

# **Suspension and Exclusion Policy**

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N/A

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**Responsibility of:**  
Senior Vice Principal (Inclusion)

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## Statement of Intent

At Chelsea Academy, we understand that good behaviour and discipline is essential for promoting a high-quality education.

Amongst other disciplinary sanctions, the Academy recognises that suspension and exclusion of students may be necessary where there has been a serious breach, or consistent breaches, of the Academy's Behaviour Policy. Suspending or excluding a student may also be required in instances where allowing the student to remain in Academy would be damaging to the education and welfare of themselves or others; in all cases, suspending or excluding students should only be used as a means of last resort.

The Academy has created this policy to clearly define the legal responsibilities of the Principal, governing board and LA when responding to student suspensions and exclusions, to ensure that they are dealt with both fairly and lawfully, and in line with DfE statutory guidance. This policy also aims to secure a student's right to an education despite having been suspended or excluded, by ensuring that appropriate arrangements are in place.

A "**suspension**" is defined as the temporary removal of a student from the Academy for behaviour management purposes. A student may be suspended for one or more fixed periods, up to a maximum of 45 Academy days in a single academic year. A suspension does not have to be for a continuous period.

An "**exclusion**" is defined as the permanent removal of a student from the Academy, in response to a serious breach or persistent breaches of the Academy's Behaviour Policy, and where allowing the student to remain in Academy would seriously harm the education or welfare of the students or staff in the Academy

## **1. Legal framework**

This policy has due regard to all relevant legislation including, but not limited to, the following:

- Education Act 1996
- Education Act 2002
- Education and Inspections Act 2006
- The Education (Provision of Full-Time Education for Excluded students) (England) Regulations 2007
- Equality Act 2010
- The School Discipline (Pupil Exclusions and Reviews) (England) (Amendment and Transitional Provision) Regulations 2023
- The European Convention on Human Rights (ECHR)

This policy also has due regard to statutory and non-statutory guidance, including, but not limited to, the following:

- DfE (2023) 'Suspension and Permanent Exclusion from maintained schools, academies and pupil referral units in England, including pupil movement'
- DfE (2022) 'Behaviour in Schools'
- DfE (2015) 'Special educational needs and disability code of practice: 0 to 25 years'
- DfE (2018) 'Mental health and behaviour in Schools'

This policy operates in conjunction with the following Academy policies:

- Behaviour Policy
- Anti-bullying Policy
- Student Code of Conduct
- Special Educational Needs and Disabilities (SEND) Policy
- Safeguarding and Child Protection Policy

## **2. Roles and responsibilities**

The LA is responsible for:

- Having due regard to the relevant statutory guidance when carrying out its duties in relation to the education of LAC
- Arranging suitable full-time education for any student of compulsory school age excluded permanently, in coordination with the Academy
- Reviewing and reassessing students' needs in consultation with their parents where they have an EHC plan and are excluded permanently, with a view to identifying a new placement
- Arranging the hearing without delay at a time, date and venue convenient for all parties
- Ensuring the independent review panel consists of three or five members as appropriate, which represent the required categories
- Ensuring all panel members and the clerk have received training within the two years prior to the date of the review

- If requested by parents, appointing a SEND expert to attend the panel and covering the associated costs of this appointment

The Academy is responsible for:

- Arranging for an independent review panel hearing to review the decision of the Governing Board not to reinstate a permanently excluded student where required.
- Arranging for the independent review panel hearing to be held via remote access where requested by parents or excluded students aged 18 and above

The Governing Board is responsible for:

- Providing information to the Secretary of State and LA about any suspensions and exclusions within the last 12 months
- Arranging suitable full-time education for any student of compulsory school age who is suspended, where required
- Considering parents' representations about suspensions and exclusions within 15 Academy days of receiving notice if the appropriate requirements are met
- Where a suspension or exclusion would result in a student missing a public examination or test, considering the suspension or exclusion before this date
- Considering whether it would be appropriate for a student to be permitted onto the Academy premises to sit the public examination or test
- Arranging the representation meeting at a time and date convenient to all parties, but in compliance with the statutory time limits
- Arranging for the representation meeting to take place via remote access where requested by parents or excluded students aged 18 and over
- Adhering to its responsibilities to consider the reinstatement of students
- Considering the interests and circumstances of the suspended or excluded student, including the circumstances in which they were suspended or excluded, and have due regard to the interests of others at the Academy
- Using the civil standard of proof (based on the 'balance of probabilities', it is more likely than not that the fact is true) when establishing the facts relating to a suspension or exclusion
- Ensuring clear minutes are taken of the representation meeting
- Noting the outcome of the representation meeting on the student's education record, along with copies of relevant papers for future reference
- Notifying the student's parents, the Principal and the LA of its decision and the reasons for it, without delay
- Appointing a clerk to provide advice to the relevant panel and parties to the review on procedure, law and statutory guidance on suspensions and exclusions
- Where appropriate, informing parents of where to apply for an independent review panel
- Informing parents of relevant sources of information
- Ensuring a student's name is removed from the Academy admissions register, where appropriate
- Reconvening within 10 Academy days to reconsider reinstatement of a student where directed to do so by the suspensions and exclusions review panel

- Using data to evaluate the Academy's practices regarding intervention, suspension and exclusion

The clerk to the suspensions and exclusions review panel is responsible for:

- Informing the appropriate individuals that they are entitled to:
  - Make written representations to the panel
  - Attend the hearing and make oral representations to the panel
  - Be represented
- Circulating copies of relevant papers at least five Academy days before the review to all parties
- Giving all parties details of those attending and their role, once the position is clear
- Attending the review and ensuring that minutes are produced in accordance with instructions from the panel within the timeframe of the policy

The Principal is responsible for:

