



# **SUSPENSIONS AND EXCLUSIONS POLICY FOR KNUTSFORD ACADEMY AND CHESHIRE STUDIO SCHOOL 2022-23**

<b>Policy lead:</b>	Chris Leigh
<b>Last review date:</b>	September 2022
<b>Next review date:</b>	September 2023
<b>Approval needed by:</b>	Head teacher

## **Monitoring and evaluation**

This policy will be reviewed at least annually by senior managers and the full governing body.

## Introduction

Due to the behaviour of an individual the headteacher may make the decision that a student is not able to attend a school for a period of time. This will be one of the following :

- For a fixed period of time (Suspension).
- Permanent (Exclusion).

Suspension/exclusion is an extreme sanction and one we seek to use only as a last resort in response to a serious breach, or persistent breaches of the behaviour policy. Suspension/exclusion is not seen as a simple punishment, rather a means of maintaining good order and discipline in the school, so that all students can benefit from the opportunities provided.

- Suspension/exclusion from school is only used when it is necessary to maintain good order in the school, and in keeping with clear guidelines;
- All students are treated fairly with respect to suspension/exclusion;
- Parents/carers feel that their children have been treated fairly;
- When suspension/exclusion is necessary, the legal procedures are properly carried out and all concerned know what part they have to play;
- Appropriate records of suspension/exclusions are kept, and that the Governors are kept aware of the pattern of suspension/exclusions and can monitor this pattern, through the Local Governing Board;
- Suspension/exclusion is understood by students and parents to be a legitimate and necessary sanction which can be applied for serious or persistent breaches of expected behaviours.

Only the Headteacher of a school can exclude a pupil and this must be on disciplinary grounds. Suspension/exclusion is only administered by the Headteacher. The Assistant Headteacher (Pastoral) acting in the Headteacher's absence may exclude a student for a serious offence for an initial period of no more than five days and normally only for sufficient time to allow the Headteacher to consider the appropriate length of suspension/exclusion on returning to school. It should be made clear that such a suspension/exclusion can be extended, or even made permanent.

## Criteria Leading to Fixed Term Suspension/exclusions

- There has been a serious breach of the Behaviour Policy. (This includes behaviour at school and outside of school as stated by national policy and guidance. The school takes the view that suspension/exclusion would be used for behaviour outside school only when there is a potential effect in school or to the school's reputation).
- Allowing the child to remain in school would be seriously detrimental to the education or welfare of the student or to that of others at the school.
- Suspension/exclusion is the appropriate consequence within the Behaviour Policy because of the seriousness of the incident or the student's failure to respond positively to the disciplinary sanctions used already.
- It is a last resort and the school has taken all reasonable steps to reinforce expectations and compliance.
- The behaviour of a pupil outside school can be considered grounds for a suspension/exclusion.

The school will need to code any exclusion/suspension using the framework provided by the DfE. The list of

categories for exclusion/suspension can be found in the table below.

<b>Code</b>	<b>Description</b>	<b>Reason*</b>
<b>PP</b>	<b>Physical Assault Against a Pupil</b>	<ul style="list-style-type: none"> <li>• Fighting</li> <li>• Violent behaviour</li> <li>• Wounding</li> <li>• Obstruction and jostling</li> </ul>
<b>PA</b>	<b>Physical Assault Against an Adult</b>	<ul style="list-style-type: none"> <li>• Violent behaviour</li> <li>• Wounding</li> <li>• Obstruction and jostling</li> </ul>
<b>VP</b>	<b>Verbal abuse/threatening behaviour against a pupil</b>	<ul style="list-style-type: none"> <li>• Threatening violence</li> <li>• Aggressive behaviour</li> <li>• Swearing</li> <li>• Homophobic abuse and harassment</li> <li>• Verbal intimidation</li> </ul>
<b>VA</b>	<b>Verbal abuse/threatening behaviour against an adult</b>	<ul style="list-style-type: none"> <li>• Threatening violence</li> <li>• Aggressive behaviour</li> <li>• Swearing</li> <li>• Homophobic abuse and harassment</li> <li>• Verbal intimidation</li> </ul>
<b>BU</b>	<b>Bullying</b>	<ul style="list-style-type: none"> <li>• Verbal</li> <li>• Physical</li> <li>• Homophobic</li> <li>• Racist</li> </ul>
<b>RA</b>	<b>Racist Abuse</b>	<ul style="list-style-type: none"> <li>• Racist taunting and harassment</li> <li>• Derogatory racist statements</li> <li>• Swearing that can be attributed to racist characteristics</li> <li>• Racist bullying</li> <li>• Racist graffiti</li> </ul>
<b>OW</b>	<b>Offensive Weapon</b>	<ul style="list-style-type: none"> <li>• Use or threat of use of an offensive weapon or prohibited item</li> </ul>
<b>SM</b>	<b>Sexual Misconduct</b>	<ul style="list-style-type: none"> <li>• Sexual assault</li> <li>• Sexual harassment</li> <li>• Sexual abuse</li> </ul>
<b>DA</b>	<b>Drug and Alcohol Related</b>	<ul style="list-style-type: none"> <li>• Possession of illegal drugs</li> <li>• Inappropriate use of prescribed drugs</li> <li>• Drug dealing</li> </ul>
<b>DM</b>	<b>Damage</b>	<ul style="list-style-type: none"> <li>• To school or personal property belonging to any member of school community</li> <li>• Vandalism</li> <li>• Arson</li> <li>• Graffiti</li> </ul>

