

St Katherine's School



Exclusion & Suspension Policy

Policy Number SKP A039

Next Review: September 2026

Signed : Justin Humphreys
Headteacher

Dated : 05.10.2023

Signed: William Harding
Chair of Governors

Dated : 05.10.2023

1. INTRODUCTION

1.1 The use of suspension and exclusion is governed by the provisions of the Education (No. 2) Act 1986 as amended by the Education Act 1993. This policy should be read in conjunction with the School Behaviour Policy.

2. AIMS & OBJECTIVES / RATIONALE

2.1 This is an equal opportunity school and our aim is to ensure that all pupils achieve the highest standards of work and behaviour, in a stimulating and challenging environment which promotes and celebrates achievement.

3. PROCESS / PROCEDURE

3.1 The Headteacher (or Deputy Headteacher in the Headteacher's absence) is legally the only person who can suspend or permanently exclude a pupil from school. Except in exceptional circumstances the decision to permanently exclude may only be taken by the Headteacher.

4. GUIDELINES

- To suspend a pupil is a serious sanction and should not be used lightly.
- To exclude a pupil permanently from school is the ultimate sanction, and one that should be avoided if at all possible.
- There are a few actions which may result in an immediate suspension or permanent exclusion. Please see the School Behaviour Policy for further guidance.
- In most cases the decision whether to exclude, and for how long, takes into account cumulative unacceptable behaviour and the response of the pupil to the support and advice offered.
- Parents/Carers should be warned where practicable if their child's behaviour is such that it is likely to lead to a suspension. Parents/Carers are likely to be involved in preventative strategies.
- Most pupils who are suspended or permanently excluded have a history of unacceptable behaviour. The school tries to support pupils to help them improve their behaviour and focus on their education.
- The School Behaviour Policy sets out the strategies used and the context in which exclusion is used.

5. RECOMMENDATIONS FOR SUSPENSIONS AND PERMANENT EXCLUSIONS

5.1 The following procedures must be followed:

- The decision to exclude is most likely to follow a particular incident. This may be serious enough to justify exclusion or be the culmination of a series of events.
- Incidents will be investigated to the satisfaction of the Headteacher/Deputy Headteacher before a decision to suspend or permanently exclude is made. Investigation may include viewing CCTV, speaking with staff witnesses or taking statements from students.
- Statements are usually given in confidence. These must not be directly quoted or shown to other pupils, or their parents, without the permission of the pupil who made the statement.
- Statements from adults who have witnessed the incident may also be taken.
- The child's Head of House, working alongside the Assistant Headteacher, will discuss the most appropriate action to be taken. If a pupil is the subject of an EHCP, discussions should include the SENDCo. Other members of staff may be consulted as appropriate.
- If they decide to recommend to the Headteacher that the pupil should be suspended, they prepare the appropriate documentation.
- If the recommendation is to permanently exclude, the Deputy Headteacher (and SENDCo) must prepare the documentation to support the case. This will include a full past history of the pupil including information on attainment. Where appropriate, a full report from Inclusion must be included. The documentation must be compiled within five working school days of the exclusion.

- The Headteacher makes the final decision (or the nominated person in their absence).
- Every effort must be made to contact parents/carers by phone by the Head of House or other nominated member of staff.
- The standard letter must be used. The reasons for the exclusion must be explained.
- One copy of the letter is posted to the parents/carers and another is placed on the pupil's file.
- During the period of suspension, it is the responsibility of the Assistant Headteacher/Head of House to provide work to be done at home by the pupil.
- The parent must be asked to accompany the pupil on return to school following a suspension. (This interview may take place during the period of suspension. The pupil must be present). They will normally be seen by the Headteacher or nominated Deputy or Assistant Headteacher.
- Agreements to avoid a repeat of unacceptable behaviour must be agreed and documented.
- This may take the form of a behaviour contract or Pupil Support Plan. The pupil may be placed on report. It must be made clear that failure to abide by the agreement may lead to further suspension. Copies are shared with relevant colleagues so that support can be organised.

6. ADMISSION OF PUPILS EXCLUDED FROM OTHER SCHOOLS

6.1 Any pupil joining St Katherine's School following exclusion from another school will be considered through North Somerset or Bristol panel meetings. The Deputy Headteacher, or another nominated member of staff, will attend all Admission Forums and Fair Access Panels as part of this commitment by the school.

7. MONITORING EXCLUSIONS

7.1 The Deputy Headteacher will keep a record of all suspensions and permanent exclusions. Suspensions are reported to the Governors at their Local Governing Body (LGB) meeting each term. Any suspension of more than five days in aggregate in any one term, or one that would cause a pupil to miss a public exam, must be reported immediately to the Chair of Governors. The Governors can direct that excluded pupils be re-instated either immediately or on a fixed date.

8. MEETINGS OF GOVERNORS

8.1 The Governors must convene to consider reinstatement of the pupil to school where an exclusion meets any of the following conditions:

- It is a permanent exclusion;
- It is a suspension that alone, or in conjunction with previous suspensions, will take the pupil's total number of days suspended from school above fifteen within one school term;
- It is a suspension or permanent exclusion that will result in the pupil missing a public exam.

8.2 Where a suspension takes the pupil's total number of school days suspended above five but fewer than sixteen in a single term then Governors must consider any representations made by parents. If representations are received, the governing board must convene to consider reinstatement within fifty days of receiving notice of the suspension.

8.3 Where a suspension, alone or in conjunction with previous suspensions, will take the total number of days that a pupil has been suspended within a school term to five or fewer, governors must consider any representations from parents but do not have the power to direct the pupil to be reinstated.