



Park Academy West London
an Aspirations Academy

Suspensions and Exclusions Policy

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1 Principles

- The Academy is committed to providing optimum learning opportunities for all its students and to supporting this provision through all difficulties experienced by students.
- Any suspension in this context is a major decision and will be made within clear parameters.

2 Aims

- A minimum number of suspensions, whilst safeguarding the well-being of all and the education of other students.
- Understanding by all staff, students, parents and Governors of the Academy's commitment to its students and their learning potential.
- Understanding by all staff and Governors of the process and its seriousness.
- Agreed procedures available to parents and the Governing Body if necessary.

3 Legislation and statutory requirements

This policy is based on advice from the Department for Education (DfE) from:

- [Behaviour in schools guidance](#) (September 2022)
- [https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1089688/Suspension and Permanent Exclusion guidance July 2022.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1089688/Suspension_and_Permanent_Exclusion_guidance_July_2022.pdf) (September 2022)

4 Practice

The Academy recognises that certain students, because of unacceptable behaviour, often spend a disproportionate amount of time being sanctioned. These students are worth persevering with and the Academy feels it can help these students if:

- We get full parental support as outlined in the Home School Agreement.
- We are able to continue to educate the student without significantly hindering the learning and well-being of others.
- The student does not persist in disruptive behaviour contrary to the Academy's Behaviour for Learning Policy.

The Academy will make full use of the student, parent and carer commitment as outlined in the Home School Agreement and the provisions in the Behaviour for Learning policy. The Academy does not exclude a student unless it is absolutely necessary to do so and if there is felt to be no other viable alternative. A student receiving internal exclusion or suspension is in response to serious or continuous breaches of the Behaviour for Learning Policy. The permanent exclusion of a student will be the final sanction at the end of a long series of procedures, or if allowing the student to stay would harm the education or welfare of other students or staff. Both of which are fully outlined in our Behaviour for Learning Policy,



5 Types of Suspensions

5.1 Internal Exclusion (IE)

Students are placed in Internal Exclusion (IE) for:

- Uniform infringements (until they can be rectified)
- Whilst an investigation of a serious incident is being carried out
- A sanction of the breach of the Behaviour for Learning policy
- A serious incident that occurs on the day

If a student is placed in IE a phone call home will be made to notify parents/carers and students. The student must report to reception upon arrival to the Academy.

In certain cases, before making the decision to internally exclude a student, it may be necessary for the Academy to undertake a thorough investigation of the incident, including allowing the student to give his/her version of the events, seeking any witness statements and considering any evidence of provocation (racial, sexual or otherwise).

The time a student is placed in IE will vary depending on the incident. It may be for half a day, one full day or multiple days.

On the day prior to the internal exclusion the Behaviour Manager will:

- Collate a list of students who will be placed in IE
- Organise for teaching staff to provide work for the students in IE
- The internal exclusion will be noted on the student's file, along with any evidence collected and the C4 paperwork.

The internal exclusion process:

- A student who is internally excluded must report to reception and will be escorted to IE
- The student will be expected to hand in their mobile phone and any other electronic devices
- The student should sit in the allocated seat
- The student will be reminded about expectations for the day and then settled into the IE
- The student should complete all work provided for their period in IE
- If a student fails to follow the rules in IE, they will either receive an additional day or receive an external suspension dependent on the nature of the behaviour.
- The student is provided with work by his/her teachers during their time in IE which is collated by the Behaviour Manager and delivered to the teacher by the student receptionist

5.2 Suspensions

A suspension is where a student is temporarily removed from the school, it is an essential behaviour management tool. The Principal has overall responsibility for suspensions, supported by the Senior Vice Principal. The Behaviour Manager will organise for appropriate record keeping and completion of all relevant paperwork for suspensions. Year Team Leads and the Assistant Principal in charge of Attitudes to Learning hold all other responsibilities related to suspensions including reintegration meetings.

Suspensions are only used for the most serious incidents where the Academy feels that they cannot maintain a safe and orderly learning environment. Following a suspension parents must attend a re-integration interview with the student where the issues are discussed and targets set for returning to the Academy.