<b>TH</b>	<b>Theft</b>	<ul style="list-style-type: none"> <li>Stealing school property</li> <li>Stealing personal property (pupil or adult)</li> <li>Stealing from local shops on a school outing</li> <li>Selling and dealing in stolen property</li> </ul>
<b>DB</b>	<b>Persistent Disruptive Behaviour</b>	<ul style="list-style-type: none"> <li>Challenging behaviour</li> <li>Disobedience</li> <li>Persistent violation of school rules</li> </ul>
<b>LG</b>	<b>Abuse against sexual orientation and gender identity</b>	<ul style="list-style-type: none"> <li>Verbal</li> <li>Online</li> <li>Physical</li> </ul>
<b>DS</b>	<b>Abuse relating to disability</b>	<ul style="list-style-type: none"> <li>Verbal</li> <li>Online</li> <li>Physical</li> </ul>
<b>MT</b>	<b>Social Media and Online Technology</b>	<ul style="list-style-type: none"> <li>Inappropriate use of social media or online technology</li> </ul>
<b>PH</b>	<b>Transgression of Protective Measures</b>	<ul style="list-style-type: none"> <li>Wilful and repeated transgression of protective measures in place to protect public health.</li> </ul>

\*Please note that the “Reasons” provided are indicative and not exhaustive.

#### **Criteria: leading to permanent exclusions**

- It is the final step in the process for dealing with disciplinary offences when a wide range of other strategies have been tried and have failed, including the use of a Pastoral Support Programme.
- It is the appropriate response to serious offences, such as those involving violence, offensive weapons, and the supply of illegal drugs or where the welfare of staff and/or students is threatened. A single incident of this nature may trigger permanent suspension/exclusion.

#### **Procedures for Suspension/exclusion**

- Head of Year / Student Behaviour Manager considers if suspension/exclusion is an appropriate sanction and recommends to the Assistant Head (Pastoral) providing staff and student accounts as appropriate. The assistant Headteacher will liaise with the relevant Headteacher.
- Standard format for suspension/exclusion letters will be followed and letters to be typed by a member of the Administrative Team who will record the incident on the school system.
- Where appropriate and necessary Pupil Discipline Committee considers suspension/exclusion.
- Work to be requested from relevant staff and arrangements made for receipt. (Head of Year /Student Behaviour Manager)
- Upon readmission to school students and parent/carer must attend a meeting with Head of Year / Assistant Head and a representative from Student Behaviour Manager and/or Student Support Team. On some occasions the relevant Headteacher may attend this meeting.
- Suspension/exclusions for more than five days will involve education at another institution from the sixth day (see appendix for details of procedure).

- Following suspension/exclusion, a mentor may be allocated for an appropriate period and progress monitored through a report card which parents will sign.
- Where appropriate a meeting will be held between the student, relevant staff and Assistant Head to reinforce expectations of future behaviour and present appropriate apologies for behaviour which resulted in suspension/exclusion.
- Any permanent suspension/exclusions will be discussed with the relevant Headteacher.

