



**Inspiring and Achieving Together**

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## **Suspension and Exclusion Policy**

### **Rationale**

This policy is an appendix of Wick CE Primary School Behaviour Policy; it deals with the policy and practice which informs the school's use of suspension and exclusion. It is underpinned by the shared commitment of all members of the school community to achieve a very important aim;

- To ensure the safety and well-being of all members of the school community, and to maintain an appropriate educational environment in which all can learn and succeed

### **Introduction**

The decision to suspend a pupil will be taken in the following circumstances;

- In response to a serious breach of the School's Behaviour Policy
- If allowing the student to remain in school would seriously harm the education or welfare of the pupil or others in the school.

Suspension and exclusion is an extreme sanction and is only administered by the Executive Headteacher or Head of School.

Suspension or exclusion, whether fixed term or permanent may be used for any of the following, all of which constitute examples of unacceptable conduct and are infringements of the Behaviour Policy;

- Unacceptable behaviour which has previously been reported and for which school sanctions and other interventions have not been successful in modifying the pupil's behaviour
- Verbal or physical abuse of other pupils or school staff
- Aggression towards other pupils leading to the possibility of physical or emotional harm
- Damage to property/theft
- Indecent behaviour
- Internet bullying

This is not an exhaustive list and there may be other situations where the Headteacher makes the judgment that exclusion is an appropriate sanction.

### **Types of suspension/exclusion**

There are 2 types depending on the circumstances the Headteacher will decide whether to give your child.

#### **1. Fixed period suspension**

Fixed period suspensions can last for a specific number of days. The number of days and when your child should return to school will be made clear by the Executive Headteacher or Head of School and communicated in a letter. Your child cannot be suspended for more than 45 days in one school year if your child exceeds 45 days suspension they may be permanently excluded. For the first five days of suspension,

work should be set and marked by school. From day six onwards, the school will need to ensure that education is provided and should be suitable and full-time.

A lunchtime suspension is also a fixed suspension, these are normally used when a child's behaviour is unacceptable in the playground. You must take responsibility for your child for the lunch break and return your child for the start of afternoon school. If a child is asked by the school to go home at lunchtimes, this must be treated as a half day fixed period suspension for each lunchtime, even when the child returns to school in the afternoon.

## 2. Permanent exclusion

Permanent exclusion is the most serious step that the Executive Headteacher and Head of School can take and it means that the child is no longer able to attend the school. The school must notify its governing body and the Local Authority within one school day of the exclusion. The first five days after exclusion, school should send suitable work home and from day six onwards it is the council's responsibility to provide suitable full-time education. Your child will be provided with an education by Pathways Learning Centre, which is a pupil referral unit (PRU), to continue their education whilst a new school is found.

### **General factors the school considers before making a decision to suspend**

Suspension will not be imposed instantly unless there is an immediate threat to the safety of others in the school or the student concerned. Before deciding whether to exclude a pupil either permanently or for a fixed period the Executive Headteacher or Head of School will;

- Ensure appropriate investigations have been carried out
- Consider all the evidence available to support the allegations taking into account the school policies
- Allow the student to give her/his version of events
- Check whether the incident may have been provoked.

If the Head is satisfied that on the balance of probabilities the student did what he or she is alleged to have done, suspension will be the outcome.

### **Returning your child to school after suspension**

There is a strategy for reintegrating pupils who return to school following a fixed period suspension, including how to manage their future behaviour.

We will hold a reintegration meeting for the child and parent to discuss this. The meeting will also be a chance for you to air your views and concerns, and plan future steps to support your child.

### **Internal suspensions**

Internal suspensions are used when a teacher wants to move your child from class for disciplinary reasons, but they are not allowed to leave the school site.

This is done usually for children who are disruptive in class, with immediate action taken to remove them.

These are not legal suspensions, so are not covered by any legislation. However, the school behaviour policy should record that internal suspensions can be used and in what circumstance.

### **Part-time timetables**

We can sometimes suggest that your child should be on a part-time timetable. This should only be used if it is benefitting your child and with your full agreement.

Your child will not be put on a part-time timetable purely because the school doesn't have the resources or have failed to make the reasonable adjustments needed to support their needs.

### **Monitoring and Review**

This policy is a working policy and will be subject to regular review in practice. The school will periodically review the process to ensure that it continues to work effectively.

Written by: Robert Cockle

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Next review: November 2028