Rivers Academy West London
an Aspirations Academy

Suspension and Permanent Exclusion Policy

Rivers Academy Suspension and permanent exclusion policy	Reviewed and updated in accordance with the current systems.

Date of last review:	September 2022	**Review period:**	1 year
Date of next review:	September 2023	**Owner:**	Vice Principal
Type of policy:	Statutory/Network	**Regional Board approval:**	RB

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.

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.

Legislation and statutory requirements

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

Behaviour and discipline in schools (January 2016)

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1089688/Suspension_and_Permanent_Exclusion_guidance_July_2022.pdf (September 2022)

Practice

The Academy recognises that certain students, because of unacceptable behaviour, often spend a disproportionate amount of time in discipline, counselling and punishment. 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 *Partnership for Excellence Agreement.*
- We do not feel that to continue to provide a place for that student significantly damages the learning of others and the well-being of all.
- 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 *Partnership For Excellence* 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.
- This is in response to serious or continuous breaches of the Behaviour for Learning Policy; or if allowing the student to stay would harm the education or welfare of other students or staff.
- The permanent suspensions of students will be the final sanction at the end of a long series of procedures, which are fully outlined in our Behaviour for Learning Policy.

Types of Suspensions

Internal Suspension

Students are placed in the Isolation Zone for:

- Unfixable uniform infringements.
- Triggering a 90 minute Academy Detention (remainder of the same day if triggered before 2pm; the following day if after 2pm).
- Pre-arranged Internal Suspension.

Students can be internally suspended (9.30am until 4.00pm) in the Isolation Zone from 1 day to 5 days. If a student is internally suspended the Faculty AP/Coordinator must call home the day before to notify parents/students. The student must report to reception upon arrival.

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).

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

- Collate a list of students who will be placed in the Isolated.
- Organise for teaching staff to provide work for the students in the Isolation Zone.
- Email a letter to the family confirming the internal suspension and the reason for the sanction. A phone call will also be made.
- The internal suspension will be noted on the student's file, along with the internal suspension letter and the evidence collected.

The internal suspension process:

- A student who is internally suspended must arrive at the Academy reception at 9.30 a.m so that expectations can be se (with a parent/carer if it is their third internal suspension).
- The student will be reminded about expectations for the day and then settled into the Isolation Zone.
- The student will sign a behaviour contract.
- The student should be visited by the AM/Deputy Coordinator, Coordinator or AP during the day.
- If a student breaks the Isolation Zone contract of behaviour, 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 the internal suspension which is collected by the Behaviour Manager and delivered to the teacher by the student receptionist

Re-admittance of the student into the Academy will take place at the end of the day between 3pm-4pm.

- The Coordinator will liaise with the Behaviour Manager about the student's conduct during the day.
- The Coordinator should speak to the student individually about their sanction.
- The Coordinator should place the student on report to them for a week.

Suspensions

A suspension is where a pupil is temporarily removed from the school, it is an essential behaviour management tool.

The Principal has overall responsibility for suspensions, supported by the Vice Principals. The Behaviour Manager will organise for appropriate record keeping and completion of all relevant paperwork for suspensions. Heads of Faculty hold all other responsibilities related to suspensions including readmission 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 Head of Faculty collects all necessary documentation on the incident/s. This will include the referral, student statements and witness statements.

- After reviewing all documentation, the Subject Coordinator or Head of Faculty will see the Vice Principal 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 Vice Principal will meet with the Principal to discuss the issue and recommend a suitable sanction.

- The Vice Principal will communicate the decision with the Head of Faculty.

- The Behaviour Manager will phone the parents to notify them of the decision, and arrange a return from suspension meeting

- 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.

- The Behaviour Manager will notify the local authority and any key stakeholders on the suspension immediately. (SENCO, Safeguarding Team for a LAC child or a child who has a social worker)

The Re-integration Meeting

Re-integration Meetings will be led by the Head of Faculty. The tone of such meetings will be positive. The purpose of the meeting is to positively reintegrate students back into the Academy. 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 re-admitted 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 readmission.

Interviewers must follow the agreed form for a re-integration. Targets set during the interview must be put on the suspension report card, and the student must report to the appropriate person at the end of each day until the Academy is satisfied that targets are being met.

On returning from a suspension some students will be required undertake reintegration and reflection in the learning zone, including restorative conversations, if necessary:

- To ensure students are held to account for poor conduct;
- To ensure incidents of Serious Misconduct leading to an suspension do not disrupt the main academy and the focus on learning when a student returns;
- To enable the Academy Inclusion Team and relevant Faculty staff to meet with the student to discuss their targets for reintegration to mainstream lessons.

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 inclusion team
- Key workers (For those students with special educational needs)
- Round Robins
- Team Around Child Meetings (TAC)
- Pastoral support plan
- External agency support (if meeting threshold)
- A part time table **should not** be used to manage a pupils behaviour. Any pastoral support plan should have a time limit by which point the pupil will be expected to attend full time. This

process will be a formal arrangement and will be regularly reviewed. A part time table can only be approved by the Principal, Associate Principal and Vice Principals.

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 exclusion 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 would normally be taken in response to:

- 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

Other Relevant Policies

Behaviour for Learning Policy
SEND Policy
Safeguarding and Child Protection Policy