The parents/carers have a duty to ensure the student is not present in a public place in school hours during the period of suspension/exclusion. Parents have the right to make representations about the decision to exclude to the Governing Body. The Governing Body has no power to direct reinstatement, but it must consider any representations you make and may place a copy of its findings on your child's school record.

### **Reviewing Suspension/Exclusions**

- Where a pupil has received multiple exclusions or is approaching the legal limit of 45 school days of fixed period exclusions in an academic year the headteacher should consider whether suspension is proving effective in improving behaviour.
- Representatives from the governing bodies should review any individual case in which a suspension brings a student's number of excluded days to exceed 15 days.
- The Pupil Disciplinary Committee will review any exclusions.
- Parents have the right to make representations about the decision to suspend to the Governing Body. The Governing Body has no power to direct reinstatement, but it must consider any representations made and may place a copy of its findings on a child's school record.

## **Appendix to Suspension/Exclusion Policy**

### **KNUTSFORD ACADEMY/CHESHIRE STUDIO SCHOOL**

#### **ARRANGEMENTS FOR SIXTH DAY SUSPENSION/EXCLUSION**

Legislation requires that for any student who is excluded

“the school must provide full-time education (off-site or in a shared provision) from the sixth day of any period of fixed period suspension/exclusion of six days or longer”

*and*

“the school should have in place simple, effective referral processes to ensure that as well as notifying parents, off-site providers have as much notice and information about the pupil as possible”

Knutsford, Poynton and Wilmslow High School agree to form a partnership to support each other in the delivery of this aspect of Suspension/exclusion. We agree that:

- Knutsford Academy/Cheshire Studio School will generally look to not suspend pupils for over five days (for a singular offence) except for the most serious offences. The judgement lies in the hands of the school and regular meetings of the designated staff managing the process will review where this facility needs to be used. Examples of incidents where sixth day provision may be used are:
  - violence/assault on staff
  - extreme violence on students
  - illegal substance dealing
  - possession of a weapon
  - sexual assault
  - repeat offences
  - serious breaches of equality, diversity and inclusion

(please note that this list is indicative and not exhaustive)

However, these may possibly also lead to permanent suspension/exclusion. Therefore, professional judgement about the context and hence appropriateness of suspension/exclusion length should be respected.

- There will be one person in each school whose will oversee and facilitate this process.

Knutsford Academy	- Assistant Headteacher (Pastoral)
Poynton High School	- Deputy Headteacher (Pastoral)
Wilmslow High School	- Deputy Headteacher (Pastoral)

They shall meet at least once per term to review this process and collaborate.

- When considering a suspension over five days, initial contact will be made with the designated person in one or both of the other two schools to explore capacity issues. It is accepted that

schools within the partnership will try to be accommodating, but will reserve the right to say that they are unable to accommodate an excluded student.

- When a school uses the facilities of one of the other schools for this purpose, it is reasonable to assume that this will be reciprocated by accepting a student from that school as soon as appropriate.

## PROCESS

- The origin school considers suspension/exclusion over six days to be required
- Contact is made with one or both of the other schools to explore the capacity to accept a student. The parents may only be informed that their child will be excluded for more than five days if the capacity exists at one of the other schools and that school has agreed to accept the student.

Upon agreement and within 48 hours, the following will be received by the school accepting the student:

- formal details of the incident for which suspension/exclusion has taken place
- context, where appropriate
- any details of SEN
- details of prior attainment at previous key stage in English, Maths and Science and/or expected level of achievement currently
- details of FSM entitlement, otherwise a student shall be expected to provide their own lunch
- any other appropriate information that would help the host school to manage the student being received appropriately
- Work must be provided at least 24 hours before the arrival of the student. It is generally accepted that the most appropriate work could be set from virtual packages such as Bitesize or using work set through TEAMS.
- Upon arrival at the host school, the student should meet briefly with a representative member of staff and expectations of their conduct throughout and arrangements for the day shall be explained.

In the event that a student behaves inappropriately at the host school, their parents will be contacted to collect that student and it will be necessary for the origin school to make alternative arrangements.

In extreme and rare circumstances, the host school may contact the home school to help with the management of a student. This may be in the event where parents cannot be contacted and the student is behaving in a way which is affecting the education, health or safety of other students at the host school.