- Implementing good levels of discipline to ensure all students can benefit from the opportunities provided by education and to minimise potential suspensions and exclusions
- Applying the civil standard of proof when establishing the facts in relation to a suspension or exclusion
- Complying with their statutory duties in relation to students with SEND when administering the suspension or exclusion process, as outlined in the Special Educational Needs and Disabilities (SEND) Policy
- Considering any contributing factors that are identified after an incident of poor behaviour has occurred (eg if a student has suffered bereavement, experienced bullying or has a mental health issue)
- Considering the use of a multi-agency assessment for a student who demonstrates persistent disruptive behaviour
- Reviewing the effectiveness of suspensions and exclusions as sanctions (eg if a student has received multiple suspensions or is approaching the legal limit for suspensions in an academic year)
- Considering what extra support may be needed to identify and address the needs of individual students, particularly those with SEND, those eligible for FSM, LAC and those from certain ethnic groups
- Engaging effectively with parents in supporting the behaviour of students with additional needs
- Determining whether a student will be suspended or excluded on disciplinary grounds
- Adhering to their responsibilities when cancelling an exclusion before the Governing Board has met to consider whether the student should be reinstated. Withdrawing any suspensions or exclusions that have not been reviewed by the governing board, where appropriate
- Ensuring any decision to suspend or exclude is lawful, rational, reasonable, fair and proportionate

- Complying with the requirements of the Equality Act 2010 when deciding whether to suspend or exclude a student
- Ensuring they have considered their legal duty of care when sending a student home following a suspension or exclusion
- Making the decision to suspend or exclude based on the evidence available at the time, regardless of any police investigation and / or criminal proceedings
- Notifying a student's parents without delay where the decision is taken to suspend or exclude the student, including the days on which the parents must ensure the student is not present in a public place at any time during Academy hours, as well as any other necessary information statutorily required
- Ensuring that all information provided to parents is clear and easily understood
- Notifying the governor responsible and LA of their decision to exclude a student where appropriate, as well as the student's home authority if required
- Notifying the governing board once per term of any exclusions in the Principal's report to governors
- Organising suitable work for excluded students where alternative provision cannot be arranged

### **3. Grounds for suspension or exclusion**

The Academy will only suspend or exclude a student where it is absolutely necessary, and where all other possible disciplinary sanctions, as detailed in the Academy's Behaviour Policy, have failed to be successful.

The following examples of behaviour may warrant the decision to suspend or exclude a student. This is not an exhaustive list. The full lists of the reasons why a student may be suspended or excluded can be found in the Academy's Behaviour Policy:

- Physical assault against a student
- Physical assault against an adult
- Verbal abuse or threatening behaviour against a student
- Verbal abuse or threatening behaviour against an adult
- Use, or threat of use, of an offensive weapon or prohibited item
- Bullying
- Discriminatory abuse (eg racist, homophobic, biphobic, transphobic or ableist abuse)

Students can be suspended on a fixed-period basis (ie for up to 45 Academy days within a year) or permanently excluded. Similarly, students can be permanently excluded following a suspension, where further evidence is presented. In all cases, the Principal will decide whether a student will be subject to a suspension or an exclusion, depending on what the circumstances warrant.

### **4. The Principal's power to suspend and exclude**

Only the Principal has the power to suspend or exclude a student from the Academy, and is able to decide whether either a suspension or exclusion is appropriate. All suspensions and exclusions will only be issued on disciplinary grounds.

The Principal is able to suspend students where their behaviour is disruptive during lunchtime. All lunchtime suspensions will be counted as half of an Academy day. The Principal is also able to consider a student's disruptive behaviour outside of the Academy premises as grounds for suspension or exclusion, in accordance with the Academy's Behaviour Policy.

When sending a student home following any suspension or exclusion, the Principal will ensure that they exercise their duty of care at all times and will always inform the parents.

Any decision made to suspend or exclude a student will be lawful, proportionate and fair, with respect to legislation relating directly to suspensions and exclusions and the Academy's wider legal duties, including the ECHR. At all times, the Principal will take into account their legal duties under the Equality Act 2010 and the 'Special educational needs and disability code of practice: 0 to 25 years', ensuring that they do not discriminate on any grounds, e.g. race, sex, or disability, and will not increase the severity of a student's suspension or exclusion on these grounds.

The Principal will apply the civil standard of proof when responding to the facts relating to a suspension or exclusion (ie that 'on the balance of probabilities' it is more likely than not that the facts are true).

The Principal may cancel any suspension or exclusion that has already begun, or one that has not yet begun; however, this power will only be used if the suspension or exclusion has not already been reviewed by the governing board.

Where a suspension or exclusion is cancelled, the Principal will notify the student's parents, the Governing Board, the LA, and, where relevant, the virtual school head (VSH) and the student's social worker. The notification will also provide the reason for the cancellation. The Principal will offer the student's parents the opportunity to meet with the Principal to discuss the circumstances that led to the cancellation of the exclusion, and the student will be allowed back into the Academy without delay. When a suspension or exclusion is cancelled, the Governing Board's duty to consider reinstatement ceases, and there is no requirement to hold a meeting to consider reinstatement.

Any days spent out of the Academy as a result of a suspension or exclusion prior to it being cancelled will count towards the maximum 45 school days that a student can be suspended or excluded in an academic year. A permanent exclusion will not be cancelled if the student has already been suspended or excluded for more than 45 school days in an academic year or if they will have been so by the time the cancellation takes effect.



The Principal will report the number of suspensions and exclusions that have been cancelled, alongside the circumstances around and reasons for cancellation, to the Governing Board once per term, to allow the Governing Board to have appropriate oversight.

The Principal will not issue any 'informal' or 'unofficial' suspensions or exclusions (eg sending a student home to 'cool off') regardless of whether the parents have agreed to this. The Principal will not use the threat of suspension or exclusion as a means of instructing parents to remove their child from the premises.

All suspensions and exclusions will be formally recorded on the Academy's student information system (Sims).

