



Policy and Procedure on Suspension and Permanent Exclusions Potterspurpy Lodge School

Policy Author / Reviewer	Bill Brown / Susan Harvey
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Policy Level	Day Schools/colleges
Staff Groups Affected	ALL STAFF

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1. Monitoring and Review

- 1.1.** The Proprietor will undertake a formal review of this policy for the purpose of monitoring and of the efficiency with which the related duties have been discharged, by no later than three years from the date of approval shown above, or earlier if significant changes to the systems and arrangements take place, or if legislation, regulatory requirements or best practice guidelines so require.

- 1.2.** The local content of this document will be subject to continuous monitoring, refinement and audit by the Head of Service.

Signed:

Andrew Sutherland

Andrew Sutherland
Proprietor, Cambian Group

September 2022



Jenny Nimmo

Principal
September 2022

2. Terminology

2.1. Our aim is to use consistent terminology throughout this policy and all supporting documentation as follows:

'Establishment' or 'Location'	this is a generic term which means the school, Potterspurry Lodge
Individual	means any child or young person under the age of 18 or young adult between the ages of 18 and 25. At Potterspurry Lodge School we have children and young adults attending and/or residing between the ages of 8-19.
Service Head / Head of Service	This is the senior person with overall responsibility for the Location. At Potterspurry Lodge School this is the Principal Jenny Nimmo
Key Worker	Members of staff that have special responsibility for Individuals residing at or attending the Establishment.
Parent, Carer, Guardian	means parent or person with Parental Responsibility
Regulatory Authority	Regulatory Authority is the generic term used in this policy to describe the independent regulatory body responsible for inspecting and regulating services. At Potterspurry Lodge this is Ofsted.
Social Worker	This means the worker allocated to the child/family. If there is no allocated worker, the Duty Social Worker or Team Manager is responsible.

Placing Authority	Placing Authority means the local authority/agency responsible for placing the child or commissioning the service
Staff	Means full or part-time employees of Cambian, agency workers, bank workers, contract workers and volunteers.

3. Legal Status:

3.1. Regulatory Requirements, Part 3, Paragraph 9 and Exclusion Element of Part 6 (32) (3) of the Education (Independent School Standards) (England) Regulations 2014.

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Applies to:

3.2. the whole Location, out of school care and all other activities provided by the Location, inclusive of those outside of the normal hours; **3.3.** all staff (teaching and support staff), students on placement, the proprietor and volunteers working in the Location.

Availability

3.4. This policy is made available to parent/guardian/carers, staff and pupils in the following ways: via the Location website, and on request a copy may be obtained from the Location Office.

4. Policy

4.1. Ultimate sanctions are Fixed Term Suspensions and Permanent Exclusions. Neither sanction is used lightly. Only the Headteacher has the power to suspend (exclude) a child. If the Head of Service excludes an Individual, the parent/guardian/carer are informed immediately, giving reasons for the suspension (exclusion). At the same time, the Head of Service makes it clear to the parents that they can, if they wish, appeal against the decision to the Proprietors. Parents are given information on how to make any such appeal in the letter sent out accompanying the suspension (exclusion).

Serious Offences and Exclusions

- 4.2.** Serious offences are those that may have a significant impact on the individual or others on site. Examples include:
- extreme or persistent bullying, racism or harassment;
 - extreme or persistent violence, actual or threatened, against a pupil or member of staff;
 - sexual abuse, assault or activity;
 - smoking/vaping, illegal drugs (possession and/or use) or alcohol (consumption or possession)
 - significant vandalism;
 - going out of bounds;
 - persistent disruptive behaviour when normal disciplinary measures have failed; • carrying an offensive weapon.

Suspensions and Permanent Exclusions

4.3. We will apply our behaviour policy in a consistent, rigorous and non-discriminatory way and all areas of application of these policies will be monitored routinely. Ultimate sanctions are:

- Suspension
- Permanent Exclusion (expulsion)

4.4. Neither sanction is used lightly. The power to suspend or expel an Individual can only be exercised by the Head of Service. If the Head of Service suspends a pupil, the parent/guardian/carer are informed on the day, giving reasons for the suspension. At the same time, the Head of Service makes it clear to the parent/guardian/carer that they can, if they wish, appeal against the decision to the Chair of Governors. The location informs the parent/guardian/carers how to make any such appeal which is in the suspension letter. It is the responsibility of the Proprietor to monitor the rate of exclusions, and to ensure that the school policy is administered fairly and consistently. Where possible the school will work with parents, carers and guardians to utilise an alternative to suspension on the school site which are structured to embed the restorative approach the school uses in



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line with the behavior policy. This also allows the school identify underlying reasons for behaviour, include the Multi Disciplinary Team with the approach and cater for the needs of our pupil demographic and their continued right to access education. Suspensions are undertaken in line with the September 2022 Statutory Guidance “School Suspensions and Permanent Exclusions” [School suspensions and permanent exclusions - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/106222/school-suspensions-and-permanent-exclusions-2022.pdf).

