



TCT SUSPENSION/EXCLUSION POLICY

Lead	Governance and Compliance Manager
Consulted with Principals	June 2024
Approved by TCT	June 2024
Next Review	September 2025

Contents

1	Introduction	3
2	Application of policy	3
3	Types of exclusion	3
4	Roles and responsibilities	3
5	CCTV, witness evidence and pupil/student views	4
6	Reintegration strategy meetings following suspension or off-site direction	5
7	Cancelling a suspension or exclusion	5
8	Suspensions before a permanent exclusion	6
9	Directing off-site and managed moves	6
10	Independent review panels (IRPs)	6
11	Reconsideration by the governing board	6
12	Remote Meetings	7
13	Complaints	7
14	Equality impact	7
15	Monitoring arrangements	7

1 Introduction

The Collegiate Trust is a partnership of schools in Crawley and Croydon whose purpose is to build *collaboration to deliver exceptional education*, and whose vision is *exceptional education for all*. This is reflected in our Trust's values: **ambition & collaboration**, as well as in our desired outcomes: **achievement & enjoyment**. This policy provides a key mechanism that informs our wider *School Improvement Strategy*.

- 1.1 'The Collegiate Trust's exclusion policy aims to set out the process that will be followed and the additional considerations around suspensions and exclusions that the Trust will apply. Good behaviour and self-discipline lead to effective learning and help prepare children and young people for life beyond the school gate.
- 1.2 Where the Trust's approaches towards behaviour management have been exhausted, then suspensions and permanent exclusions will sometimes be necessary as a last resort. This is to ensure that other pupils/students and teaching staff are protected from disruption and can learn in safe, calm, and supportive environments.
- 1.3 The Trust will always have regard to the Statutory Guidance on Suspensions and Exclusions (September 2023) when making decisions on suspensions and exclusions and will follow the law, as set out in the relevant School Discipline (Pupil Exclusions and Reviews) (England) Regulation 2012 (as amended).
- 1.4 This policy should be read in conjunction with the Behaviour Policy and the SEND Policy for the specific Trust School.

2 Application of policy

- 2.1 This policy applies to all members of the Trust community. Each school within the Trust will apply suspensions and exclusions in accordance with this policy and ensure that its contents are relayed to all staff, parents and pupils/students.

3 Types of exclusion

Suspensions and permanent exclusions are different:

- 3.1 Suspensions (previously called fixed-term exclusions) are where a pupil/student is prevented from attending the school for a fixed period. At the end of the period, they are expected to return to school following a reintegration meeting. A pupil/student may receive a maximum 45 days of suspension in an academic year before being permanently excluded.
- 3.2 Permanent exclusions are where, subject to a decision of the governing board to reinstate the pupil/student to the school, the pupil/student is prevented from attending the school again. A decision to permanently exclude will only be taken in response to a serious breach or persistent breaches of the school's behaviour policy; and where allowing the pupil/student to remain in school would seriously harm the education or welfare of the pupil/student or others such as staff or pupils/students in the school.

4 Roles and responsibilities

All members of the Trust community are expected to follow this policy. Roles, responsibilities and expectations of each section of the Trust community are set out in detail below.

The Principal / Executive Principal

- 4.1 All decisions to suspend or permanently exclude a pupil/student will be taken by the Principal/Executive Principal after considering all the circumstances. Every decision made will be proportionate to the seriousness of the behaviour with reference to the School's Behaviour Policy.

The Governors

- 4.2 The Local Governing Body (LGB) is responsible for forming committees to review exclusions and suspensions when it is required to do so, it is requested by parents, or it is, in its view, prudent to review an individual decision. In each case, the decision of the relevant committee formed by the governing body will be to decide whether to uphold the exclusion or suspension, or instead to reinstate the pupil/student to the school. This committee may also include governors from other Trust schools and Trust Directors.

Parents

- 4.3 Parents will be informed without delay of any suspension or exclusion and there is an ability to make representations in regard to any suspension or exclusion decision. Details will be provided on the rights parents have with every letter that is sent from the Principal/Executive Principal.

Pupils/Students

- 4.4 All pupils/students of the schools in the Trust are expected to follow the expectations regarding their behaviour to ensure that all pupils/students can learn and participate in school life effectively and safely. Where those expectations are breached, the Behaviour Policy will apply.