## **5. Factors to consider when suspending or excluding a student**

When considering the suspension or exclusion of a student, the Principal will:

- Allow the student the opportunity to present their case once evidence has been collected
- Take into account any contributing factors that are identified after a case of poor behaviour has occurred (eg if the student's wellbeing has been compromised, or they have been subjected to bullying)
- Take into consideration whether the student has received multiple suspensions or is approaching the legal limit of 45 suspended days per school year, and whether suspension is serving as an effective sanction
- Consider early intervention to address underlying causes of disruptive behaviour, including liaising with external agencies, to assess students who demonstrate consistently poor behaviour

The Principal will consider what extra support may be available for vulnerable student groups whose suspension and exclusion rates are higher, to reduce their risk of suspension or exclusion, including the following:

- LAC
- students eligible for FSM
- students with SEND
- certain ethnic groups

The Principal will consider avoiding excluding LAC, those with SEMH issues or students with an EHC plan. Where any member of staff has concerns about vulnerable student groups and their behaviour, appropriate assessments will be carried out to determine whether the behavioural issues might be a result of educational, Mental Health or other needs / vulnerabilities. Where SEND or SEMH issues are identified, an individual behaviour plan will be created using the graduated response process (assess, plan, do, review). If the student continues to endanger the physical or emotional wellbeing of other students or staff, then suspension or exclusion may be considered. In accordance with the Equality Act 2010, the

Academy will do all it can to avoid suspension or exclusion of a student with identified SEND or SEMH issues before the graduated response process has been completed.

Where a pupil with SEND or SEMH issues is excluded because of a SEND- or SEMH-related need that could not be met at the Academy, detailed records will be kept highlighting that these students are closely tracked and showing that the Academy has a close relationship with the student's next destination.

The Principal will work in conjunction with the parents of any student with additional needs to establish the most effective support mechanisms.

## **6. Preventative measures**

Before taking a final decision to exclude, the Principal will consider whether it is in the best interests of all parties to initiate off-site directions or managed moves as preventative measures to exclusion.

### **Off-site direction**

Under the Education Act 2002, the Governing Board may require any registered student to attend at any place outside the Academy premises for the purpose of receiving educational provision intended to improve their behaviour.

The Governing Board and the Principal will decide, in communication with the student and their parents, whether off-site direction is an appropriate solution to manage a student's behaviour and avoid suspension or exclusion. Where all parties agree to this course of action, the Academy will work with the student and their parents to discuss and agree a plan for the off-site direction, including a proposed maximum period of time that the student will be at the alternative provision and any alternative options that will be considered once the time limit has been reached (eg Managed Moves).

The Governing Board will notify parents, and the LA if the student has an EHC plan, in writing with information about the placement no later than two Academy days before the relevant day.

The Academy will keep any off-site placements under review

### **Managed Moves**

Where it is thought to be in a student's best interest to transfer them to another mainstream Academy permanently, the Principal and Senior Vice Principal (Inclusion) will discuss this with the parents of the student, and the LA if the student has an EHC plan. Managed Moves will only go ahead with the voluntary agreement of all parties involved, including the parents and the admission authority of the new school.

The Academy will ensure that detailed records are kept of any decision to initiate a Managed Move, including evidence that appropriate initial intervention has been carried out. The

Academy will participate in information sharing with the student's new school, including sending data on prior and current attainment, academic potential and any risk management strategies. The Academy will also co-operate with the student's new school to create an effective integration strategy.

Parents who have concerns that a Managed Move is being forced on them or who are unhappy with a Managed Move will be referred to the Complaints Policy and Procedure.

## **7. Duty to inform parents**

Following the Principal's decision to suspend or exclude a student, they will immediately inform the parents, or the excluded student if they are aged 18 or older, in person or by telephone, supported by email communication, of the period of the suspension, or permanency of the exclusion, and the reasons behind this.

The Principal will inform the parents in writing (or electronically if written permission has been received from the parents for notices to be sent this way) of the following:

- The reason(s) for the suspension or exclusion
- The length of the suspension or permanency of the exclusion
- Their right to raise any representations about the suspension or exclusion to the Governing Board, including how the student will be involved in this and how the representations will be made
- Their right to attend a meeting where there is a legal requirement for the Governing Board to consider the suspension or exclusion, and the fact that they are able to bring an accompanying individual
- Their right to make a request to hold the meeting via remote access and how this request can be made
- The arrangements that have been made for the student to continue their education prior to the organisation of any alternative provision, or the student's return to Academy
- Relevant sources of free, impartial information

Where the student is of compulsory school age, the Principal will inform the parents by the end of the afternoon session that for the first five days of the suspension or exclusion (or until the start date of any alternative provision or the end of the suspension, where this is earlier), parents are legally required to ensure that their child is not present in a public place during Academy hours without justification, and that parents may receive a penalty fine if they fail to do so.

Where the Principal has arranged alternative provision, they will also inform the parents of the following:

- The start and end date for any provision of full-time education
- The address at which the provision will take place
- Any information necessary for the student to identify the person they should report to on the starting date

Where the Principal is unable to provide information on alternative provision by the end of the afternoon session, they will provide the information in a subsequent written notice without further delay, and within 48 hours of the student beginning the provision. If the alternative provision is due to begin before the sixth day of the suspension or exclusion, the Principal is able to give less than 48 hours of notice, with parental consent.

If the Principal has decided to suspend the student for a further fixed period following their original suspension, or to permanently exclude them, they will notify the parents without delay and issue a new suspension or exclusion notice to parents.

## **8. Duty to inform the Governing Board and LA**

The Principal will inform the Governing Board, without delay, of the following:

- Any permanent exclusions (including where a suspension is followed by a decision to permanently exclude the student)
- Any suspensions which would result in the student being suspended for more than 5 Academy days in a term (or more than 10 lunchtimes)
- Any suspensions or exclusions which would result in the student being absent from an examination or National Curriculum test

For any suspensions and exclusions, other than those above, the Principal will notify the Governing Board once per term.

