



## Tibberton and Hindlip First Schools Suspension and Permanent Exclusion of Pupils Policy



To be read in conjunction with Statutory Exclusion Guidance:

'DfE: School suspensions and permanent exclusions' [www.gov.uk/government/publications/school-exclusion](http://www.gov.uk/government/publications/school-exclusion)

And Worcestershire guidance: 'Graduated Response to Preventing Exclusions'  
[Exclusions and fair access | Worcestershire County Council](#)

**Executive Headteacher:** Mr A. Gromski  
**Head of Schools:** Mrs R. Jordan (Tibberton) and Mr J. Uren (Hindlip)  
**Chair of Governors:** Mr A. Clarke

**Rationale** - The government supports headteachers in using suspension and permanent exclusion as a sanction when warranted as part of creating a calm, safe, and supportive environment in which pupils can learn and thrive. This policy deals with the policy and practice which informs the School's use of suspension and exclusion. It is an important part of our ambition to create high standards of behaviour and is underpinned by the shared commitment of all members of the school community to achieve these important aims:

- to ensure the safety and well-being of all members of the school community;
- to maintain an appropriate education environment in which all can learn and succeed;
- to realise the aim of reducing the need to use suspension or permanent exclusion as a sanction.

**Introduction** - The decision to exclude a pupil will be taken in the following circumstances:

- (a) In response to a serious breach of the School's Behaviour Policy;
- (b) If allowing the pupil to remain in school would seriously harm the education or welfare of the pupil or others in the school.

Suspension and permanent exclusion are extreme sanctions and will only administered by the Executive Headteacher, or Head of School in their absence. Temporary suspension or permanent exclusion, may be used for any of the following, all of which constitute examples of unacceptable conduct, and are infringements of the School's Behaviour Policy:

- Verbal abuse to staff and other adults
- Verbal abuse to pupils
- Physical abuse to/attack on staff
- Physical abuse to/attack on pupils
- Bullying
- Racist abuse
- Abuse against sexual orientation or gender reassignment
- Abuse relating to disability
- Damage to property
- Misuse of illegal drugs
- Theft
- Serious actual or threatened violence against another pupil or a member of staff
- Sexual abuse or assault
- Supplying an illegal drug

- Carrying an offensive weapon
- Arson
- Unacceptable behaviour which has previously been reported and for which school sanctions and other interventions have not been successful in modifying the pupil's behaviour.

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

### **Procedure**

Most suspensions are of a fixed term nature and are of short duration (usually between half and three days). The DfE regulations allow the Headteacher to exclude a pupil for one or more fixed periods not exceeding 45 school days in any one school year. The Governors have established arrangements (see Worcestershire guidance) to review promptly all permanent exclusions from the School 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 excluded for over five days but not over 15 days in a school term where a parent has expressed a wish to make representations, as per DfE guidance.

Following suspension or exclusion parents are contacted immediately where possible. A letter will be sent giving details of the exclusion and the date the exclusion ends. Parents have a right to make representations to the Governing Body and the LA 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 the Headteacher and other staff where appropriate.

If the fixed term suspension is greater than five days or an accumulation of suspensions exceed five days, a Pastoral Support Plan will be drawn up. This needs to be agreed with the school, pupil and parents.

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 school premises, and that daytime supervision is their responsibility as parents/guardians.

If a pupil has a social worker, or if a pupil is looked-after, the headteacher will notify the social worker and/or VSH, as applicable.

The headteacher will also notify the local authority, regardless of the length of a suspension.

### **Permanent Exclusion**

The decision to exclude a pupil permanently is an extremely serious one. There are two main types of situation in which permanent exclusion may be considered:

- i) The first is a 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) or repeated possession and/or use of an illegal drug on school premises.

- ii) The second is where there are exceptional circumstances and it is not appropriate to implement other strategies and where it could be appropriate to permanently exclude a pupil for a first or 'one off' offence. These might include:
  - Serious actual or threatened violence against another pupil or a member of staff
  - Sexual abuse or assault
  - Supplying an illegal drug
    - Carrying an Offensive Weapon (Offensive weapons are defined in the Prevention of Crime Act 1953 as "any article made or adapted for causing injury to the person; or intended by the person having it with him for such use by him").
  - Arson

The school will consider police involvement for any of the above offences. These instances are not exhaustive but indicate the severity of such offences and the fact that such behaviour seriously affects the discipline and well-being of the school.

### **General factors the school considers before deciding to suspend or exclude**

Suspensions and 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 suspend for a fixed period the Head will:

- Ensure appropriate investigations have been carried out
- Consider all the evidence available to support the allegations taking into account the Pupil Discipline Policy, Equal Opportunity and Race Equality Policies
- Allow the pupil to give her/his version of events
- Check whether the incident may have been provoked for example by bullying or by racial or sexual harassment.

If the Head is satisfied that on the balance of probabilities the pupil did what he/she is alleged to have done, suspension or exclusion will be the outcome.

### **Graduated Response**

Before considering suspension or exclusion, the school will implement the Worcestershire Graduated Response, ensuring appropriate support is in place. This could include reviewing the child's needs, consulting with parents and external agencies, and implementing early intervention strategies. This may include universal, targeted, and specialist support before exclusion is considered. We are committed wherever possible to Early intervention, such as engagement with the SEND team, Early Help or through Pastoral Support and Behaviour Plans. As a Trauma Informed School staff are trained to identify and address underlying social, emotional and mental health needs.

### **Alternative Provision Arrangements**

For suspensions longer than five days, the school will explore suitable alternative provision, in line with Worcestershire's guidance. Parents will be informed of the arrangements, and the school will work with external agencies to support reintegration, where successful placements are sourced.

### **Reintegration Support**

Following a suspension, a reintegration meeting will be held with the pupil, parents, and relevant staff with the child warmly welcomed back to their school. A tailored support plan will be developed, ensuring the pupil has the necessary interventions in place to support successful reintegration.

## **SEND Considerations**

Before any exclusion decision, the school will review whether appropriate SEND support and reasonable adjustments have been made. The governing body will monitor exclusions of SEND pupils to ensure fair treatment.

## **Parental engagement and Appeals**

Parents have the right to make representations to the Governing Body and local authority. They will be provided with guidance on the appeals process and access to independent advice.

## **Governing body duties**

The governing body will ensure that they review data to consider the level of pupil moves and the characteristics of pupils who have been permanently excluded to ensure the sanction is only used when necessary, as a last resort.

The governing body will monitor suspension and exclusions of pupils with Special Educational Need (SEN) when administering the exclusion process, including using their 'best endeavours' to ensure the appropriate special educational provision is made for pupils with SEN and having regard to the Special Educational Need and Disability (SEND) Code of Practice.

The governing will review the exclusion within 15 school days if:

- It is a permanent exclusion.
- The exclusion means the pupil will miss a public exam.

The governing board will:

- Consider if the exclusion was lawful, reasonable, and procedurally fair.
- Review records and school policies.
- Allow parents to make written representations.
- Decide whether to uphold or overturn the exclusion.

If the governing board upholds the exclusion, parents must be informed in writing of:

- The decision and reasons.
- Their right to request an Independent Review Panel (IRP).