




King
Ecgbert
School

King Ecgbert School Fixed Term Suspension and Permanent Exclusion Policy

Date ratified:	Ratified at the Governing Body Meeting of 13/12/2023
Signature of Chair:	

King Egbert School is a caring, safe, happy and productive school that values and celebrates diversity. All our policies are based on our key values:-

- ***Academic excellence for all***
- ***Showing respect at all times***
- ***Having high aspirations and personal goals that go beyond our time in school***

We are committed to promoting positive mental health and emotional well-being for every member of our staff and student body. We pursue this commitment using both universal whole school approaches and specialised targeted intervention.

1. INTRODUCTION

Good discipline in schools is essential to ensure that all students can benefit from the opportunities provided by education. The Government supports Headteachers in using fixed term suspension and permanent exclusion as a sanction where it is warranted.

At King Egbert School we expect all students to behave in a manner which encourages and motivates all to learn effectively. Students who are not meeting our expectations will be dealt with appropriately in order to help them address their behaviour or attainment issues.

2. LINKS

The Fixed Term Suspension and Permanent Exclusion Policy should be read in conjunction with King Egbert School's Consistent Behaviour Model Policy (CBM) and SEND Policy (which complies with the statutory requirement laid out in the Special Educational Needs and Disabilities (SEND) Code of Practice 0-25 (June 2014)). The Fixed Term Suspension and Permanent Exclusion Policy follows the guidance and legislation set out in:

[Suspension and Permanent Exclusion from maintained schools, academies and pupil referral units in England, including pupil movement - Guidance for maintained schools, academies, and pupil referral units in England](#)

[The School Discipline \(Student Exclusions and Reviews\) \(England\) Regulations 2012](#)

[Behaviour in schools – Advice for headteachers and school staff – September 2022](#)

[Behaviour and discipline in schools – guide for governing bodies](#)

- *The Education Act 2002, as amended by the Education Act 2011*
- *The School Discipline (student Exclusions and Reviews (England) Regulations 2012 The Education and Inspectors Act 2006 and*
- *The Education (Provision of Full-Time Education for Excluded students) (England) Regulations 2007*

3. AIMS and OBJECTIVES

- The purpose of the policy is to briefly outline King Egbert School's approach to fixed term suspension and Permanent Exclusion within the statutory framework as defined **in 'The School Discipline (Student Exclusions and Reviews- England) Regulations 2012'** and the DFE **Suspension and Permanent Exclusion from maintained schools, academies and pupil referral units in England, including pupil movement** guides.
- It outlines only where the school applies its own additional guidance and policies, which complement and reinforce the statutory guidance, for purposes of clarity in the day-to-day operation of the school.
- To ensure there is a fair, reasonable, rigorous and robust system for dealing with fixed term suspension and permanent exclusion consistently across school.

4. PRINCIPLES:

Fixed term suspension and permanent exclusion are sanctions used by the school only in cases deemed as serious breaches of King Egbert School's Behaviour Policy.

A student may be at risk of fixed term suspension for:

- Behaviour that places the student or others in danger.
- Setting off the fire alarm other than in an emergency.
- Any form of physical or verbal abuse towards any member of the school community, including gathering in a large group intending to intimidate others.
- Serious physical assault against another person (student or member of staff).
- Serious bullying and or intimidation.
- Enticing/ organising a confrontation between parties.
- Inappropriate use of social media and electronic/mobile devices.
- Bringing on to the school premises, found in the possession of and/or have the intent to use any harmful or illegal substances, including drugs, cigarettes (including electronic), matches and lighters, alcohol and fireworks. This also applies to travel to and from school.
- Bringing on to the school premises, found in the possession of and/or have the intent to use any type of weapon, including any type of knife / penknife or any type of gun, including toy guns and replicas. This also applies to travel to and from school.
- Serious verbal abuse/foul language directed towards staff.
- Direct and continual refusal to follow reasonable requests (defiance).
- Serious theft.
- Serious racism.
- Malicious allegations against a member of staff.
- Continued breaches of the school behaviour policy.
- Persistent disruptive behaviour.
- Sexual misconduct.
- Deliberate damage to school property or the belongings of others.
- Poor behaviour of a student outside of school that damages the reputation of the school in the wider community.
- Any other extreme misbehaviour which is deemed outside the remit of the normal range of sanctions.

The following list, although not exhaustive, gives examples of incidents which would lead to permanent exclusion

- Possession of class A drugs during school hours*
- Selling any illegal drugs to other members of the school community** during school hours
- Selling illegal drugs outside of school hours (for example at the weekend) but making arrangements and establishing 'deals' within school hours
- Use of a weapon to assault any member of the school community. This includes knives, scissors, hammers or any object that could cause serious harm. Assault includes threatening any member of the school community with a weapon.

* School hours includes the normal school day, traveling from home to school, and from school to home, and school trips

** Members of the school community are students, staff and parents

Having agreed that the offence committed fits one or more of the above criteria further considerations will influence any decision to impose a fixed term suspension or to permanently exclude; these include:

- The student's previous record
 - The threat to the health, safety and welfare of those in the school community.
 - The effect on other students in relation to their learning entitlement.
 - The threat to the school standards and behaviour.
 - The detriment the incident has had on the school's reputation.
 - The precedents – how other students have been treated in similar cases (when appropriate)
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- When establishing facts in relation to the exclusion the Headteacher must apply the civil standard of proof i.e. 'on the balance of probabilities' it is more likely than not that the fact is true, rather than the criminal standard of 'beyond reasonable doubt'
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- A student may be suspended for one or more fixed periods up to 45 school days in an academic year or permanently excluded.
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- A fixed term suspension from school can only be authorised by the Headteacher or the Deputy Headteacher acting on their behalf. If none are available to authorise the suspension, a decision should be deferred until the opportunity for authorisation is available.