The Principal will inform the LA of all suspensions or exclusions, regardless of their length, without delay.

All notifications to the Governing Board and LA will include the reasons for suspension or exclusion and the duration of any suspension.

If a student who is suspended or excluded lives outside the LA in which the Academy is located, the Principal will notify the student's 'home authority'.

## **9. Duty to inform social workers and the virtual school head (VSH)**

When a student has been suspended or excluded, the Principal will, without delay, notify the student's Social Worker, if they have one, and the VSH, if they are a Looked-After Child. This notification will include the period of any suspension and the reasons for suspension or permanent exclusion.

Social workers and / or the VSH will also be informed when a meeting of the Governing Board is taking place, and will be invited to attend the meeting should they wish to do so.

Social Workers and VSHs will be allowed to join a Governing Board meeting or independent review panel via the use of remote access, as long as the arranging authority is satisfied they will be able to participate effectively, they can hear and be heard throughout the meeting, and their remote participation will not prevent the meeting being fair and transparent.

## **10. Arranging education for suspended and excluded students**

For any suspensions of more than five Academy days, the Governing Board will arrange suitable full-time education for the student, which will begin no later than the sixth day of suspension. Where a student receives consecutive suspensions, these will be regarded as cumulative, and full-time education will still have to be provided from the sixth day of suspension. For exclusions, full-time education will be provided for the student from the sixth day of exclusion.

The Governing Board will not arrange full-time education for any student who is currently in their final year of compulsory education, and who does not have any further public examinations to sit.

The Governing Board is aware that it is beneficial to suspended and excluded students to begin their alternative education arrangements before the sixth day of suspension or exclusion; therefore, the Governing Board will always attempt to arrange alternative provision before the sixth day. Where it is not possible to arrange alternative provision during the first five days, the Academy will ensure that they take reasonable steps to set and mark work for the student.

If a student with SEND has been suspended or excluded, the Governing Board will ensure that:

- Any alternative provision is arranged in consultation with the student's parents, who are able to request preferences
- When identifying alternative provision, any EHC plan is reviewed or the student's needs are reassessed, in consultation with the student's parents

## **11. Returning from a suspension**

Following a suspension, a re-integration meeting will be held involving the student, parents, a member of senior staff and other staff, where appropriate. At this meeting, a re-integration agreement must be signed by the parent and student. A student cannot return to lessons if a re-integration meeting has not taken place and / or if the re-integration agreement has not been signed. In these circumstances, the student will work in the Internal Exclusion Room until the re-integration meeting has taken place and the re-integration agreement is signed.

The following measures may be implemented when a student returns from a suspension:

- Agreeing a Behaviour Contract or Final Warning Contract
- Putting a student 'on report'
- Mentoring, counselling or intervention / support from one of our external providers
- Assessment for SEND or SEMH needs
- SEMH support
- Placement in the Inclusion Support Centre

## **12. Considering suspensions and exclusions**

The governing board will consider any representations made by parents regarding suspensions and exclusions.

Parents and, where requested, a friend or representative, the Principal, and a member of the LA will be invited to attend any consideration of suspensions and exclusions and will be able to make representations. Any meeting to consider reinstatement of a student will be arranged at a date and time convenient for all parties, and in compliance with any statutory time limits. Parents, and excluded students if they are over 18, will also be able to request that the meeting is held via remote access.

Where it is appropriate to the student's age and level of understanding, the student will also attend any consideration meeting, and will be enabled to make a representation on their own behalf if they desire to do so.

The Governing Board will consider the reinstatement of a suspended or excluded student, where:

- The exclusion is permanent.
- The suspension is fixed-period, and would bring the student's total number of suspended school days to more than 15 in any given term
- The suspension or exclusion would result in the student missing a public examination

In the case of a suspension where the student's total number of suspended days is more than 5 but less than 16 school days within a term (this includes suspensions that exceed 15 school days by less than a whole day, so one that totals 15.5 days), if parents make representations, the Governing Board will consider suspensions within 50 school days of receiving the notice of suspension. In the absence of any representations from parents, the Governing Board will consider the reinstatement on their own.

Where a suspension will take a student's total number of school days out of Academy above five but less than 16 for the term, and parents have not requested a Governing Board meeting, the Governing Board will not be required to consider the student's reinstatement but it will have the power to do so if it deems it appropriate.

Where a suspension will not bring a student's total number of days of suspension to more than five days in a term, the Governing Board will consider all representations made by parents; however, the Board cannot direct the reinstatement of the student and it is not required to arrange a meeting with parents.

Where suspension or exclusion would result in a student missing a public examination, the Governing Board will consider the suspension or exclusion before the test to decide whether the student should be reinstated in time to take the examination.

If it is not practicable for a sufficient number of governors to consider the decision before the examination, a smaller sub-committee will consider the suspension or exclusion and decide whether or not to reinstate the student.

In light of the above, the Governing Board will also consider whether it would be appropriate to allow the suspended or excluded student to enter the premises to take the examination.

When considering the reinstatement of a student, the Governing Board will:

- Only discuss the suspension or exclusion with the parties present at the meeting
- Ask for any written evidence prior to the meeting
- Circulate any written evidence and information to all parties, at least five Academy days in advance of the meeting
- Allow students and parents to be accompanied by a person of their choice to the meeting
- Consider what reasonable adjustments need to be made to support the attendance and contribution of parties at the meeting
- Identify the steps needed to enable and encourage the suspended or excluded student to attend the meeting and speak on their behalf, or how they may contribute personal views by other means if attendance is not possible
- Consider the interests and circumstances of the student, including the grounds for suspension or exclusion

### **13. Reaching a decision**

After considering suspensions and exclusions, the Governing Board will either:

- Decline to reinstate the student
- Direct the reinstatement of the student immediately, or on a specified date

If reinstatement would make no practical difference (eg. if the student has already returned to the Academy following a suspension or the parents make clear they do not want their child reinstated) the Governing Board will still consider whether the student should be officially reinstated, and whether the Principal's decision to suspend or exclude the student was fair, lawful and proportionate, based on the evidence presented.

