

Fixed term and Permanent Exclusion Guidance and Procedures



NAME OF POLICY	Fixed term and Permanent Exclusion Guidance and Procedures
APPROVED BY	Board of Sandford International School
DATE APPROVED	March 9 th 2023
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About this guidance and procedures

Article 1

Aim

Good behaviour at Sandford International School is essential to ensure that all pupils benefit from the opportunities provided by education. Therefore, the Board recognises that school exclusions are essential behaviour management tools and can be used to establish high standards of behaviour at the school and to maintain the safety of the entire school community

For the vast majority of pupils, fixed term and permanent exclusions are not necessary. However, if approaches towards behaviour management have been exhausted, then fixed term and permanent exclusions will sometimes be necessary as a last resort. This is to ensure that other pupils and teaching staff are protected from disruption and can learn in safe, calm, and supportive environments.

Sandford International School does not adopt a '**no exclusion**' policy. This is because it can present safeguarding issues and expose staff and pupils to unreasonable risks. Instead, we work to create environments where our school exclusions are not necessary because pupil behaviour does not require it.

Article 2

Terminology

1. **Types of exclusions:** there are 2 kinds of exclusion - fixed period (suspension) and permanent (expelled).
 - a. **Fixed period exclusion (suspension):** A fixed period exclusion is when a child is temporarily removed from school. If a child has been excluded for a fixed period, the school should set and mark work for the period of the exclusion.
 - b. **Permanent exclusion:** Permanent exclusion means a child is expelled and not allowed to return to the school.
2. **Board** means the Governing Board of the school.
3. **Parent** is the child's birth parents. References to parents in this guidance also include any person who has parental responsibility (court orders) and any person who has care of the child. This guidance uses '**parent**' to refer to both parents and carers. Where practical, all those with parental responsibility should be involved in the suspensions and permanent exclusions process.
4. The "**relevant person**" – a parent or the pupil, aged 18 or over.
5. "**Academic year**" means a school's academic year beginning with the first day of school after 31st July and ending with the first day of school after the following 31st July.



Article 3

Head of School Duties

They Head of School must determine measures to be taken with a view to:

1. promoting, among pupils, self-discipline, and proper regard for authority,
2. encouraging good behaviour and respect for others on the part of pupils and, in particular, preventing all forms of bullying among pupils,
3. securing that the standard of behaviour of pupils is acceptable,
4. securing that pupils complete any tasks reasonably assigned to them in connection with their education, and
5. otherwise regulating the conduct of pupils.
6. The Head of School may cancel an exclusion that has not been reviewed by the Board. This practice is known as withdrawing/rescinding a suspension or permanent exclusion. If this occurs, parents and the Board should be notified.
7. When the Head of School suspends or permanently exclude a pupil he must, without delay, notify parents.

Article 4

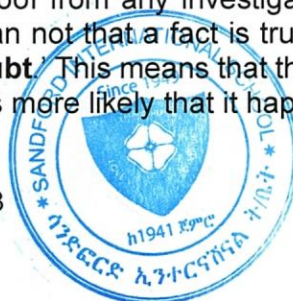
The Head of School's power to suspend or permanently exclude

1. General

1. The Board supports and authorises the Head of School in using suspension and permanent exclusion as a sanction when warranted as part of creating a calm, safe, and supportive environment in which pupils can learn and thrive. To achieve this, suspension and permanent exclusion are sometimes a necessary part of a functioning system, where it is accepted that not all pupil behaviour can be amended or remedied by pastoral processes, or consequences within the school.
2. Permanent exclusions can be used to help achieve these aims when they are absolutely necessary, as a last resort.

2. The Head of School's powers to use exclusion

1. Only the Head of School can suspend or permanently exclude a pupil on disciplinary grounds from Sandford International School. A pupil may be suspended for one or more fixed periods or permanently excluded.
2. A pupil's behaviour outside school can be considered grounds for a suspension or permanent exclusion.
3. When establishing the facts in relation to a suspension or permanent exclusion decision the Head of School must apply a level of proof from any investigation, i.e., '**on the balance of probabilities**' it is more likely than not that a fact is true, rather than the criminal standard of '**beyond reasonable doubt**'. This means that the Head of School should accept that something happened if it is more likely that it happened than that it



did not happen. The Head of School must take account of their duty of care when sending a pupil home following an exclusion and notify the Board.

4. The Head of School should also take the pupil's views into account, considering these in light of their age and understanding, before deciding to exclude, unless it would not be appropriate to do so.