Procedure for Suspensions:

- The Year Team Lead / Head of Department / SLT member collects all necessary documentation on the incident/s. This may include the referral, student statements and witness statements.
- After reviewing all documentation, the Year Team Lead / Head of Department will see the Assistant Principal in charge of Attitudes to Learning with a recommendation for a suspension.
- At this meeting the paperwork will be discussed. Any extra evidence will be asked for.
- If a suspension is to be considered, the Assistant Principal in charge of Attitudes to Learning will meet with the Principal to discuss the issue and recommend a suitable sanction. If the Principal is not available, the Assistant Principal in charge of Attitudes to Learning will meet with the Associate Principal.
- The Assistant Principal will communicate the decision with the Year Team Lead / Head of Department.
- The Year Team Lead / Head of Department / SLT member will phone the parents/ carers to notify them of the decision. During the phone call they will arrange a return from suspension meeting. They will also inform the parent /carers of the legal obligations around suspensions.
- The Behaviour Manager will ensure that the appropriate form is completed for the student file, a work pack and letter is provided to the student on leaving the academy site, where appropriate.
- The Behaviour Manager will also ensure that teachers are notified to upload any work to Google Classrooms.
- The Associate Principal will notify the local authority and any key stakeholders on the suspension immediately (SENDSCO, Safeguarding Team for a LAC child or a child who has a social worker).

The Reintegration Meeting

Reintegration Meetings will be led by the Year Team Lead / SLT member. The tone of such meetings will be positive. The purpose of the meeting is to positively reintegrate students back into the Academy and reflect on the incident leading to the suspension. To support this process students are expected to arrive at the meeting having reflected on their conduct and considered the targets that they need to adhere to upon being readmitted to the Academy. These targets will be recorded and will be placed on a suspension report card, which the student will be expected to complete for a period of 1 week following their reintegration. Each day students will be issued with a new report card so that each day can be a fresh start. Staff must follow the agreed form for a reintegration. Targets set during the reintegration meeting must be put on the suspension report card, and the student must report to the appropriate person at the end of each day for five days, however this period can be extended if the Academy feels that the targets are not being met.

Support Post Suspension

Following a period of suspension, students will be placed on a monitoring report based upon the targets that they have set for themselves in their reintegration meeting.

Other methods of support might include:

- Interventions with Pastoral team or Behaviour Manager
- Key workers (For those students with special educational needs)
- Information gathering and meetings with teachers
- Careers meetings
- Team Around Child Meetings (TAC)
- Pastoral support plan
- External agency support (if meeting threshold)

5.3 Permanent Exclusion

A permanent exclusion is when a pupil is no longer allowed to attend a school (unless the pupil is reinstated). The decision to exclude a pupil permanently should only be taken:

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

A decision to exclude a child **permanently** is a serious one. It will usually be the final step in a process for dealing with disciplinary offences following a wide range of other strategies, which have been tried without success.

It is an acknowledgement by the Academy that it has exhausted all available strategies for supporting a student. There will be exceptional circumstances where, in the Principal's judgement, it is appropriate to permanently exclude a child for a 'one off' offence.

A decision to permanently exclude a student may be considered in response to:

- Serious Physical assault, verbal abuse or threatening behaviour against any student or adult;
- Persistent, serious and on-going bullying, including e-bullying, racist, sexist or homophobic behaviour;
- Sexual misconduct;
- Drug or alcohol related incidents including possession, supply or use of drugs or alcohol on the academy site;
- Theft from others, or of Academy property;
- Persistent disruptive behaviour and persistent defiance;
- The possession and/or use of any weapons (or any item which could be used as weapons or to cause harm);
- A malicious accusation against a member of staff;
- Other breaches of the Code of Conduct or ethos of the Academy deemed to be serious enough to warrant this level of sanction.

6 Other Relevant Policies

Behaviour for Learning

Policy SEND Policy

Safeguarding and Child Protection Policy