The Governing Board will apply the civil standard of proof when responding to the acts relating to a suspension or exclusion (ie. that on the 'balance of probabilities' it is more likely than not that the facts are true).

To reach a decision, the Governing Board will:

- Identify the steps they intend to take to ensure that all parties involved will have the opportunity to participate and present their views
- Ensure that minutes are taken of the meeting as a record of the evidence that was considered
- Ask all parties to withdraw from the meeting before concluding their decision



- Consider whether the suspension or exclusion of the student was lawful, proportionate and fair, taking into account the Principal's legal duties and any evidence that was presented to the Governing Board in relation to the decision
- Record the outcome of the decision on the student's educational records, along with copies, which will be kept for at least six months
- Inform the LA of the outcome
- Make a note of their findings, where they have considered a suspension or exclusion but cannot reinstate the student

#### **14. Notification of considered suspensions and exclusions**

The Governing Board will notify the parents of the suspended or excluded student, the Principal, and the LA of their decision following the consideration of a suspension or exclusion, in writing and without delay.

In the case of exclusion, where the Governing Board decides not to reinstate the student, they will notify the parents:

- That the exclusion is permanent
- Of their right for it to be reviewed by an independent review panel
- Of the date by which an application for review must be made
- Of the name and address of whom the review application should be submitted to
- That a request to hold the meeting via remote access can be made and how to do this
- That any application should set out the grounds on which it is being made and that, where appropriate, this should include reference to how a student's SEND is considered relevant to the exclusion
- That, regardless of whether a student has been identified as having SEND, the parents have a right to require the Governing Board to ensure a SEND expert attends the review
- Of the role of the SEND expert that will attend the review, and that the parents will not be charged for this
- That they are required to make it clear if they wish for a SEND expert to attend the review
- That they may appoint someone at their own expense to make representations to the panel

The Governing Board will also notify parents that, if they believe a suspension or exclusion has been issued as a result of discrimination, then they are required to make a claim under the Equality Act 2010 to the First-tier Tribunal (SEND), and that this should be within six months of when the discrimination allegedly took place.

After any conclusion, the Governing Board will notify the parents, and all other parties involved, of the decision that was made and the reasoning for this, in sufficient detail.

#### **15. Removing excluded students from the Academy register**

The Principal will remove students from the Academy register if:



- 15 Academy days have passed since the parents were notified of the Governing Board's decision not to reinstate the student and no application for an independent panel review has been received
- The parents have stated in writing that they will not be applying for an independent panel review following an exclusion

If an application for an independent panel review has been made within 15 Academy days, the Principal will wait until the review has been determined, or abandoned, and until the Governing Board has completed any reconsideration that the panel recommended or directed it to carry out, before removing the student from the Academy register.

If a student's name is to be removed from the register, the Principal will make a return to the LA, which will include:

- All the particulars which were entered in the register
- The address of any parent with whom the student normally resides
- The grounds upon which the student's name is to be removed from the register

Any return to the LA will be made as soon as the grounds for removal are met and no later than the date on which the student's name was removed.

If a student's name has been removed from the register and a discrimination claim is made, the student may be reinstated following a decision made by the First-tier Tribunal (SEND) or County Court.

Whilst a student's name remains on the admissions register, the appropriate code will be used to mark the student's attendance:

- Code B: Education off-site
- Code D: Dual registration
- Code E: Absent and not attending alternative provision

## **16. Independent review panel**

The Academy will review the Governing Board's decision not to reinstate an excluded student if the parents submit their application for this within the required time frame.

The Academy will constitute an independent review panel of three or five members that represent the following categories:

- A lay member to chair the panel. This individual will not have worked in any school in a paid capacity
- A current or former school governor who has served for at least 12 consecutive months in the last 5 years
- A headteacher or individual who has been a headteacher within the last 5 years

Parents are required to submit their applications within:

- 15 Academy days of the Governing Board's notification of their decision

- 15 Academy days of the final determination of a discriminatory claim made under the Equality Act 2010

Any application made outside of the above timeframe will not be reviewed. Parents are able to request an independent panel review even if they did not make a case to, or attend, the Governing Board's initial consideration of the exclusion.

Parents can request that Independent review panels take place via remote access.

The Academy will adhere to all statutory guidelines when conducting an Independent panel review, as outlined in the DfE's statutory guidance.

### **17. Appointing a SEND expert**

If requested by parents in their application for an independent review panel, the Academy will appoint a SEND expert to attend the panel and cover the associated costs of this appointment. Parents have a right to request the attendance of a SEND expert at a review, regardless of whether the Academy recognises that their child has SEND.

The Academy will make arrangements to indemnify the SEND expert against any legal costs and expenses reasonably incurred as a result of any decisions or actions connected to the review and which are taken in good faith.

An individual will not serve as a SEND expert if they have, or at any time have had, any connection with the Academy, parents or student, or the incident leading to the exclusion, which might reasonably be taken to raise doubts about their ability to act impartially. The SEND expert will be a professional with first-hand experience of the assessment and support of SEND, as well as an understanding of the legal requirements on schools in relation to SEND. Examples of suitable individuals include Educational Psychologists, specialist SEND teachers, SENDCos and behaviour support teachers.

Recently retired individuals are not precluded from fulfilling this role; however, the Academy will assess the knowledge of such individuals in order to ensure that they have a good understanding of current practice and the legal requirements on schools in relation to SEND.