Article 5

Suspension (fixed term exclusion)

1. A suspension, where a pupil is temporarily removed from the school, is an essential behaviour management tool.
2. A pupil may be suspended for one or more fixed periods. A suspension does not have to be for a continuous period.
3. A suspension may be used to provide a clear signal of what is unacceptable behaviour as part of the school's behaviour policy and show a pupil that their current behaviour is putting them at risk of permanent exclusion. Where suspensions are becoming a regular occurrence for a pupil, the Head of School should consider whether suspension alone is an effective sanction for the pupil and whether additional strategies need to be put in place to address behaviour.
4. It is important that during a suspension, pupils still receive their education. The Head of School should take steps to ensure that work is set and marked for pupils during their suspension. This can include utilising our online platform (Google Classroom).

Article 6

Reintegration after a suspension

1. The school will support pupils to reintegrate successfully back into school life and full-time education following a suspension. A reintegration strategy offers the pupil a fresh start; helps them understand the impact of their behaviour on themselves and others; teaches them to how meet the high expectations of behaviour in line with the school culture; fosters a renewed sense of belonging within the school community; and builds engagement with learning.
2. The reintegration strategy should be clearly communicated at a reintegration meeting before or at the beginning of the pupil's return to school. During a reintegration meeting, the school should communicate to the pupil that they are valued, and their previous behaviour should not be seen as an obstacle to future success.
3. Parents are required to attend the reintegration meeting before a student is allowed back into classes.
4. The school considers a range of measures to enable the pupil's successful reintegration which can include, but are not limited to:
 - a. Maintaining regular contact during the suspension and welcoming the pupil back to school;



- b. Daily contact with a designated pastoral professional in-school;
- c. Use of a report card with personalised targets.
- d. Ensuring the pupil follows an equivalent curriculum during their suspension and receives academic support upon return to catch up on any lost progress;
- e. Planned pastoral interventions.
- f. Mentoring by a trusted adult

Article 7

Grounds for Permanent Exclusion

1. A permanent exclusion is when a pupil is no longer allowed to attend Sanford International School (unless the pupil is reinstated in an appeal). The decision to exclude a pupil permanently should only be taken:
 - in response to a serious breach or persistent breaches of the school's 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.
2. The following **"one off"** incidents are accepted as serious enough to be considered for a **permanent exclusion**:
 - a) Serious assault of another pupil or member of staff
 - b) Threatening or using violence with a dangerous weapon
 - c) Committing drug related offences as defined under the Drug Policy
 - d) Sexual assault/violence perpetrated against another pupil or member of staff. For clarity and within the law this means:

"Any inappropriate behaviour of sexual nature (such as indecent exposure, inappropriate texts of a sexual nature, sexual acts on school property including sexual advances; requests for sexual favours; and/or other inappropriate verbal, written, or physical conduct of a sexual nature".
 - e) Theft
 - f) Any other serious incident that is considered serious enough to warrant a permanent exclusion

Article 8

Cancelling exclusions

The Head of School may cancel any exclusion that has already begun, but this should only be done where it has not yet been reviewed by the Board. Where an exclusion is cancelled, then:

- a. Parents and the Governing Board should be immediately notified without delay.
- b. Parents should be offered the opportunity to meet with the Head of School to discuss the circumstances that led to the exclusion being cancelled;



Article 9

Setting a clear process for exclusions

5. The Head of School should consider the following, when setting a clear process for exclusions:
- a) adopting a reliable method for monitoring suspensions and work being set and marked.
 - b) ensuring there is a formal process for informing parents and the Governing Board, clearly setting out all reasons for the exclusion;
 - c) reintegrating suspended pupils and supporting pupils' future behaviour;

Article 10

The Head of School's duty to inform parties about an exclusion

1. General

To ensure that a child receives the correct support and protection during a suspension, it is important that those responsible for their care are promptly informed when exclusions occur.

2. Duty to inform parents about an exclusion and suspension

1. Whenever The Head of School suspends or permanently excludes a pupil he must, without delay, notify parents of the period of the suspension or permanent exclusion and the reason(s) for it.
2. He must also, without delay, after his decision, provide parents with the following information in writing:
 - a. the reason(s) for the suspension or permanent exclusion;
 - b. the period of a suspension or, for a permanent exclusion, the fact that it is permanent;
 - c. parents' right to make representations about the suspension or permanent exclusion to the Governing Board and how the pupil may be involved in this;
 - d. how any representations should be made; and
 - e. Written notification of the information above can be provided by delivering it directly to the parents, leaving it at their usual or last known home address, or posting it to that address. Notices can be given electronically if the parents have provided an email.



3. Informing the Board about an exclusion

The Head of School must, without delay, notify the governing Board of:

- a. any permanent exclusion (including where a suspension is followed by a decision to permanently exclude the pupil);
- b. any suspension or permanent exclusion which would result in the pupil being suspended or permanently excluded for a total of more than five school days; and
- c. any suspension or permanent exclusion which would result in the pupil missing a public examination.