5 CCTV, witness evidence and pupil/student views

- 5.1 The Trust uses Close Circuit Television (CCTV) within its premises. This is to provide a safe and secure environment for pupils, staff and visitors. If behavioural incidents are recorded on CCTV, the footage may be viewed as part of the investigation and the content considered before imposing a sanction. If CCTV is relied upon for a decision on a suspension or exclusion, then it will be shown in some format (redacted as necessary) at any governor review meeting. Please see the Trust's CCTV policy and privacy notices for more information, which can be located on the [Trust website](#).
- 5.2 Where witness evidence is relied upon, whether that be from a pupil/student or a staff member, the statement(s) will be provided at any governor review meeting. All statements will be signed and dated unless the Principal/Executive Principal has good reason to protect the anonymity of the relevant witness. Reasons may include threats of reprisals.
- 5.3 Before taking a decision to suspend or exclude and where appropriate, the Principal/Executive Principal will take the pupil's/student's views into account, considering these in light of their age and understanding, and inform the pupil/student about how their views have been factored into any decision made. Where relevant, the pupil/student will be given support to express their view, including through advocates such as parents or, if the pupil/student has one, a social worker. The Principal/Executive Principal will also take account of any contributing factors identified after an incident of misbehaviour has occurred.

6 Reintegration strategy meetings following suspension or off-site direction

6.1 Where a pupil/student is suspended or is directed to be educated off-site, upon return to the school both the pupil/student and parents will be invited to a reintegration strategy meeting. The purpose of the meeting is to:

- 6.1.1 offer the pupil/student a fresh start,
- 6.1.2 help them understand the impact of their behaviour on themselves and others,
- 6.1.3 teach them to how meet the high expectations of behaviour in line with the school culture,
- 6.1.4 foster a renewed sense of belonging within the school community; and
- 6.1.5 build engagement with learning

so that further suspensions are not needed. School staff will work with the pupil/student to understand what led to the behaviour and to establish if any changes can be made or further support implemented from a pastoral or practical perspective that might reduce the chance of repeat behaviours. Previous behaviour is not seen as an obstacle to future success.

6.2 Trust schools use a number of methods that they may choose to deploy to support a pupil's/student's successful reintegration in school. These will be bespoke to the pupil/student and the individual school will decide what measures are most appropriate. These can include:

- 6.2.1 daily contact with a designated pastoral professional in-school;
- 6.2.2 use of a report card with personalised targets leading to personalised rewards;
- 6.2.3 ensuring the pupil/student receives academic support upon return to catch up on any lost progress;
- 6.2.4 planned pastoral or educational interventions;
- 6.2.5 mentoring by a trusted adult or a local mentoring charity;
- 6.2.6 regular reviews with the pupil and parents to praise progress being made and raise and address any concerns at an early stage; and
- 6.2.7 informing the pupil/student, parents and staff of potential external support.

6.3 Whilst reintegration meetings are highly encouraged by the Trust, pupils/students will not be prevented from being admitted to the School or being put in mainstream classes because a meeting has not taken place.

7 Cancelling a suspension or exclusion

7.1 A suspension or exclusion can be cancelled by the Principal/Executive Principal as long as the suspension or exclusion has not been considered by the governors. In relation to an exclusion, it cannot be cancelled if the total time the pupil/student was excluded or suspended that academic year would be over 45 days at the point of the decision to cancel the exclusion.

7.2 Where a suspension or exclusion is cancelled, the relevant parties will be informed by the Principal/Head of School in accordance with the Statutory Guidance on Suspensions and Exclusions.

8 Suspensions before a permanent exclusion

8.1 In exceptional circumstances, pupils/students may receive a suspension prior to a permanent exclusion. For each decision, the Principal/Executive Principal, or Head of School on behalf of the Executive Principal, will send the relevant letter setting out the rights of parents. A suspension cannot be converted into a permanent exclusion and so any subsequent permanent exclusion would be a fresh decision due to commence immediately after the suspension had ended. Exceptional circumstances may include where further evidence has come to light or where the incident was serious and time is required to fully investigate the circumstances and consider alternatives.

9 Directing off-site and managed moves

9.1 Before taking any decision to permanently exclude a pupil/student, the Principal/Executive Principal will consider whether a direction to attend alternative provision and/or a managed move as part of a planned intervention would be a reasonable alternative that should be considered.