Whilst individuals are not automatically taken to be partial simply because they are contracted by the Academy, they will not have had any previous involvement in the assessment or support of SEND for the excluded student, or siblings of the excluded student. The Academy will request that prospective SEND experts declare any conflict of interest at the earliest opportunity.

The final decision on the appointment of a SEND expert is for the Academy to make, but it will take reasonable steps to ensure that parents have confidence in the impartiality and capability of the SEND expert. Where possible, this will include offering parents a choice of SEND expert. In order to meet its duties within the statutory time frame, the Academy will consider maintaining a list of individuals capable of performing the role of SEND expert in advance of a request.

The Academy will determine the amount of any payment in relation to the appointment of the SEND expert, such as financial loss, travel and subsistence allowances.

### **18. The role of the SEND expert**

The SEND expert's role is analogous to an expert witness, providing (orally and / or written) impartial advice to the panel on how SEND might be relevant to the exclusion. The SEND expert will base their advice on the evidence provided to the panel. The SEND expert's role does not include making an assessment of the student's SEND.

The focus of the SEND expert's advice will be on whether the Academy's policies which relate to SEND, or the application of these policies in relation to the excluded student, were legal, reasonable and procedurally fair. If the SEND expert believes that this was not the case, they will, where possible, advise the panel on the possible contribution this could have made to the circumstances of the student's exclusion.

Where the Academy does not recognise that a student has SEND, the SEND expert will advise the panel on whether they believe the Academy acted in a legal, reasonable and procedurally fair way with respect to the identification of any SEND that the student may potentially have, and any contribution that this could have made to the circumstances of the student's exclusion.

The SEND expert will not criticise the Academy's policies or actions simply because they believe a different approach should have been followed or because another school might have taken a different approach.

### **19. Appointing a clerk**

The Academy will decide whether to appoint a clerk to the Independent review panel, or to make alternative arrangements to administer the panel.

Where a clerk is appointed, the Academy will ensure that the clerk did not serve as clerk to the Governing Board when the decision was made not to reinstate the student.

### **20. The role of the clerk**

The clerk's role is to provide advice to the panel and parties to the review on procedure, law and statutory guidance on exclusions.

The clerk will:

- Identify, in advance of the meeting, whether the excluded student wishes to attend the panel hearing, taking reasonable steps to enable the student to feedback their views, irrespective of their attendance
- Identify, in advance of the meeting, whether any alleged victims of the incident leading up to the exclusion wish to attend the panel hearing, taking reasonable steps to enable them to feedback their views, irrespective of their attendance.

- Ensure that the panel is able to hear from any witnesses to the incident leading to the exclusion, taking into account the fact that some of these people may be students at the Academy. Students under 18 will not be allowed to appear in person without parental consent
- Inform the parents, Principal and Governing Board that they are entitled to make oral and written representations to the panel, attend the hearing, and be represented
- Ensure that all parties are:
  - Provided with copies of relevant papers at least five school days before the review, notifying the panel if any requested documents have not been provided in case the panel wishes to adjourn until a later date
  - Informed about who is attending the meeting, and what their roles are
- Attend the review and ensure that minutes are produced in accordance with instructions from the Independent review panel.

## **21. The duties of the Independent review panel**

The role of the panel is to review the Governing Board's decision not to reinstate an excluded student. In reviewing the decision, the panel will consider the interests and circumstances of the excluded student, including the circumstances in which the student was excluded, and have regard to the interests of other students and people working at the Academy. The panel will apply the civil standard of proof, rather than the criminal standard of 'beyond reasonable doubt'.

Following the review, the panel will do one of the following:

- Uphold the decision
- Recommend that the Governing Board reconsiders reinstatement
- Quash the decision and direct that the Governing Board reconsiders reinstatement

The panel's decision does not have to be unanimous and can be decided by a majority vote. It is binding on the student, parents, Governing Board, Principal and Academy.

## **22. Conducting Governing Board meetings or Independent review panels via remote access**

Parents, or excluded students if they are 18 or older, will be able to request that Governing Board meetings or independent review panels are held via remote access; however, parents and students will be made aware that this is not the default option.

Where a parent or student makes a request correctly in line with instructions set out in the Principal's or Governing Board's written notification, the Governing Board will hold the meeting via the use of remote access.

Remote meetings and panels will be held in accordance with timelines for face-to-face meetings.

Where a request for a meeting to be held via remote access is not made, or the parent or student does not state a preference, the meeting or panel will be held in person unless it is not practicable to do so.

If there is a reason related to extraordinary events or unforeseen circumstances (eg an outbreak of an infectious illness) which means it is not reasonable for a meeting or panel to be held in person, it may be held via remote access.

Meetings will only be held via remote access if the Governing Board is satisfied that the meeting can be held fairly and transparently. If this cannot be done, the Governing Board will consult with the parent to discuss how a face-to-face meeting can be arranged that will be convenient for them.

If there are technological or internet issues during a remote meeting which compromises the ability for participants to be seen or heard, or prevents the meeting from being held fairly and transparently and it is not reasonably practicable to resolve, a face-to-face meeting will be arranged without delay.

When holding meetings or panels via remote access, the Governing Board will:

- Comply with relevant equalities legislation
- Enable access to support which the parent is entitled to, including the presence of a friend.
- Confirm with all participants that they have access to the technology that will allow them to participate in the meeting or panel
- Ensure all the participants will be able to put across their point of view and / or fulfil their function
- Ensure the remote meeting or panel can be held fairly and transparently

### **23. Reconsidering reinstatement following a review**

Where the Independent review panel instructs the Governing Board to reconsider their decision not to reinstate a student, they will do so within 10 Academy days of being given notice of the review panel's decision.

The Academy is aware that if, following an instruction to reconsider, the Governing Board does not offer to reinstate the student, then the Academy will be required to make a payment of £4,000 directly to the LA area in which the Academy is located.

