheld by the governing body the parents must be notified in writing. This notification must include the following:
- the reasons for the decision;
 - the last day on which an appeal may be lodged;
 - an explanation that appeals may only be received in writing.
- 5.17 Where an appeal is received, the LA will convene an independent appeals panel which will comprise of three to five members of the following categories:
- a lay person who will be the Chair of the panel;
 - one or two must be or have been a governor of a maintained secondary school and have served in this capacity in the last twelve months. They must not be or have been a Headteacher or teacher in the last five years;
 - one or two must be or have been in the last five years a Headteacher of a maintained secondary school.
- 5.18 An Appeal Panel will meet to consider the appeal no later than the 15th school day after the day on which the appeal is lodged.

- 5.19 The Appeal Panel may agree to adjourn the hearing if, after having regard to the particular circumstances, it considers it would not be appropriate for it to proceed to determine the outcome. This may arise from circumstances where further information is required or the parent requests a hearing after the 15th Academy day following the lodging of the appeal.
- 5.20 During the Appeal Panel each party will be given the opportunity to put forward their case. The governing body may wish to call witnesses who were directly involved in the incident which led to the suspension/exclusion.
- 5.21 The appeal panel may:
- uphold the decision to exclude;
 - direct immediate reinstatement with a specified date for return and potentially add conditions to the return;
 - conclude that permanent exclusion should not have taken place but reinstatement to the Academy is not practicable.
- 5.22 The Appeal Panel is independent and the decision is binding on the parent, the Governing Body and the Headteacher.
- 5.23 The appeal panel will inform all parties of the outcome by the end of the second working day after the hearing outlining the reasons for the decision, clear information about the behaviour and offences. Where a panel overturns the exclusion but does not direct reinstatement, clear reasons must be given.
- 5.24 Where the appeal panel recommends reinstatement the panel must immediately inform the Headteacher specifying the date by which the student must be readmitted.

6. POLICY REVIEW

This policy review will be reviewed every 2 years.