



**Mayflower**  
**High School**

**SUSPENSIONS AND  
EXCLUSIONS POLICY**

**2024**

# DOCUMENT CONTROL SHEET

<b>Policy</b>	<b>Amendment</b>	<b>Staff Member</b>	<b>Committee/Date</b>	<b>FGB Approved:</b>	<b>Review due:</b>
Suspensions and Exclusions	Taken from Behaviour Policy as a separate policy	Vicki Gray, Assistant Headteacher	Curriculum 16 January 2023	20 March 2023	Autumn 2023
Suspensions and Exclusions		Assistant Headteacher	CRSM 8 January 2024	8 January 2024	Spring 2025

## **Intent**

The school does not consider suspension lightly and our approach follows the Department for Education guidance. 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. Therefore, suspensions and permanent exclusions are sometimes a necessary part of a functioning system.

Suspensions and Permanent Exclusions will always be lawful, reasonable, fair and proportionate considering the facts and applying the civil standard of proof ie 'on the balance of probabilities' it is more likely than not that a fact is true.

Suspensions are decided by the Headteacher in consultation with the Deputy and/or Assistant Headteachers. Permanent exclusion is decided upon by the Headteacher. Suspensions and Exclusions are considered when a serious breach of the school's code of conduct has occurred and the nature of each exclusion will be judged on the incident and the context of an individual student's prior record of behaviour and conduct in their school career.

## **Legislation relating to this guidance**

This policy has due regard to legislation and guidance including, but not limited to:

- Suspension and Permanent Exclusion from maintained schools, academies and pupil referral units in England, including pupil movement' (September 2022) Behaviour in Schools guidance
- Keeping Children Safe in Education
- Mental Health and behaviour in schools
- Understanding Your Data: a guide for school governors and academy trustees
- The Education Act 2022, as amended by the Education Act 2011
- The School Discipline
- the School Discipline (Pupil Exclusions and Reviews) (England) Regulations 2012;
- the Education and Inspections Act 2006;
- the Education Act 1996
- the Education (Provision of Full-Time Education for Excluded Pupils) (England) Regulations 2007, as amended by the Education (Provision of Full-Time Education for Excluded Pupils) (England) (Amendment) Regulations 2014.

## **Protocols of Suspensions or Permanent exclusion**

The student's views will be considered before deciding whether to suspend or permanently exclude, considering these in light of their age and understanding.

Suspensions and Permanent Exclusions could be used for unacceptable behaviour.

- Persistent disruptive behaviour
- Physical assault against a pupil
- Physical assault against an adult
- Verbal abuse or threatening behaviour towards a student or adult

- Use, or threat of use, of an offensive weapon or prohibited item towards a student or adult
- Bullying
- Racist/Sexual harassment, abuse or assault
- Abuse/assault against sexual orientation or gender reassignment
- Abuse/assault relating to disability
- Harassment or intimidation of staff or students
- Use of inappropriate language (e.g. swearing)
- Misbehaviour causing serious disruption of lessons or school routines
- Damage to school property or theft
- Smoking of cigarettes / vapes
- Drinking alcohol or solvent misuse
- Being under the influence of alcohol or drugs on school site
- Supplying an illegal drug or drug paraphernalia
- Possessions/carrying of a banned item which includes
  - Knives, blades or weapons
  - Alcohol
  - Illegal drugs
  - Cigarettes, tobacco, cigarette papers, e-cigarettes/vapes, lighters, matches
  - Smoking paraphernalia
  - Stolen items
  - Fireworks
  - Pornographic material

The above list is not exhaustive, but demonstrates some of the scenarios which would lead to a suspension or permanent exclusion.

## **Suspension**

A suspension is used within the behaviour strategies to provide a clear indication of unacceptable behaviour.

A student may be suspended for one or more fixed periods. A student may be excluded for up to 45 days in an academic school year. A suspension may be for part of a day resulting in a half day suspension.

