

Policy Title	Suspension and Permanent Exclusion Policy
1. Purpose	<p>The purpose of this policy is to set out the approach that Trinity Academy will take to the suspension and permanent exclusion of pupils.</p> <p>This policy links to the school's Behaviour Policy and Anti Bullying Policy and it takes account of the DfE guidance on 'Suspension and Permanent Exclusion from maintained schools, academies and pupil referral units in England, including pupil movement' (2022)</p>
2. Summary	<p>Good discipline is essential to ensure that all pupils can benefit from the opportunities provided by education. Trinity Academy's Behaviour Policy outlines expectations and key strategies for promoting good behaviour. The Local Governing Body supports the Principal in using suspension as a sanction where it is warranted. However, it will only be used as a last resort, in response to a serious breach, or persistent breaches, of the Academy's Behaviour Policy and where allowing the pupil to remain in school would seriously harm the education or welfare of the pupil or others at Trinity Academy.</p> <p>Underpinning this policy are the Future Academies' Values of Knowledge, Aspiration and Respect.</p>
3. Aims	<ul style="list-style-type: none"> • To provide a framework for suspension and permanent exclusion that is clear, fair, understood by pupils, parents/carers and staff and consistently applied. • To ensure that permanent exclusions are only used as a last resort
4. Objectives	<ul style="list-style-type: none"> • To promote good behaviour and discourage inappropriate behaviour. • To contribute to the maintenance of a calm and ordered school environment
5. Roles and Responsibilities	<p>The Principal is responsible for ensuring the fair and consistent implementation of the policy and for all decisions on whether to suspend or permanently exclude a pupil. The Principal may delegate to other senior leaders the arrangements for the support for pupils in danger of suspension and permanent exclusion and for the reintegration of pupils returning to school after a fixed-term suspension.</p> <p>The Local Governing Body is responsible for deciding whether to confirm the Principal's decision to exclude a pupil.</p> <p>In the event of a parental appeal against the Local Governing Body's decision</p>

	<p>to uphold a permanent exclusion, Trinity Academy will draw on the services of a specialist company to undertake the independent appeals panel procedures.</p>
<p>6.Implementation</p>	<p><u>Suspension & Permanent Exclusion</u> Suspension & Permanent Exclusion, whether fixed-term or permanent, may be used in response to any of the following, all of which are examples of unacceptable conduct and breach the school's Behaviour Policy:</p> <ul style="list-style-type: none"> ▶ Physical assault against a pupil ▶ Physical assault against an adult ▶ Verbal abuse/threatening behaviour against a pupil ▶ Verbal abuse/threatening behaviour against an adult ▶ Bullying ▶ Racist abuse ▶ Sexual misconduct ▶ Drug and alcohol related ▶ Damage ▶ Theft ▶ Persistent disruptive behaviour ▶ Weapons related <p>This is not an exhaustive list and there may be other situations where the Principal judges that suspension or permanent exclusion is an appropriate sanction. Health and safety grounds allied to disrupting the learning of others, includes deliberately tampering with safety equipment such as fire extinguishers or setting off a fire alarm.</p> <p><u>Permanent Exclusion</u> There are two main types of situation in which permanent exclusion may be considered. The first is where a pupil exhibits a build-up of disruptive behaviours over time and continues to display persistent and defiant behaviour despite sanctions and the use of other strategies. In this respect, it is a final, formal step in a concerted process for dealing with the disciplinary offences and adverse behaviours.</p> <p>The second is in the exceptional set of circumstances where, in the Principal's judgement, it is appropriate to permanently exclude a student for a first or 'one off' offence, regardless of previous disciplinary history.</p> <p>Where Trinity Academy considers that a criminal offence may have taken place, it reserves the right to inform the Police and other agencies, as appropriate.</p> <p>In the event of a permanent exclusion, the Principal will work with the Local Authority and other agencies to ensure that suitable alternative provision is found for the pupil in question.</p> <p><u>Making a decision to exclude</u> Before deciding whether to exclude a pupil, the Principal will:</p> <ul style="list-style-type: none"> • Ensure that an appropriate investigation has been carried out. • Consider all the evidence available to support the allegations. • Allow the student to give his/her version of events. • Look at the particular circumstances of each case.