5. NOTIFICATION OF A FIXED TERM SUSPENSION

- Parents will be notified as soon as possible of the decision to suspend a student and the reason for the suspension. This will be done on the day the suspension is authorised either by direct telephone contact or in a face-to-face meeting. Written confirmation of the reasons for the suspension will be sent to parents.
- Work will be provided by school for the student to undertake during the fixed term suspension period. This should be completed by the student and returned to school for marking and feedback. On the first day of suspension the student will be expected to reflect upon their behaviour and prepare for the reintegration meeting in which they will be required to consider the incident, how they might make amends and how to avoid this happening again. They should also catch up on any outstanding schoolwork. Depending on the length of the suspension, after the first day, the student will be provided with a pack of materials to work on at home up to the fifth day of suspension. If the suspension is longer than 5 school days, the school will arrange suitable full-time education from the sixth school day, for example, at a pupil referral unit.
- Students who are suspended will also have the reason for suspension explained to them so that they understand the nature of their misbehaviour.

- Copies of documents for fixed term suspensions and permanent exclusions should be forwarded to the local authority immediately along with any other relevant paperwork. The Local Authority (LA) inclusion officer will be informed immediately of all permanent exclusions.
- If the total days of suspension are below five days in any one term, parents may make representation to the Governing Body who will consider these but the Governing Body does not have the authority to overturn the suspension. At King Egbert School, representation for this level of suspension will be considered by the Chair of Governing Body.
- If the total days of suspension take the total number of days above 5 but below 15 days in any one term parents can request a Governing Body Meeting*. This meeting will be held within 50 days of the parent receiving the suspension notice. A representative of the local authority will also attend if requested.
- Students may only be removed from school for up to 45 school days in one year, even if they have changed schools.
- In the case of a permanent exclusion a risk assessment and a referral form should be completed and sent to the appropriate officer in the LA to enable them to provide suitable education on the 6th day of the exclusion.

*The Governing Body in these cases is likely to mean a subcommittee of at least three Governors.

6. STUDENTS RETURNING FROM A FIXED TERM SUSPENSION

All students returning from fixed term suspension are required to attend a reintegration meeting, accompanied by a parent or carer. This meeting will seek to establish practical ways in which further suspensions (or permanent exclusion) can be avoided and behaviour modified to acceptable standards in partnership between the student, parents and the school.

At the reintegration meeting, if a student is unwilling to accept/agree plans/strategies/requests for improvement in behaviours put in place, or behaves in a manner that contradicts the expectations set out in the school behaviour policy, then this can be viewed as a failed reintegration and it may be necessary to impose a further fixed term suspension.

7. PERMANENT EXCLUSION

A decision to exclude a student permanently will be taken:

- In response to a serious breach, or persistent breaches, of the school's Behaviour Policy and...
- Where allowing the student to remain in school would seriously harm the education or welfare of the student or others in school.

- In the case of a **permanent exclusion**, this can only be authorised by the Headteacher and must only be done after consulting with the Chair of Governors on the intention to impose this sanction, although the final decision rests with the Headteacher of the school. Once the Headteacher has decided on a permanent exclusion, the student and parents will be informed in writing, a face to face meeting may be called or a telephone call made where this is not possible.
- In the case of a permanent exclusion a risk assessment and a referral form should be completed and sent to the appropriate officer in the LA to enable them to provide suitable education on the 6th day of the exclusion.
- The **Governor Panel** will meet to hear the case of the **permanent exclusion**. Both the school and the parents present their case and upon hearing the evidence provided, they will make a decision to either uphold or overturn the permanent exclusion.
- A Governor Panel meeting must consist of at least 3 governors and there should be representation from the parents, Headteacher and a representative of the Local Authority. The panel must be held within 15 school days of the decision to permanently exclude.
- All parties will be notified of this meeting and will receive all relevant paperwork at least 5 days before the Governor Panel is due to meet.
- Where parents dispute the decision of the panel not to reinstate a permanently excluded student they can ask for the decision to be reviewed by an independent review panel. The review must be held within 15 school days of the Governor Panel decision. The independent panel cannot direct that the student be reinstated but they can ask for the decision to be reconsidered.
- Copies of documents for both fixed term suspension and permanent exclusions should be forwarded to the Local Authority immediately.
- The school seeks to reduce the number of incidents leading to suspension/permanent exclusion by promoting a positive atmosphere of mutual respect and discipline within the school (See CBM Policy)
- The school regularly monitors the number of fixed term suspensions and permanent exclusions to ensure that no group of students is unfairly disadvantaged through their use and that any underlying needs of individuals are being fully met. Reports are sent to the Local Authority and presented to the Governing Body.

8. APPEALS

- All correspondence regarding fixed term suspension and permanent exclusion will inform parents of their right to appeal to the Governing Body against the decision to suspend/permanently exclude. The procedure is clearly set out in the statutory guidance.
- The person who should be contacted to initiate an appeal is the Clerk to the Governors

9. POLICY REVIEW

This policy will be reviewed on an annual basis.

Reviewed November 2020 – no changes

Reviewed November 2021 – no changes

Reviewed November 2022 – no changes

Reviewed November 2023:

Changes in line with statutory wording*

Links to guidance updated

*Exclusion and permanent exclusion changed to fixed term suspension and permanent exclusion – wording in the policy changed accordingly.