Article 11

The Governing Board's duty to consider appeals to an exclusion and suspension.

1. The Governing Board has a key responsibility in considering whether excluded pupils should be reinstated.
2. The Governing Board will consider parents' representations about a suspension or permanent exclusion.
3. The Governing Board may delegate its functions with respect to the consideration of a suspension or permanent exclusion to a designated sub-committee consisting of at least three Board members to investigate the matter and present recommendation.
4. The Governing Board must consider and decide on the reinstatement of a suspended or permanently excluded pupil within 15 school days of receiving notice of appeal from the parent. Special consideration shall be given if the suspension or exclusion result in the pupil missing examination.
5. Where a suspension or permanent exclusion would result in a pupil missing a public examination, there is a requirement for the Governing Board, so far as is reasonably practicable, consider and decide on the suspension or permanent exclusion before the date of the examination.
6. The following parties must be invited to a meeting of the Governing Board and allowed to make representations or share information:
 - parents (and, where requested, a representative or friend);
 - pupil if they are 18 years or over;
 - Head of School
7. Taking into account, the pupil's age and understanding, the pupil or their parents should also be made aware of their right to attend and participate in Governing Board meetings and the pupil should be enabled to make a representation on their own behalf if they wish to do so.



Article 12

Considering the reinstatement of a suspended or permanently excluded pupil

1. Where the Governing Board considers reinstating a suspended or permanently excluded pupil, they must consider both the interests and circumstances of the suspended or permanently excluded pupil, and that of other pupils, staff, and school community.
2. The Governing Board must also consider any representations made by or on behalf of:
 - a. parents or the pupil if they are over 18 years old;
 - b. the Head of School;
3. Taking into account, the pupil's age and understanding, the pupil or their parents should also be made aware of their right to attend and participate in the Governing Board meeting and the pupil should be enabled to make a representation on their own behalf if they desire to do so.
4. When establishing the facts in relation to a suspension or permanent exclusion the Governing Board must apply, 'on the balance of probabilities' (it is more likely than not that a fact is true) rather than the criminal standard of 'beyond reasonable doubt'.
5. In the light of its consideration, the Governing Board can either:
 - a. decline to reinstate the pupil; or
 - b. direct reinstatement of the pupil immediately or on a particular date.
6. If it decides against the reinstatement of a pupil who has been permanently excluded the decision is final.

Article 13

Arrangements for appeals

1. The Governing Board should agree the steps they will take to ensure all parties will be supported to participate in its consideration and have their views heard. This is particularly important where pupils aged under 18 are speaking about their own suspension or permanent exclusion or giving evidence to the Governing Board.
2. The Governing Board should ensure that clear minutes are taken of the meeting as a record of the evidence that was considered by the Governing Board. These minutes should be made available to all parties on request and the record of discussion should state clearly how the decisions have been reached.
3. The Governing Board should ask all parties to withdraw from the meeting before making a decision. Where present, a clerk may stay to help the Governing Board by reference to their notes of the meeting and with the wording of the decision letter.



4. In reaching a decision on whether a pupil should be reinstated, the Governing Board should consider whether the decision to suspend or permanently exclude the pupil was reasonable, and procedurally fair. This should consider the welfare and safeguarding of the pupil and their peers, the Head of School duties, and any evidence that was presented to the Governing Board in relation to the decision to exclude.
5. The Governing Board should note the outcome of its consideration on the pupil's educational record, and copies of relevant papers should be kept with the educational record.
6. In cases where the Governing Board considers parents' representations but does not reinstate the pupil, it should consider whether it would be appropriate to place a note of its findings on the pupil's educational record.

Article 14

The Governing Board's duty to notify Stakeholders after its consideration of reinstatement

1. After considering a reinstatement of a suspended or permanently excluded pupil, the Governing Board must notify parents or the pupil if they are 18 years or over, and the Head of School of its decision and the reasons for it, in writing and without delay.
2. In the case of a permanent exclusion where the governing board decides not to reinstate the pupil, the governing board's notification must state that the exclusion is permanent.

Article 15

Police involvement and parallel criminal proceedings

1. The Head of School needs not postpone taking a decision on a suspension and permanent exclusion solely because a police investigation is underway and/or any criminal proceedings may be brought. In such circumstances, the Head of School will need to take a decision on the evidence available to them at the time.
2. Where the Governing Board is required to consider a reinstatement in these circumstances, it cannot postpone its meeting and must decide whether or not to reinstate the pupil on the evidence available.

