

Suspension and permanent exclusion policy

Hazrat Khadijatul Kubra Girls School



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1. Aims

Our school aims to:

- Ensure that the exclusions process is applied fairly and consistently
- Help trustees, staff, parents/carers and pupils understand the exclusions process
- Ensure that pupils in school are safe and happy
- Prevent pupils from becoming NEET (not in education, employment or training)

Off-rolling

'Off-rolling' is a form of gaming and occurs where a school makes the decision, in the interests of the school and not the pupil, to:

- Remove a pupil from the school roll without a formal, permanent exclusion, or
- Encourage a parent/carer to remove their child from the school roll, or
- Retain a pupil on the school roll but does not allow them to attend the school normally, without a formal permanent exclusion or suspension

Accordingly, we will not suspend or exclude a pupil unlawfully by telling or forcing them to leave or formally recording the event.

Suspensions and exclusions will not be made because a pupil has special educational needs and/or a disability (SEND) that the school feels unable to support.

4. Roles and responsibilities

4.1 The headteacher

Deciding whether to suspend or exclude

Only the headteacher, or acting headteacher, can suspend or permanently exclude a pupil from school on disciplinary grounds. The decision can be made in respect of behaviour inside or outside of school. The headteacher will only use permanent exclusion as a last resort.

A decision to suspend a pupil will be taken:

- In accordance with the school's behaviour policy
- To provide a clear signal of what is unacceptable behaviour
- To show a pupil that their current behaviour is putting them at risk of permanent exclusion

Where suspensions have become a regular occurrence, the headteacher will consider whether suspensions alone are an effective sanction and whether additional strategies need to be put in place to address behaviour issues.

A decision to exclude a pupil will be taken:

- In response to serious or persistent breaches of the school's behaviour policy, **and**
- If allowing the pupil to remain in school would seriously harm the education or welfare of others
- A suspension or exclusion can also be made on the following grounds:

Failure to pay school fees

Parents causing serious or repeated nuisance on school premises

Failure to meet the required academic standards

Serious disagreement with or contravention of the school's policies on social inclusion, diversity or equality

A failure to meet the conditions of the school offer/contract

Before deciding whether to suspend or exclude a pupil, the headteacher will:

- Consider all the relevant facts and evidence on the balance of probabilities, including whether the incident(s) leading to the exclusion were provoked
- Allow the pupil to give their version of events
- Consider whether the pupil has special educational needs (SEN)
- Consider whether the pupil is especially vulnerable (e.g. the pupil has a social worker, or is a looked-after child (LAC))

The headteacher will consider the views of the pupil, in light of their age and understanding, before deciding to suspend or exclude, unless it would not be appropriate to do so.

Pupils who need support to express their views will be allowed to have their views expressed through an advocate, such as a parent/carer or social worker.

The headteacher will not reach their decision until they have heard from the pupil (or parents if due to fees), and will inform the pupil of how their views were considered when making the decision.

Informing parents/carers

If a pupil is at risk of suspension or exclusion, the headteacher will inform the parents/carers as early as possible, to work together to consider what factors may be affecting the pupil's behaviour and progress, and what further support can be put in place to improve the outcomes.

If the headteacher decides to suspend or exclude a pupil, the parents/carers will be informed, in person or by telephone, of the period of the suspension or exclusion and the reason(s) for it, without delay.

The parents/carers will also be provided with the following information in writing, without delay:

- The reason(s) for the suspension or permanent exclusion
- The length of the suspension or, for a permanent exclusion, the fact that it is permanent
- Information about the parents/carers' right to make representations about the exclusion to the board of trustees and, where the pupil is attending alongside parents/carers, how they may be involved in this
- How any representations should be made
- That parents/carers have the right to request that the meetings be held remotely, and how and to whom they should make this request

The headteacher will also notify parents/carers without delay and by the end of the afternoon session on the first day their child is suspended or permanently excluded, that:

- For the first 5 school days of an exclusion, the parents/carers are legally required to ensure that their child is not present in a public place during school hours without a good reason. This will include specifying on which days this duty applies
- Parents/carers may be given a fixed penalty notice or prosecuted if they fail to do this.

