

EXCLUSIONS AND SUSPENSIONS POLICY

 <p>TRINITY CHURCH OF ENGLAND HIGH SCHOOL</p>	Reviewed by:	Pastoral and Ethos Committee
	Approved by:	Full Governing Body
	Date approved:	15 th May, 2025
	Date adopted:	1 st September, 2025
	Next review due by:	End of 2025/26 academic year

AIM/PURPOSE

The aim of the policy is to clarify the school's position on suspensions and permanent exclusions, ensuring that the approach adopted at Trinity is consistent with the national framework for exclusions.

GENERAL PRINCIPLES

Bearing in mind the school's foundation, mission statement, aims and ethos, we would hope to avoid suspensions and permanent exclusions. However, the reality is that there are occasions when a serious breach of school discipline has taken place and a student is sent home for a fixed period. A permanent exclusion will take place either when a student has had a large number of suspensions and all areas of support have been exhausted; alternatively, where a breach of school discipline on one single occasion is so serious as to warrant this ultimate sanction. For example, selling drugs at school, bringing a knife into school, being in possession of a knife or assault on a member of staff. It is likely that such incidents will also involve the police. Before deciding whether to suspend, or permanently exclude a pupil, the headteacher will:

1. Consider all the relevant facts and evidence, including whether the incident(s) leading to the suspension or permanent exclusion were provoked.
2. Allow the pupil to give their version of events
3. Consider if the pupil has special educational needs (SEN)

SUSPENSIONS AND PERMANENT EXCLUSIONS AT TRINITY CHURCH OF ENGLAND HIGH SCHOOL

1. Only the Head (or Deputy in their absence) may suspend or permanently exclude a student and a letter informing parents of the sanction will have the Head's signature.
2. Correspondence about a student sanction will always be sent by post and where possible, email. However, a copy of the letter may also be sent with the student to provide parents with immediate information. Parents may also expect a phone call to inform them of the suspension or permanent exclusion.
3. Any suspension or permanent exclusion letter will contain:
 - a) Reasons for suspension;
 - b) Whether it is a suspension or permanent exclusion and, in the case of a suspension, the dates of suspension.
 - c) Parents' rights of representation/appeal, if appropriate.
4. Where the pupil is of compulsory school age, the headteacher will inform the parents by the end of the afternoon session that for the first five days of the suspension or permanent exclusion (or until the start date of any alternative provision or the end of the exclusion where this is earlier), parents are legally required to ensure that their

- child is not present in a public place during school hours without justification, and that parents may receive a penalty fine if they fail to do so.
5. During the period of suspension or permanent exclusion work will be set and marked by the school although parents will be expected to make arrangements to collect and return the work. Additional work will only be set if the previous piece has been completed in full and returned to school for marking.
 6. The Local Authority and Chair of Governors will be informed in writing when a student is suspended or permanently excluded.
 7. In the unlikely case of a student being suspended for more than five days, in line with legal expectations the school will provide an alternative educational provision from day six onwards.
 8. Where the headteacher has arranged alternative provision, they will also inform the parents of the following:
 - a) The start and end date for any provision of full-time education
 - b) The address at which the provision will take place
 - c) Any information necessary for the pupil to identify the person they should report to on the starting date
 9. Where the headteacher is unable to provide information on alternative provision by the end of the afternoon session, they will provide the information in a subsequent written notice without further delay, and within 48 hours of the pupil beginning the provision.
 - a) If the alternative provision is due to begin before the sixth day of exclusion, the headteacher is able to give less than 48 hours of notice, with parental consent.
 10. If the headteacher has decided to suspend the pupil for a further fixed period following their original suspension, or to permanently exclude them, they will notify the parents without delay and issue a new exclusion notice to parents.
 11. The suspension or permanent exclusion of a student on the Child Protection Register should be made known to the Designated Person for Safeguarding and Key Worker in Social Services.
 12. Parents will be asked to accompany the student on his or her return to school and to meet with a member of the Pastoral Team. In extremely serious cases the return to school meeting will be conducted by the Head. It is important that parents support the action taken and that home and school are able to work together to avoid any future suspensions.

At the return to school meeting it is likely that the student will be placed, for at least one day, in the Learning Support Unit. This will be to monitor behaviour and attitude to provide pastoral support to reflect on their behaviour and ensure a smooth re-integration into lesson. It is reasonable to expect a co-operative attitude from students on their return and for the parent to support the action taken by the school. If, following the suspension, the student's attitude is unacceptable, then the readmission meeting will be terminated.

MONITORING AND EVALUATION

The policy will be discussed at meetings of Senior Tutors, Heads of School and the Leadership Team. Changes will be recommended to the Pastoral and Ethos Committee and ratified by the Full Governing Body.