

CHBP School Federation



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'As a federation, and as individual schools, we are committed to the wellbeing of all of our community - this is an integral part of each school's culture and ethos. Policies are formulated and implemented with this in mind, placing the wellbeing of all at the forefront at all times.'

Suspension and Exclusion Policy

January 2026

	Date
APPROVED BY COMMITTEE / GB	January 2026
RATIFIED BY GOVERNING BODY (GB)	March 2026
NEXT REVIEW DUE	January 2027

1. Suspension and Exclusion Policy

- 1.1. Both schools within the Federation are schools where individual children are valued and their achievements celebrated. We provide a balanced curriculum so that children develop skills which will lead them to achieve their full potential. Our aim is to help our children become responsible, caring and respectful members of the community where they understand and respect the beliefs and feelings of others. The learning environment is safe and the children feel supported in their learning and appreciate what it takes to keep themselves safe.

2. Rationale

- 2.1. This policy is designed to briefly outline the Federation's approach to suspensions/exclusions within the statutory framework as defined in the *The School Discipline Regulations 2012*. It outlines only where the Federation 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 each school.

3. Principles

- 3.1. Suspension is a sanction used by either school only in cases deemed as serious breaches of the School 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 students' learning;
 - Extreme misbehaviour which is deemed outside the remit of the normal range of sanctions.
- 3.2. A Fixed Term Suspension from school can only be authorised by the Executive Headteacher or the Head of School acting on their behalf. If neither are available to authorise the suspension, a decision should be deferred until the opportunity for authorisation is available.
- 3.3. In the case of a Permanent Exclusion this can only be authorised by the Executive Headteacher and must only be done after consulting the Chair of Governors of the intention to impose this sanction, although the final decision still rests with the Executive Headteacher.
- 3.4. The Federation seeks to reduce the number of incidents leading to suspensions by promoting a positive atmosphere of mutual respect and discipline within each school. This is done through the promotion of good morals and values and through work with the Federation's pastoral team.
- 3.5. The Federation regularly monitors the number of Fixed Term Suspensions to ensure that no group of students is unfairly disadvantaged through their use and that any underlying needs of individuals are being fully met.

4. Notification of a Suspension

- 4.1. Parents will be notified as soon as possible of the decision to suspend a student 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.
- 4.2. In the case of a Permanent Exclusion parents will be notified by the Executive Headteacher in a face to face meeting.
- 4.3. A student 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.
- 4.4. The school will also work to put in place a programme for the pupil on his/her return. This will include input from staff at the school, parents, if appropriate, and any other appropriate bodies e.g. Learning Mentor or specialists from the Local Authority. Should it be decided, for whatever reason, that the matter needs to be

referred to an external agency i.e. the incident leads to the discovery that there is a child protection concern, the school will continue to monitor the situation and work closely with that agency. It is hoped that in most cases following an exclusion, the child will be able to return to school and that further input will promote a subsequent improvement in behaviour.

4.5. The Chair of Governors, LA Inclusion Officer and relevant school staff will be notified of all Fixed Term Suspensions on the same day as the production of the suspension letter, which they will receive a copy of; it will clearly outline the reasons for the exclusion.

5. Students Returning from a Fixed Term Suspension

5.1. All students returning from a Fixed Term Suspension are required to attend a reintegration meeting, accompanied by a parent. This meeting will seek to establish practical ways in which further exclusion can be avoided and behaviour modified to acceptable standards in partnership between student, parent and school. This may involve returning on a reduced timetable.

6. Permanent Exclusions

6.1. 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 the Executive Headteacher may decide to permanently exclude a pupil because of ongoing issues or even for an isolated incident.

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

- the Federation's governing body is required to review the Executive Headteacher's decision and you may meet with them to explain your views on the exclusion
- if the Governing Body confirms the exclusion, you can appeal to an independent appeal panel organised by the Local Authority
- the school 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.

7. Appeals

7.1. All correspondence regarding an exclusion from the school will inform parents of their right to appeal to the Governing Body 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 Governors (School Business Manager).

8. Relationship to Other School / Federation Policies

8.1. Within the Federation some policies are school-specific and some apply to both schools. The Exclusion Policy should be read in collaboration with the Behaviour Policy as well as other relevant school/Federation policies, particularly the Inclusion Policy, Special Educational Needs Policy and the Equality & Diversity Policy. It also has a close inter-relationship with the Anti-Bullying Policy and Attendance Policy.

9. Monitoring and Review

9.1. The impact of this policy will be reviewed by the Governors' Curriculum & Standards Committee (Spring Term).

- 9.2. The Executive Headteacher will provide the Committee with regular monitoring reports which will help it to evaluate the effectiveness of the policy and procedures.
- 9.3. The policy and procedures will be reviewed and amended in the light of such evaluation and in consultation with representatives of all key stakeholders.