5. Procedure

- Parent/guardian/carers must be informed on the day of the suspension/exclusion by phone and with a follow up letter in line with September 2022 Statutory Guidance “School Suspensions and Permanent Exclusions”.
- Parent/guardian/carers must be notified of their right to appeal/make representations (which is included as part of the letter)
- Ensure that arrangements are in place for work to be sent home.
- Arrangements will be made for a return to school reintegration meeting that includes the parents/carers and young person.
- The host local authority will be made aware of the exclusion.

5.1. All cases of exclusion/suspension will be treated in the strictest confidence on a need to know basis and are not to be discussed outside the school

Responsibilities of the Location

5.2. If the Location commences an investigation which may lead to a suspension or to a permanent exclusion, the Head of Service must inform the parent/guardian/carers without delay. Before resorting to exclusion/suspension the school will consider alternative solutions (for example, a restorative justice process - whereby the harm caused to the ‘victim’ can be redressed). This will ideally be done by telephone, and the telephone call will be followed by a letter within one school day. The letter will include information about:

- the nature of the offence and the results of any investigation to date;
- that the sanction of a suspension or permanent exclusion may be imposed;
- the parent/guardian/carers’ right to state their case to the Headteacher and if that is not satisfactory then to the Advisory Board, and whom they should contact to do this, including the latest date that the parent/guardian/carers may give a written statement to the discipline committee;
- the parent/guardian/carers right to see their child’s record and the Headteacher must comply with such a request within 15 school days, although in exclusion cases compliance should be prompt.

5.3. Where reasonable adjustments to policies and practices have been made to accommodate a students’ needs, and to avoid the necessity for suspension/exclusion as far as possible, exclusion/suspension may be justified if there is a material and substantial reason for it. A specific incident affecting order and discipline in the school may be such a reason. The decision to suspend for a fixed term of time, will be notified to the parent in writing with reasons. If the school determines that a young person should be suspended for a fixed period, the Headteacher will provide the parent/carer in writing with information as to:

- the period of the Fixed Term Suspension;
- the arrangements, such as setting work, to allow the child to continue their education during the Fixed Term Suspension.

5.4. In exceptional cases, usually where further evidence has come to light, a further suspension may be issued to begin immediately after the first period ends; or a permanent exclusion may be issued to begin immediately after the end of the suspension. In this case the Headteacher will write again to the parent/guardian/carers with the reasons for this decision. The decision to exclude a student permanently will only be taken as a last resort when a wide range of strategies for dealing with disciplinary offences has been employed to no avail or is an exceptional ‘one-off’ offence has been committed. Parent/guardian/carers co-operation forms part of the contract between the Location and all the parent/guardian/carers at the Location. The correspondence will be easily intelligible and in plain English.

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Appeals

5.5. If parent/guardian/carers wish to appeal the permanent exclusion then they must do so in writing to the Proprietors, within one week of the letter notifying the parents or guardians of the permanent exclusion. The Proprietors will establish an Appeal Panel to consider the appeal.

5.6. The Appeal Panel will normally convene within three weeks of the receipt of the letter requesting the appeal. The parents or guardian may bring a representative to the meeting. All letters and documents relied on by the Headteacher

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When Individuals behave in unacceptable ways, we help them to understand the outcomes of their actions and support them in learning how to cope more appropriately. We provide opportunities for Individuals to learn how to interpret and cope with feelings, listening to them and offering the necessary support to enable them to verbalise their own frustrations, hurts and disappointments. We do not shout or raise our voices in a threatening way to respond to Individual's unacceptable behaviour. We do not use techniques intended to single out and humiliate individual Individuals. Corporal punishment, which is strictly forbidden at Potterspurty Lodge School is a criminal offence.

6. Relevant Documents:

- 6.1. Anti-bullying
- 6.2. Safeguarding - Child Protection Policy
- 6.3. Behaviour Management including Discipline and Sanctions Policy

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