



TWESELDOWN INFANT SCHOOL

Suspension and Permanent Exclusion Policy

1. Introduction

Tweseldown Infant School seeks to avoid suspensions. These take place only for very serious incidents or when other strategies have been tried extensively to improve behaviour.

In most cases suspension will be the last resort after a range of measures have been tried to improve the pupil's behaviour and after a range of strategies have been put in place to address the inappropriate behaviour which may lead to suspension.

The Head Teacher and staff will identify pupils whose behaviours place them at risk of suspension, and seek additional provision to meet their individual needs, which could include working in partnership with other agencies e.g. the Educational Psychologist (EP) and Behaviour Support Team (BST)

Fixed term and permanent suspensions are used when other strategies and sanctions have not been effective over time or when there has been a single clear and serious breach of discipline.

2. Reasons for Suspension

A serious offence could by itself justify a pupil's suspension. This may include an aspect of the following:

- Violence towards an adult or child
- Swearing at an adult
- Discriminating behaviour such as verbal abuse.
- Sustained bullying
- Frequent high level disruption to lessons
- Frequent high levels of non-compliance
- Frequent high levels of disrespect to any adult in school
- Any behaviour deemed to be inappropriate.

3. In the Run up to a Possible Suspension

In cases where a suspension seems likely to occur, the school will:

- Try to warn parents/carers that the pupil is at risk of suspension
- If time allows, arrange a meeting with the parents to plan how to support the pupil in an attempt to avoid the need for suspension
- Take account of the views of the pupil
- Keep written notes of all verbal warnings given to the pupil and advice given to parents/carers
- Involve the EP and/or the BST and/or other agencies, as soon as possible.

4. Roles and Responsibilities

Only the Head Teacher or, in their absence, the Deputy Head Teacher, can exclude a pupil from school.

5. The Suspension process

- a. **Single Day Suspension.** In the first instance it is probable that a single day suspension would be used.
- Parents/Carers will be notified immediately by telephone and asked to remove their child from the school.
 - They will be given a formal letter outlining the reason for suspension, the suspension process and details of procedures they may wish to adopt e.g. appeals procedure.
 - The Chair of Governors will be notified at the time suspension is decided, as will the appropriate agencies of Hampshire County Council.
 - The school will also work to put in place a “re-integration” programme for the pupil on his/her return.
 - If it is deemed a child should be excluded for a single day and it is after 12.00, then the child is not to return to school until 12.00 the following day.
- b. **Fixed Period Suspension.** Fixed period suspensions must not exceed **45** school days in any one academic year. Work will be set by the school for the child to complete at home during the first five days of the suspension. If the period of suspension is longer than 5 days the school will contact the parents to inform them of the arrangements that have been put in place to provide education for their child from the 6th consecutive day of the suspension with no fixed breaks. The parents are responsible for the care of their child in the first 5 days of suspension. If a pupil is excluded for more than 15 days in one term (this includes a multitude of suspensions including half days) a review will be undertaken by the Full Governing Board.
- c. **Permanent Exclusion.** If fixed period suspensions are unsuccessful in reforming the child’s behaviour then it will eventually become necessary to permanently exclude the child from the school.

6. Representation to the Disciplinary Committee

Parents/carers can make representations about the exclusion to the Governors’ Disciplinary Committee. This will be formed of three Governors to whom the child is not known or where there is no conflict of interest. These Governors will be responsible for electing a Chair of the Disciplinary Committee. Detailed information regarding the disciplinary committee can be found at <http://www3.hants.gov.uk/education/parents-info/education-suspensions/suspensions-full-guide/suspensions-full-guide.htm>

7. Post Suspension Planning

- a. **Re-integration back into School.** The Head Teacher will convene a meeting to discuss and make plans for the re-integration of the pupil after a suspension. Failure to attend will be noted. The meeting will make the necessary preparations for the pupil's return to school and will involve the parents/carers and the pupil. Parents/carers are entitled to take a friend or supporter.

The meeting will consider all aspects of re-integrating the pupil, including the provision of additional support. Any previous behaviour management plans will be revised and new targets agreed. If there were no plans prior to the suspension, then actions or a plan may be drawn up. All plans will include elements of a contract between the parties involved so that the pupil will know how to achieve success. The school will set realistic targets and review dates will be set. The meeting will also consider whether the pupil has additional needs and whether enough is being done to support those needs.

- b. **Managed Moves.** If the decision to exclude a pupil permanently is upheld by the Governors Disciplinary Committee, parents/carers can apply to an independent review panel. In some circumstances, it may be appropriate for a registered pupil of compulsory school age to transfer from one school to another, other than for the usual reasons such as moving home and primarily at the initiative of their current school. Such situations might be, for example, following a breakdown in relationships between staff and parents or when a pupil has a deteriorating suspension profile. Detailed information regarding managed moves can be found on Hampshire's website.

8. Monitoring and Review

The Governors monitor the suspension procedure, in order to ensure that any suspension will be handled properly. The Head Teacher keeps detailed records of any suspension made by the school. Governors are informed if any suspensions have taken place since the last Full Governing Body meeting in the Head Teacher's report.

Governors take into account any local or national decisions that affect the suspensions process, and make any modifications necessary to this policy. This policy is made available to all parents, so that they can be properly informed about the suspensions process.

Date of Latest Review: Spring 2025

Date Ratified by Governors: Spring 2025

Signed by Chair of Governors:



Signed by Head Teacher:

Next review date: Spring 2026

Member of staff responsible: Head Teacher

**Governing Body or Governor(s) /
Committee(s) responsible:**

Governing Body

Linked Policies -

Behaviour Policy
Single Equality Policy
Safeguarding Policy
Confidentiality Policy
Governing Body Terms of Reference