The local authority will be informed of all suspensions, regardless of length

Throughout the suspension, work will be provided via Google Classroom. If internet access is a concern then parents/carers must notify the school and paper copies will be sent home. The school will take all reasonable steps to ensure that work is set and marked for students during any suspension, although for short-term suspensions this will not always be practicable

Parents/carers will be informed in writing of the suspension and their right to appeal to the Student Discipline Committee. This may be sent as an email attachment and followed up with a posted physical copy of the letter.

If the student has a social worker, they will be notified of a suspension. If the student is a Child in Care the virtual school headteacher will be notified.

The Governing Body will be notified at least once per term of all suspensions, unless it is more than 5 days where they will be informed without delay

The parent/carer must ensure that the student is not present in a public place at any time during school hours for the days specified on the suspension letter

A student and their parents/carers must meet with a senior member of staff on their return to discuss future behaviour expectations and any relevant adjustments which are required to ensure the students return successfully into the school community.

Parents may appeal against the decision to exclude for a fixed term of more than five consecutive days, in writing to the Governors.

In exceptional circumstances, usually where further evidence has come to light, a further suspension may be issued immediately after the first period ends; or a permanent exclusion may be issued to begin immediately after the first suspension. Notification of this would also be sent in writing.

### **Permanent exclusion**

A permanent exclusion is when a pupil is no longer allowed to attend a school. The decision to exclude a student permanently should only be taken:

- In response to a serious breach or persistent breaches of the school's behaviour policy and
- Where allowing a student to remain in school would seriously harm the education or welfare of the pupil or others such as staff or pupils in the school.

Serious breaches for which permanent exclusion will be considered include, but are not limited to: weapons or drug related incidents; violence, harassment or intimidation; persistent disruptive, abusive, dangerous and/or defiant behaviour.

Parents will be informed of any exclusion verbally in the first instance, followed by a formal written communication. All children have a right to an education and students on permanent exclusions should continue with their learning for the first 5 days with work being set via Google Classroom. The school will take reasonable steps to set and mark work for students. After this date the Local Authority will make contact for alternative arrangements.

Parents/carers will be notified in writing of permanent exclusions and their right of appeal and will normally be invited to school to discuss the matter before a permanent exclusion is set.

The Headteacher will notify the local authority at the earliest opportunity of any decision to permanently exclude. Where a student lives outside the local authority area in which the school is located, the 'home authority' will also be notified

If a student has a social worker, they will also be notified of a permanent exclusion. If the student is a Child in Care (CIC) the Virtual School Head (VSH) will be notified.

If there is an ongoing safeguarding investigation (whether that includes a criminal investigation or not) that may result in the permanent exclusion of a student, decisions will be made alongside the school's duty to safeguard and support young people.

Within 15 days a meeting of the Governors' Student Related Group will be held to consider the exclusion. Representations will be invited from the Headteacher. If the 15 days would run over a public exam, reasonable steps must be taken before the date of the examination

Parents may appeal against the decision themselves or take a friend to speak for them. If the student is 18 years or older then they are able to attend

If the exclusion is not upheld the Governors may request the Headteacher to readmit the child.

If the exclusion is upheld the Governors must inform the Local Education Authority immediately

### **Investigations regarding Criminal Offences**

Any investigation where we believe a criminal offence has occurred, the school will inform the police.

The Headteacher need not postpone taking a decision to suspend or permanently exclude solely because a police investigation is underway and/or any criminal proceedings may be brought. In such circumstances, the Headteacher will need to take a decision on the evidence available to them at that time

Where the evidence is limited by a police investigation or criminal proceedings, the Headteacher should consider any additional steps they may need to take to ensure the decision is fair. However, the final decision on whether to suspend or permanently exclude is for the Headteacher to make

Police investigations do not change the 15-day requirement of the governing body to convene regarding permanent exclusions, who must make their decisions based on the evidence available, applying the civil standard of proof

# Suspensions and Exclusions