If the headteacher cancels the suspension or permanent exclusion, they will notify the parents/carers without delay, and provide a reason for the cancellation.

Informing the board of trustees

The headteacher will, without delay, notify the board of trustees of:

- Any permanent exclusion
- Any permanent exclusion that would result in the pupil missing a GCSE exam
- Any permanent exclusion that has been cancelled, including the reason for the cancellation

Informing the local authority (LA)

The headteacher will notify the LA of permanent exclusions without delay.

The notification will include the reason(s) for the permanent exclusion

For a permanent exclusion, if the pupil lives outside the LA in which the school is located, the headteacher will also, inform the pupil's 'home authority' of the exclusion and the reason(s) for it.

The headteacher will inform **the pupil's social worker** (if relevant) of any exclusions.

Cancelling suspensions and permanent exclusions

The headteacher may cancel a permanent exclusion that has already begun, or one that has not yet begun. Where there is a cancellation:

- The parents/carers, board of trustees and LA will be notified without delay
- The notification will provide the reason for the cancellation and if the board of trustees will consider reinstatement.
- Parents/carers will be offered the opportunity to meet with the headteacher to discuss the cancellation, which will be arranged without delay
- The pupil will be allowed back in school without delay

Providing education during the first 5 days of a suspension or permanent exclusion

During the first 5 days of a suspension, the headteacher will ensure that work is set for the pupil. Online pathways such as, MS Teams, [SENECA](#) and [Oak National Academy](#) may be used for this. If the pupil has a special educational need or disability, the headteacher will make sure that reasonable adjustments are made to the provision where necessary.

4.2 The board of trustees

The board has a duty to consider parents/carers' representations about a permanent exclusion.

The board will review, challenge and evaluate the data on the school's use of suspension and exclusion.

The board will consider:

- How effectively and consistently the school's behaviour policy is being implemented

- The school register and absence codes
- Instances where pupils receive repeat suspensions
- Timing of permanent exclusions, and whether there are any patterns, including any indications that may highlight where policies or support are not working
- The characteristics of suspended and permanently excluded pupils, and why this is taking place

The following parties will be invited to a meeting of the board and allowed to make representations or share information:

- Parents/carers
- The pupil
- The headteacher
- The pupil's social worker, if they have one

The board can either:

- Decline to reinstate the pupil, or
- Direct the reinstatement of the pupil immediately, or on a particular date (except in cases where the board cannot do this – see earlier in this section)

The board will notify, in writing, the stakeholders of its decision, along with reasons for its decision.

8. Returning from a suspension

The following measures may be implemented, as part of the strategy, to ensure a successful reintegration into school life for the pupil:

- Contact in school with the pastoral lead and SLT
- Regular reviews with the pupil and parents/carers to praise progress being made and raise and address any concerns at an early stage
- Informing the pupil, parents/carers and staff of potential external support

Part-time timetables will not be used as a tool to manage behaviour.

The strategy will be reviewed and adapted where necessary.

9. Remote access to meetings

Parents/carers can request that a board meeting be held remotely.

In case of extraordinary or unforeseen circumstances, which mean it is not reasonably practicable for the meeting to be held in person, the meeting will be held remotely.

Remotely accessed meetings are subject to the same procedural requirements as in-person meetings.

The board will make sure that the following conditions are met before agreeing to let a meeting proceed remotely:

- All the participants have access to the technology that will allow them to hear, speak, see and be seen
- All the participants will be able participate fully
- The remote meeting can be held fairly and transparently

10. Monitoring arrangements

The school will collect data on the following:

- Attendance, permanent exclusions and suspensions
- Anonymous surveys of staff, pupils, trustees and other stakeholders on their perceptions and experiences

The school will use the results of this analysis to make sure it is meeting its duties under the Equality Act 2010.

This policy will be reviewed 3 years. At every review, the policy will be the board of trustees

11. Links with other policies

This policy is linked to our:

- Behaviour policy
- SEND policy