	<p>The Principal has to be satisfied on the balance of probabilities that the pupil was responsible for the behaviour in question.</p> <p>In considering whether permanent exclusion is the most appropriate sanction, the Principal will consider:</p> <ol style="list-style-type: none"> a) The gravity of the incident, or series of incidents, and whether it constitutes a serious breach of the Academy's Behaviour Policy. b) The effect that the student remaining in the Academy would have on the education and welfare of other members of the Academy community. <p>In line with its statutory duty, these same two tests of appropriateness will form the basis of the deliberations by the Local Governing Body when it meets to consider the Principal's decision to exclude. The Local Governing Body will require the Principal to explain the reasons for the decision and will look at appropriate evidence such as the pupil's Academy record, witness statements and the strategies used by the Academy to support the student prior to exclusion.</p> <p><u>Informing parents/carers</u></p> <p>Whenever a pupil is suspended the Principal, without delay, will notify parents/carers of the period of suspension, the grounds for it and how they can make representations to the Local Governing Body.</p> <p><u>Behaviour outside of Trinity Academy</u></p> <p>Pupils who breach the Academy's Behaviour Policy while on school-related activities such as trips and journeys, sports fixtures or a work-experience placement will be dealt with in the same manner as if the incident had taken place in school.</p> <p>For incidents that take place outside of Trinity Academy and not during school-related activities, this policy will still have effect if there is a clear link between that behaviour and maintaining good behaviour and discipline among the student body as a whole. This includes behaviour in the immediate vicinity of the Academy or on a journey to and from school.</p> <p><u>Suspension and Permanent Exclusion of pupils with special educational needs (SEND), disability, race relations and looked after children</u></p> <p>Trinity Academy will pay due regard to the guidance on pupils with statements of SEND, looked after children and those from groups with consistently higher than average rates of exclusion, as outlined in part 4 paragraph 52 'Variation in exclusion rates'.</p>
<p>7. Monitoring and Evaluation</p>	<p>The Principal will monitor the implementation and effectiveness of this policy, review it annually and submit a report to the Local Governing Body.</p>
<p>8. Frequency of Review</p>	<p>This policy will be reviewed and updated annually with care taken that to ensure that it reflects the most recent DfE guidelines.</p>
<p>9. Approval</p>	<p>Approved by the Local Governing Body</p>
<p>10. Appendices</p>	<p>Trinity Academy Suspension and Permanent Exclusion Sanctions Guide can be found in separate document reference number TLB003.1</p>

Trinity Academy Suspension and Permanent Exclusion Sanctions Guide

Scale & scope

This guidance is not intended to suggest that any form of adverse behaviour is acceptable – but is intended to inform investigation & response in proportion to the offence. It is also designed to promote consistency in the way members of the Senior Leadership Team respond.

All staff are reminded that only the Principal can sanction suspension and permanent exclusion; all incidents must be investigated; all incidents require professional judgement.

Background Considerations	Scale 1	Scale 2	Scale 3	
Intent & Outcome i) What was the act/incident? ii) What was the intent? iii) What was the outcome?	<ul style="list-style-type: none"> ▪ Accidental rather than deliberate ▪ No intention to harm ▪ Behaviours may have caused upset – but not requiring first aid 	<ul style="list-style-type: none"> ▪ Deliberate ▪ Causes harm ▪ Basic first aid check or medical required 	<ul style="list-style-type: none"> ▪ Vicious ▪ Causes extreme distress or injury ▪ Requires medical attention/treatment 	
	<ul style="list-style-type: none"> ▪ Loss of temper (not control) ▪ Picking on – first offence 	<ul style="list-style-type: none"> ▪ Momentary loss of control/temper ▪ Repeated act – targeted 	<ul style="list-style-type: none"> ▪ Requires medical attention/treatment ▪ Out of control or premeditated 	
	<ul style="list-style-type: none"> ▪ Inadvertent – not thinking ▪ First offence/time 	<ul style="list-style-type: none"> ▪ Knowingly nasty ▪ Repeated act of same behaviour 	<ul style="list-style-type: none"> ▪ Deliberately & Viciously targets ▪ Extreme and violent 	
	<ul style="list-style-type: none"> ▪ Refusal & lack of co-operation 	<ul style="list-style-type: none"> ▪ Complete refusal to cooperate – more than once 	<ul style="list-style-type: none"> ▪ Repeated in spite of interventions 	
	<ul style="list-style-type: none"> ▪ Completely inappropriate – but accepts consequence/correction 	<ul style="list-style-type: none"> ▪ Challenging – not accepting consequence 	<ul style="list-style-type: none"> ▪ Persistent acts of defiance; failure to amend behaviour in spite of warning and intervention 	
	Potential sanction range	<ul style="list-style-type: none"> ▪ Dressing down & parental contact ▪ Mediation, restorative conversation with victim ▪ Internal suspension 1 day ▪ Internal suspension 1-2 days ▪ IS sanction to include/be followed by meeting with parents and reconciliation meeting with adult. 	<ul style="list-style-type: none"> ▪ Internal suspension - 2 days minimum ▪ External suspension on a range of 1-3 days maximum, more likely 1-2 days ▪ External suspension up to 5 days, particularly if it is a repeated act of external exclusion for the same offence ▪ Is sanction or external exclusion to include/be followed by meeting with parents and reconciliation meeting with adult or peer if appropriate 	<ul style="list-style-type: none"> ▪ 5 days external suspension pending further investigation ▪ 5 days + external suspension ▪ 5 days + external suspension and 5x IS ▪ 10 + ▪ Permanent suspension ▪ External suspension to include/be followed by meeting with parents and reconciliation meeting with adult or peer if appropriate; consider governor involvement and other agencies as required; formal warning of risk of permanent where build up as opposed to extreme one off

Types of Behaviour

In line with the Suspension and Permanent Exclusions policy, behaviours that require investigation and sanction include:

- ▶ physical assault against a pupil
- ▶ verbal abuse/threatening behaviour against student
- ▶ bullying
- ▶ sexual misconduct
- ▶ damage
- ▶ persistent disruptive behaviour
- ▶ physical assault against an adult
- ▶ verbal abuse/threatening behaviour against an adult
- ▶ racist abuse
- ▶ drug and alcohol related
- ▶ theft
- ▶ weapons related

Within this, anti-social behaviours which may result in a permanent exclusion for a 'one off' serious offence include:

- ▶ serious actual or threatened violence against another pupil or a member of staff
- ▶ sexual abuse or assault
- ▶ supplying an illegal drug
- ▶ carrying an offensive weapon /knife