



Exclusions and Suspension Policy and Procedures

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Reviewed by	
Approved by	Dr Julie Smith, Chair of Governors

EXCLUSIONS AND SUSPENSION POLICY AND PROCEDURES

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In this document the use of the word “parent” should be taken to apply to all those with parental responsibility.

Conifers House School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Introduction

Conifers House School is an Independent School and as such, is required to develop a policy on the use of exclusions and to have regard to that policy in deciding whether to exclude a pupil, either for a fixed term suspension or permanently.

Suspension will be the last resort after a range of measures have been tried to improve the pupil’s behaviour. A wide range of strategies are in place to address the difficult behaviours exhibited by our pupils at times. It is only in extreme cases that these could ultimately lead to exclusion.

Since all children attending Conifers House School have an EHCP, the decision to permanently exclude a pupil will always be taken following consultation with the parents and the placing authority.

This policy takes into account the newest DFE guidance on suspensions and exclusions [DFE Guidance](#)

Managing Behaviour in School

Pupils, all school staff and parents are made aware of the standards of behaviour expected of pupils, and the range of sanctions used. These are clearly stated in the school’s Positive Behaviour Policy and outlined in the prospectus.

Effective policies, procedures and training minimise the number of pupils whose extreme behaviours place them at risk of exclusion.

The school will amend risk assessments and Personalised Individual Learning Steps (PILS) to support improvements in behaviour.

Reasons for Suspension (Exclusion)

Only the Headteacher may take the final decision to exclude a pupil from school.

Fixed Term suspension of one to three days will be considered where a pupil has **deliberately and knowingly**:

- attacked another pupil or a member of staff.
- brought something dangerous into school and refused to hand it in to staff.
- threatened other pupils or staff with a dangerous item.

Permanent exclusion

A decision to exclude a pupil will only be taken following repeated incidents of fixed term suspension where adjustments made to Risk Assessments and Behaviour Management Plans have failed to rectify the issue.

As soon as the possibility of permanent exclusion is recognised, the headteacher and safeguarding lead (DSL) will discuss the problem with all staff concerned and bring the attention to the Chair of Conifers House School Board.

This is a difficult decision to make, particularly as the majority of pupils placed within Conifers House School are vulnerable. All have an EHC plan and some also have an allocated social worker. It is

essential to keep all stakeholders working with the pupil informed prior to such a drastic step being taken.

All discussions must take account of the equal opportunities and disability discrimination legislation and the school's own policies.

The final decision remains with the headteacher of Conifers House School.

If the decision is confirmed, following discussion with all stakeholders, the pupil will remain on the school's role and the school will continue to educate the pupil off the school site, until such time as the Local Authority can find an alternative placement or for a maximum of two terms. A notice of a Termination of Placement should be given to the relevant Local Authority, as specified in the National Schools and Colleges Contract.

Unofficial Suspensions (Exclusions)

Unofficial suspensions and "cooling off" periods are not allowable under this policy. Any suspension, even if only half a day will be recorded as such.

Informing Parents/Carers, Social Worker About the Exclusion

Whenever the decision is taken to exclude a pupil, whether fixed term suspension or permanent exclusion, the parents and social worker if applicable must be notified immediately ideally by telephone, followed up by a letter within one school day. The letters of notification of exclusion state:

- a) for a fixed period suspension, the precise period of the suspension.
- b) for a permanent exclusion, the fact that it is a permanent exclusion.
- c) the reasons for the suspension or exclusion.
- d) the parent/social worker's right to make representations about the exclusion to the headteacher, who will respond in writing within three days.

The letter will also mention:

- a) in the case of a **fixed period** suspension, the date and time when the pupil should return to school;
- b) if the exclusion **is permanent**, the date it takes effect.
- c) the arrangements made for enabling the pupil to continue his or her education, including the setting and marking of work. It is the parent's/carer's responsibility to ensure that work sent home is completed and returned to school;
- d) the right to appeal in accordance with the school's Complaints Policy if they are dissatisfied with the response to their representations to the headteacher.
- e) the name and address of the person to whom any notice of complaint should be sent.
- f) the time and date of the pupils reintegration meeting and what the reintegration will look like.

In exceptional cases - usually where further evidence has come to light – a fixed period suspension may be extended or converted to a permanent exclusion. In such cases the Headteacher must write again to the parents/social workers explaining the reasons for the change.

Monitoring and Review

The use of exclusion or suspension will be reported to the Conifers House School Board at the first

meeting following.

This policy will be reviewed and revised as appropriate on an annual basis by the headteacher and the Chair of the School Board.

This policy and any revisions made will be approved by the School Board on an annual basis.