Where the Independent review panel recommends that the Governing Board should reconsider their decision not to reinstate a student, they will do so within 10 Academy days of being given notice of the review panel's decision. The Academy is aware that if, following a recommendation to reconsider, the Governing Board does not offer to reinstate the student, it will not be subject to a financial adjustment. If, following reconsideration, the

Governing Board offers to reinstate the student but the parents decline, no adjustment will be made to the Academy's budget.

Following reconsideration, the Governing Board will notify the parents, Principal and Academy of their reconsidered decision and the reasons for this.

#### **24. Criminal investigations**

The Principal will not postpone taking a decision to suspend or exclude a student due to a police investigation being underway, or any criminal proceedings that are in place.

Particular consideration will be given by the Principal when deciding to suspend or exclude a student where evidence is limited by a police investigation, to ensure that any decision made is fair and reasonable.

If the Governing Board is required to consider the Principal's decision in these circumstances, they will not postpone the meeting and will make a decision based on the evidence available.

#### **25. Training requirements**

The Academy will ensure that all Independent review panel members and clerks have received training within the two years prior to the date of the review. Training will cover:

- The requirements of the legislation, regulations and statutory guidance governing suspensions and exclusions
- The need for the panel to observe procedural fairness and the rules of natural justice
- The role of the chair of a review panel
- The role of the clerk to a review panel
- The duties of Principals, Governing Boards and the panel under the Equality Act 2010
- The effect of section 6 of the Human Rights Act 1998 and the need to act in a manner compatible with human rights protected by that Act

Clerks will also have an up-to-date understanding on developments in case law which are relevant to suspension and exclusion.

#### **26. Using data**

The Principal will ensure that all data regarding suspensions and exclusions is collected and provided to the Governing Board on a termly basis. The Governing Board will review this data regularly in order to:

- Consider the level of student moves and the characteristics of students who are moving on any permanent exclusions to ensure that this is only being used as a last resort
- Gather information on students who are taken off the roll and those who are on the roll but attending education off-site
- Consider the effectiveness and consistency in implementing the Behaviour Policy

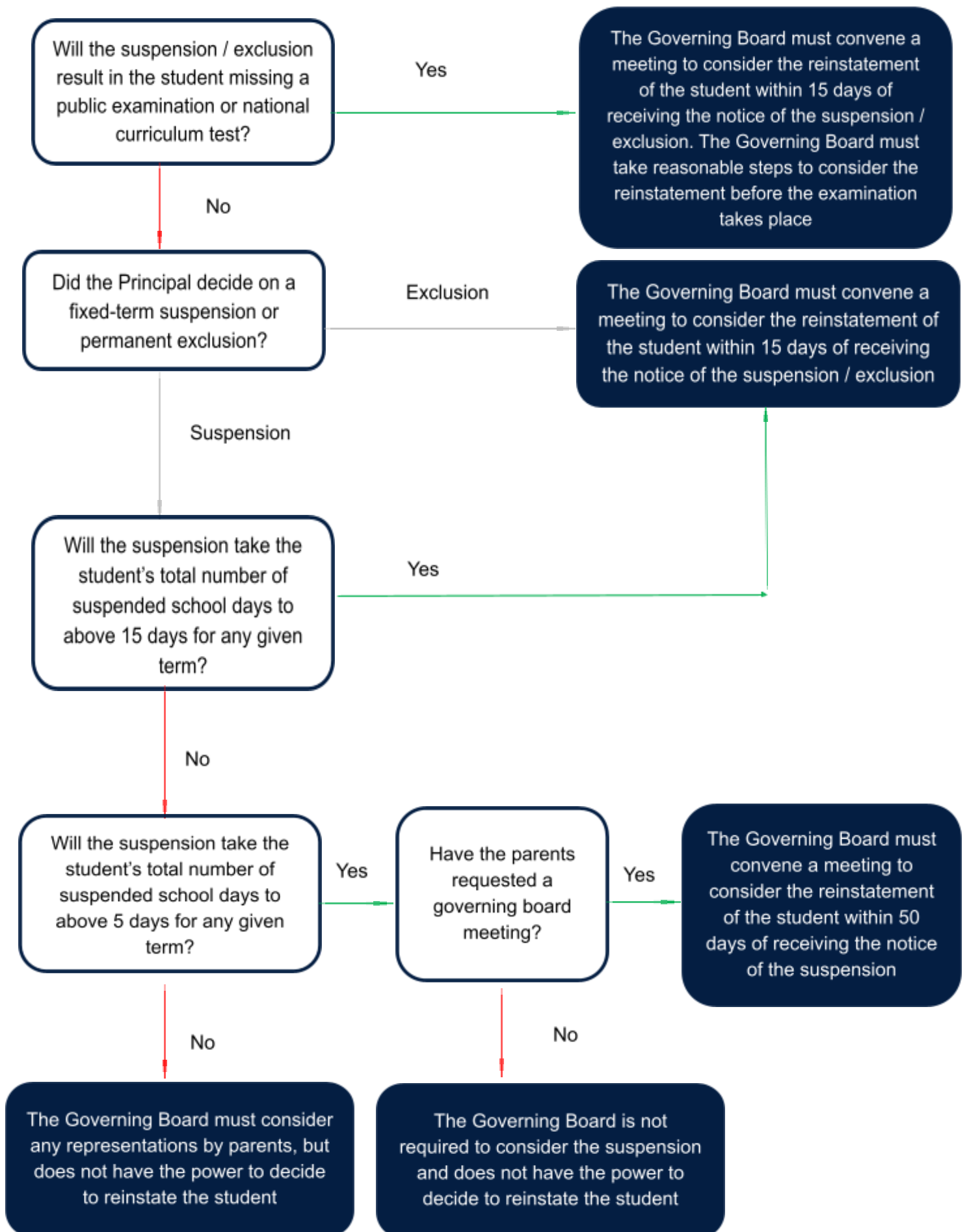
- Understand any variations in the rolling average of permanent exclusions to ensure they are only used when necessary
- Understand the characteristics of suspended and excluded students and evaluate equality considerations
- Gather information on where students are receiving repeat suspensions
- Evaluate interventions in place to support students at risk of suspension and exclusion, including where there are patterns which may indicate that certain policies and support measures are or are not working
- Analysing whether the placements of students directed off-site into alternative provision are reviewed at sufficient intervals to assure that the education is achieving its objectives

## **27. Monitoring and review**

This policy will be reviewed annually by the Principal in conjunction with the Governing Board. The next scheduled review date for this policy is September 2024.

