



# Harriers Banbury Academy

an Aspirations Academy

**POLICY TITLE:** Suspension and Exclusion Policy

**Persons with Responsibility:**

Steph Coley (Principal)  
Jo Agate (Vice Principal)  
Joannie Jones (SENDco)  
Rachel Thewlis (Behaviour team)

**Policy History:**

Issue No.	Date	Author	Summary of Changes	Next Review Date
4	July 2023	Reviewed SC	Updated persons with responsibility	July 2025
3	July 2021	Reviewed JA, AW	Updated persons with responsibility and references to exclusions/suspensions (per LA advice)	July 2023
2	October 2020	Reviewed JA, AW		October 2022
1	October 2018	AP, AW		October 2020

**It is the policy of Harriers Banbury Academy to try to deal with all behavioural issues in an active, positive way, employing a wide range of strategies, including those specifically designed to avoid such issues reaching the point of exclusion. (See Discipline/Behaviour and Anti-Bullying Policy).**

### **Purpose of this policy**

This policy is designed to briefly outline the academy's approach to exclusions within the statutory framework as defined in The School Discipline (Pupil Exclusions and Reviews) (England) Regulations 2012. It outlines only where the academy applies its own additional guidance and policies, which complement and reinforce the statutory guidance, for purposes of clarity in the day-to-day operation of the academy.

### **Principles**

1) Suspension and Exclusion are sanctions used by the academy only in cases deemed as serious breaches of the Discipline/Behaviour Policy. A student may be at risk of suspension from school for:

- Verbal or physical assault of a student or adult
- Persistent and repetitive disruption of lessons and other pupils' learning
- Extreme misbehaviour deemed outside the remit of the normal range of sanctions.

2) Suspensions will be used where a child's behaviour is significantly disruptive or dangerous in the classroom and a half or full day internal suspension may be given as an alternative to any external suspension.

3) A suspension from the academy can only be authorised by the Executive Principal, Principal or the Vice Principal acting on their behalf. If none are available to authorise the suspension, a decision should be deferred until the opportunity for authorisation is available.

4) In the case of a Permanent Exclusion, this can only be authorised by the Executive Principal and Principal and must only be done after consulting the Chair of the Regional Board of the intention to impose this sanction, although the final decision rests with the Principal of the academy.

5) The academy seeks to reduce the number of incidents leading to suspensions by promoting a positive atmosphere of mutual respect and discipline within the academy and using our assertive discipline policy.

6) The academy regularly monitors the number of suspensions to ensure that no group of pupils is unfairly disadvantaged through their use and that any underlying needs of individuals are being fully met.

### **Notification of a Suspension**

1) Parents will be notified as soon as possible of the decision to suspend a pupil and the reason for the suspension. This will be done on the day of the suspension being authorised by either direct phone contact or a face-to-face meeting. A written confirmation of the reason(s) for the suspension will be sent to parents the same day.

2) In the case of a Permanent Exclusion, parents will be notified by the Principal in a face-to-face meeting.

3) A pupil who has been suspended will have the reason for his/her suspension explained to them by a member of staff so that they understand the nature of their misbehaviour.

4) The academy will also work to put in place a programme for the pupil on his/her return. This will include input from staff at the academy, parents, if appropriate, and any other appropriate bodies e.g. welfare and engagement officer, Attendance Service or the Local Authority. Should it be decided for whatever reason that the matter needs to be put in the hands of another agency (i.e. the incident leads to the discovery that there is a child protection issue), the academy will continue to monitor the situation and work closely with that agency. It is hoped that in most cases following a suspension, the child will be able to return and further input will promote in him/her a more positive attitude and a subsequent improvement in behaviour.

5) The Regional Board and relevant academy staff will be notified of all suspensions the same day of the production of the suspension letter, which they will receive a copy of, and this information will be recorded for the LA Inclusion Officer; the letter will clearly outline the reasons for the suspension.

### **Pupils Returning from a Suspension**

All pupils returning from a suspension are required to attend a reintegration meeting, accompanied by a parent. This meeting will seek to establish practical ways in which further suspension can be avoided and behaviour modified to acceptable standards in partnership between pupil, parent and the academy.

### **Permanent Exclusions**

A school will usually only permanently exclude a child as a last resort, after trying to improve the child's behaviour through other means. However, there are exceptional circumstances in which a Principal may decide to permanently exclude a pupil because of ongoing issues or even for a 'one-off' incident.

If your child has been permanently excluded, be aware that:

- the Regional Board is required to review the Principal's decision and you may meet with them to explain your views on the exclusion
- if the Regional Board confirms the exclusion, you can appeal to an independent appeal panel organised by the local authority
- the academy must explain in a letter how to lodge an appeal
- the local authority must provide full-time education from the sixth day of a permanent exclusion

### **Appeals**

All correspondence regarding an exclusion will inform parents of their right to appeal to the Regional Board against the decision to exclude. This procedure is clearly set out in the statutory guidance. The person who should be contacted to initiate an appeal is the Clerk to the Regional Board.

### **Relationship to other academy policies**

The Suspension and Exclusion Policy should be read in tandem with the academy's Discipline/Behaviour Policy. It also has a close relationship with the Special Educational Needs Policy and the Attendance Policy.

### **Monitoring and Review**

- 1) The impact of this policy will be reviewed by the Regional Board.
- 2) The Principal will provide the Regional Board with regular monitoring reports which will help it to evaluate the effectiveness of the policy and procedures.
- 3) The policy and procedures will be reviewed and amended in the light of such evaluation and in consultation with representatives of all key stakeholders.

### **Documents consulted:**

School discipline and exclusion guidance from gov.uk

- Section 52 of the Education Act 2002, as amended by the Education Act 2011
- The School Discipline (Pupil Exclusions and Reviews) (England) Regulations 2012
- Sections 64-68 of the School Standards and Framework Act 1998