Hopton Church of England Primary Academy

Suspension and Permanent Exclusions Policy

Policy Type:	**Academy Policy**
Approved By:	**Local Governing Body**
Date Approved by LGB:	**September 2026 - TBC**
Review Date:	**September 2027**
Person Responsible:	**Headteacher**

Summary of Changes

The policy has been amended as follows.

Page Ref.	Section	Amendment	Date of Change

General Policy Roles and Accountabilities The Diocese of Norwich Education and Academies Trust (DNEAT) is accountable for all policies across its Academies. All policies, whether relating to an individual Academy or the whole Trust, will be written and implemented in line with our ethos and values as articulated in our prospectus. We are committed to the provision of high-quality education in the context of the Christian values of service, thankfulness and humility where individuals are valued, aspirations are high, hope is nurtured, and talents released.

A Scheme of Delegation for each Academy sets out the responsibilities of the Local Governing Body and Head Teacher. The Head Teacher of each Academy is responsible for the implementation of all policies of the Academy Trust.

All employees of the Academy Trust are subject to the Trust's policies.

This policy is an appendix of Hopton Church of England Primary Academy's Behaviour Policy; it deals with the policy and practice which informs the Academy's use of suspension and permanent exclusions. It is underpinned by the shared commitment of all members of the Academy community to achieve a very important aim;

To ensure the safety and well-being of all members of the Academy community, and to maintain an appropriate educational environment in which all can learn and succeed.

Introduction:

The decision to suspend or permanently exclude a pupil will be taken in the following circumstances:

In response to a serious breach of the Academy's Behaviour Policy.

If allowing the pupil to remain in the Academy, would seriously harm the education or welfare of the pupil or others in the Academy.

Suspension or permanent exclusion is an extreme sanction and is only administered by the Headteacher (or, in the absence of the Headteacher, the member of the Senior Leadership Team who is acting in that role).

Suspension or permanent exclusion, whether fixed term or permanent, may be used for any of the following, all of which constitute examples of unacceptable conduct and are infringements of the Behaviour Policy:

- Unacceptable behaviour, which has previously been reported and for which Academy sanctions and other interventions have not been successful in modifying the pupil's behaviour
- Verbal or physical abuse of other pupils or Academy staff
- Aggression towards other pupils leading to the possibility of physical or emotional harm.
- Indecent behaviour

This is not an exhaustive list and there may be other situations where the Headteacher makes the judgment that suspension or permanent exclusion is an appropriate sanction.

Suspension procedure:

Most suspensions are of a fixed term nature and are of short duration. The DfE regulations allow the Headteacher to suspend a pupil for one or more fixed periods not exceeding 45 school days in any one school year.

A fixed period suspension does not have to be for a continuous period. In exceptional cases, usually where further evidence has come to light, a fixed period suspension may be extended or converted to a permanent exclusion.

Pupils whose behaviour at lunchtime is disruptive may be suspended from the Academy premises for the duration of the lunchtime period. In such cases the legal requirements in relation to suspension, such as the head teacher's duty to notify parents, still apply. Lunchtime exclusions are counted as half a school day for statistical purposes and in determining whether a disciplinary meeting is triggered.

The governors have established arrangements to promptly review all permanent exclusions from the Academy and all fixed term suspensions that would lead to a pupil being excluded for over 15 days in a school term, or missing a public examination.

The governors have established arrangements to review fixed term suspensions which would lead to a pupil being suspended for over five days, but not over 15 days, in a school term where a parent has expressed a wish to make representations.

Following suspension, parents are contacted immediately where possible. A letter will be sent home (on the same day if possible) giving details of the suspension and the date the suspension ends. Parents have a right to make representations to the Trust as directed in the letter.

A return to school meeting will be held following the expiry of the fixed term suspension and this will involve a member of the Senior Leadership Team and other staff where appropriate.

During the course of a fixed term suspension where the pupil is to be at home, parents are advised that the pupil is not allowed on the Academy premises, and that daytime supervision is their responsibility, as parents/guardians. Parents will also be informed of the risk of prosecution if their child is found in a public place during the school day.

Work will be provided by the class teacher.

Permanent Exclusion:

The decision to exclude a pupil permanently is a serious one and is not taken lightly. There are two main types of situation in which permanent exclusion may be considered:

- The final, formal step in a concerted process for dealing with disciplinary offences following the use of a wide range of other strategies, which have been used without success. It is an acknowledgement that all available strategies have been exhausted and is used as a last resort. This would include persistent and defiant misbehaviour including bullying (which would include racist or homophobic bullying).

- When a serious criminal act has been committed, the school will involve the police in any such offence eg: dealing drugs or bringing in an offensive weapon.

As with fixed term suspension, parents will be informed, in writing, of the decision to permanently exclude and their right of representation and appeal at a disciplinary committee meeting, to be arranged within 15 school days.

Work will be sent home and marked when returned for the first 5 days.

From day 6, the local authority is responsible for providing full time alternative educational provision.

Where parents dispute the decision of the governors not to reinstate a permanently excluded pupil, they can ask for this decision to be reviewed by an independent review panel. Where there is an allegation of discrimination (under the Equality Act 2010) in relation to a fixed-period suspension or permanent exclusion, parents can also make a claim to the First-tier Tribunal (for disability discrimination) or a County Court (for other forms of discrimination).

An independent review panel does not have the power to direct the governors to reinstate a permanently excluded pupil.

General factors the Academy considers before making a decision to permanently exclude:

Permanent exclusion will not be imposed instantly unless there is an immediate threat to the safety of others in the school or the pupil concerned.

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

- Ensure appropriate investigations have been carried out,
- Consider all the evidence available to support the allegations taking into account the school policies,
- Allow the pupil to give their version of events,
- Check whether the incident may have been provoked.
- Check that all available support has been provided eg: Pastoral Support Plan, Family Support Plan.

If the Headteacher is satisfied that on the balance of probabilities, the pupil did what they are alleged to have done, permanent exclusion will be the outcome. Having made the decision and notified the parents, the Headteacher will then inform the Chair of Governors, the Trust and the Local Authority Exclusions Officer by email, by submitting the appropriate form. The principal legislation to which this policy relates is:

- The Education Act 2002, as amended by the Education Act 2011;
- The School Discipline (Pupil Exclusions and Reviews) (England) Regulations 2012;
- The Education and Inspections Act 2006;
- The Education Act 1996; and
- The Education (Provision of Full-Time Education for Excluded Pupils) (England) Regulations 2007, as amended by the Education (provision of full time Education for Excluded Pupils) (England) (amendment) Regulations 2014.