All members of staff will be required to familiarise themselves with this policy as part of their induction programme.

**Appendix A: Flowchart for reviewing the Principal's suspension or exclusion decision**





## **Appendix B: Issuing Suspensions and Permanent Exclusions**

1. Exclusion occurs when a student's behaviour results in their removal from the Academy for a designated length of time. An exclusion may be a fixed term suspension (an exclusion for a fixed period of time) or, in exceptional circumstances, permanent
2. The Academy follows the DfE Guidance on Suspension and Permanent Exclusion (May 2023). A full copy of this guidance is available on the DfE website or from the Academy office
3. The Academy will only levy suspensions or permanent exclusions when absolutely necessary. However, we will never shirk from taking appropriate action when necessary
4. We recognise that suspension and permanent exclusion cause disruption to students' learning, which might negatively influence their future behaviour, and will therefore only levy suspensions and permanent exclusions for serious incidents
5. Following all fixed-term suspensions, a Re-Integration meeting with the student and their parents will need to take place. During this meeting the student and parent will be required to sign a Re-Integration agreement. The student will only be permitted to return to lessons once this Re-Integration meeting has taken place and the Re-Integration agreement signed.
6. In rare cases, the Academy may have to consider permanent exclusion. Sometimes this will be for an isolated incident. However, for students known to be at risk of permanent exclusion, a range of measures may be implemented as appropriate. Some of these are:
  - agreeing an individual Behaviour Support Plan / Pastoral Support Plan with parents
  - being placed on a Behaviour Contract or Final Warning Contract
  - an assessment of social, emotional and learning needs
  - alternative curriculum options (e.g. part-time college provision)
  - allocation of a mentor
  - attending a Governors Disciplinary Panel meeting with parents
  - a Managed Intervention placement at an Alternative Education Provision (Golborne Education Centre)
  - a Managed Move to another school or education provision

The Academy will make every effort to avoid fixed-term suspensions. However, there will be occasions when a fixed-term suspension is the appropriate sanction, due to the serious nature of the incident or due to persistent and ongoing defiance of the Academy rules (resulting in the student moving onto Level B of the Exclusion Hierarchy). The decision to suspend a student can only be made by the Principal and the appropriate procedures will always be followed.

### **Behaviour likely to result in Fixed-Term Suspension:**

- Persistent and seriously disruptive behaviour
- Confrontational behaviour / obscene language towards students or staff including obscenity, offensive language, racist, sexist, transphobic or homophobic language
- Swearing directly at / verbally abusive language directed towards a member of staff
- Behaviour causing a health and safety risk
- Behaviour which puts the student out of the care and control of the Academy

- Persistent and ongoing failure failing to follow the Academy Code of Conduct
- Persistent and consecutive failure to complete an IER sanction
- Direct defiance of a senior member of staff
- Inappropriate contact with a member of staff
- Serious vandalism / serious deliberate damage to property
- Disruption in the local community
- Failing to comply with the conditions of a Student Contract
- Failing to comply with the conditions of a Re-Integration Agreement
- Failing to comply with the conditions of a Behaviour Contract
- In possession of, using or (suspected of) being) under the influence of alcohol either on site, whilst in Academy uniform or on an Academy trip / visit
- (Suspected of) being under the influence of an illegal substance (including so called 'legal highs') either on site, whilst in Academy uniform or on an Academy trip / visit
- In possession of illegal drug paraphernalia on Academy site
- Smoking (tobacco) or vaping on Academy site
- Deliberately setting off the Academy fire alarm
- Serious fight / assault causing physical injury to another student
- Carrying a potentially dangerous weapon / implement on the journey to or from the Academy
- Misuse of Social Media
- Involvement in behaviour of a sexual / sexualised nature
- Behaviour likely to bring the Academy into disrepute
- Involvement in criminal activity

The Academy will make every effort to avoid permanent exclusion. However, there will be circumstances, including one-off extremes of behaviour, where permanent exclusion will be the appropriate and necessary sanction. The decision to permanently exclude a student can only be made by the Principal and the appropriate procedures will always be followed.

**Behaviour likely to result in Permanent Exclusion:**

- Physical assault upon a member of staff
- Serious physical assault upon another student
- Use of or possession of illegal substances (including so called 'legal highs') either on site, whilst in Academy uniform or on an Academy trip / visit
- Possession of knives, or other weapons including BB guns and other instruments that can be used as weapons, either on site or whilst in Academy uniform or on an Academy trip / visit
- Actual, intended or threatened use of a potentially dangerous weapon / implement on the Academy site, to or from the Academy, or anywhere when wearing Academy uniform or representing the Academy
- Failing to comply with the conditions of a Final Warning Contract
- Failure of a Managed Move trial to another school / education provision
- Posing a serious and / or repeated health and safety risk
- Repeated incidents of serious misbehaviour or repeated disruption to the learning of others

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- Sexual misconduct - including distribution and production of inappropriate images.
- Serious cCriminal offences committed on the Academy site, whilst in Academy uniform, representing the Academy or whilst on the way to or from the Academy
- Other serious reasons at the Principal's discretion