9.2 In the case of directing a pupil/student off-site to alternative provision, the aim of any direction is for it to be used as a short-term measure as part of the school's behaviour management strategy to improve a pupil's/student's behaviour where in-school interventions and/or outreach have been unsuccessful or are deemed inappropriate. While parental consent is not needed, discussions would take place with parents to feed in their views about the options.

9.3 For a managed move to take place there needs to be agreement between the school, the parents and the new school that a managed move should occur. Before a managed move is agreed to, the pupil/student will attend the new school for a fixed period to ensure that the new school would be suitable for them. We will share relevant information with the new school and check that they have an integration strategy. At the end of this period, the relevant parties (including the parents) will review the placement before a decision is taken about whether the move becomes permanent.

10 Independent review panels (IRPs)

10.1 The Trust arranges its own IRPs, and requests for an IRP where a permanent exclusion has been upheld should be made to Sara Scott, Governance & Compliance Manager at sara.scott@tct-academies.org within 15 school days]

10.2 Further details on the role and powers of IRPs can be found in Part Ten of the Statutory Guidance on Exclusions and Suspensions.

11 Reconsideration by the governing board

Where an IRP either recommends reconsideration or quashes the initial decision of the governing body, the decision will be considered within 10 school days. This may involve a rehearing with oral evidence given by the School and parents or may be a reconsideration with only the governing body members and the Clerk present.

12 Remote Meetings

- 12.1 Any governor meeting and/or an IRP meeting may be conducted remotely where the parents request for it to be conducted remotely and the meeting can be fairly held remotely, with all participants having access and are able to make representations. A meeting may also take place remotely where there is an extraordinary event or unforeseen circumstance that means it's not reasonably practicable to hold the meeting in person. Such events can include, but are not limited to, floods, fire, and an outbreak of an infectious disease.
- 12.2 In addition, where a child's social worker or the virtual school head are due to attend a meeting, they may join an in-person meeting remotely as long as it can be fairly accessed, the technology is available, and everyone would be able to make representations.

13 Complaints

If parents have any concerns or complaints over the application or implementation of this policy or feels that they are being pressured into a managed move, they should raise their concerns with a staff member or the Principal/Executive Principal in accordance with the school's complaints policy. If the concern relates to an exclusion, the statutory procedure set out in the Statutory Guidance on Exclusions and Suspensions will be followed.

14 Equality impact

The Trust does all it can to ensure that its policies do not discriminate against pupils/students or others, either directly or indirectly, in line with any Equality Act 2010 protected characteristics. This includes race, religion, disability, sexual orientation, and sex. [Before bringing this policy into effect the [School/Trust] consulted stakeholders on this policy to gain their views and responses. The consultation responses have informed this policy.]

15 Monitoring arrangements

The governors review data on suspensions and exclusions to ensure that the use of suspensions and exclusions is appropriate. The following are monitored by the governors to ensure the processes and support for pupils/student are appropriate:

- 15.1.1 the interventions put in place for pupils/students at risk of suspension and permanent exclusion
- 15.1.2 the processes in place for determining and reviewing directions to alternative provision and that such placements are reviewed at sufficient intervals to assure that the education is achieving its objectives and that pupils are benefiting from it
- 15.1.3 full-time educational provision for pupils/students of compulsory school age from the sixth consecutive school day of a suspension, in particular checking the provision is suitable and quality-assured to ensure that:
- (a) any previous placements have been evaluated, including support for any applicable SEND;
 - (b) there is a process in place to monitor the pupil's/student's attendance and behaviour at the provision

- (c) the correct attendance code is being used
 - (d) the pupil's/student's child protection file and any other information relevant to the pupil's/student's safeguarding and welfare has been securely transferred to their new setting as early as possible
- 15.1.4 whether there is any variation within the year on suspensions and permanent exclusions and the characteristics of pupils/students
- 15.1.5 the cost implications of directing children to be educated off-site in alternative provision and whether there are any patterns to the reasons or timing of moves
- (a) whether the school register and absence codes have been recorded correctly
 - (b) how the behaviour policy is applied and specifically its consistency
 - (c) the circumstances in which pupils/students receive repeat suspensions
 - (d) whether Personal Education Plans for looked after children have been reviewed on a termly basis