



Yardleys
School
WORKING TOGETHER FOR A BETTER FUTURE

Suspension and Permanent Exclusion Policy

Adopted by Governors:

Signed:

Date:

This policy is reviewed annually by the Curriculum & Standards Committee

Review date:

POLICY INFORMATION

Date of last review	October 2023	Review period	Annually
Date ratified by governors	November 2023	Governors' committee responsible	C&S
Policy owner	Gurpreet Basra	SLT member responsible	Gurpreet Basra
Date of next review	October 2024		

Reviews/revisions

Review date		By whom
November 2021	No changes	Gurpreet Basra
October 2022	<p>Changes have been made to reflect with changes listed in the 'Suspension and Permanent Exclusion from maintained schools, academies and pupil referral units in England, including pupil movement guidance' July 2022</p> <p>Note that the ethos of the policy remains the same and summary of key changes is in wording only as highlighted below.</p> <p>Summary of changes</p> <ul style="list-style-type: none"> • Policy has been renamed as Suspension and Permanent Exclusion Policy. Previously known as 'Exclusion Policy' • A change in terminology from 'fixed term exclusion' to 'fixed term suspension' • A change to the Yardleys consequence ladder where the wording for 'internal exclusion steps' have been replaced as 'internal placements' 	
October 2023	No changes	

Dates of linked staff training (if applicable)

Date	Course title	Led by

EQUALITY AND GDPR

All Yardleys' policies should be read in conjunction with our [Equal Opportunities](#) and [GDPR](#) policies.

Statement of principle - Equality

We will take all possible steps to ensure that this policy does not discriminate, either directly or indirectly against any individual or group of individuals. When compiling, monitoring and reviewing the policy we will consider the likely impact on the promotion of all aspects of equality as described in the Equality Act 2010.

Statement of principle - GDPR

Yardleys School recognises the serious issues that can occur as a consequence in failing to protect an individual adult's or child's personal and sensitive data. These include emotional distress, physical safety, child protection, loss of assets, fraud and other criminal acts.

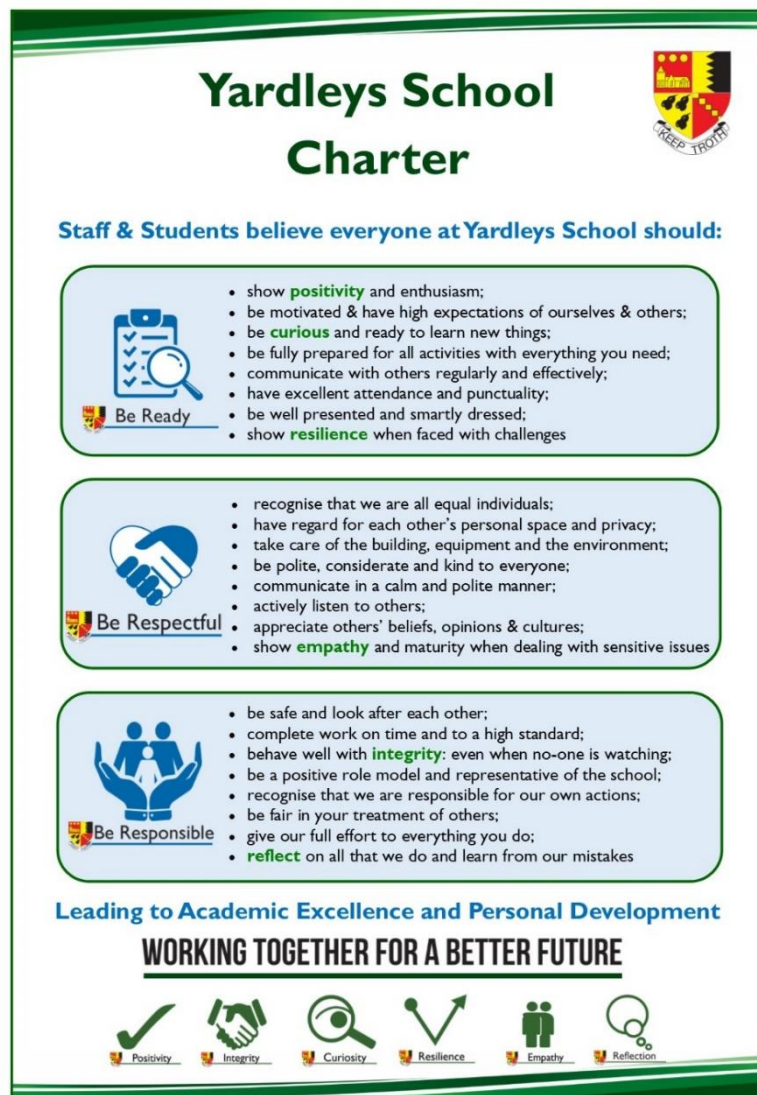
Yardleys School is therefore committed to the protection of all personal and sensitive data for which it holds responsibility as the Data Controller and the handling of such data in line with the data protection principles and the Data Protection Act (DPA)/GDPR.

Suspension and Permanent Exclusion Policy – The Yardleys Charter

***The Suspension and Permanent Exclusion Policy should be read in conjunction with the school behavior, anti-bullying and safeguarding policies.**

Aims/Vision

The Yardleys Charter is the driving force behind everything the school does and hopes to achieve. We aim to create a **safe and supportive learning environment** in which all members of the school are **working together** to develop their maximum potential. The Yardleys Charter is designed to incorporate our **vision** and **values** and develop a key ethos leading to academic excellence and personal development.



The poster is titled "Yardleys School Charter" and features the school crest in the top right corner. Below the title, it states "Staff & Students believe everyone at Yardleys School should:". There are three main sections, each with an icon and a list of expectations:

- Be Ready:** Represented by a clipboard icon. The list includes: show **positivity** and enthusiasm; be motivated & have high expectations of ourselves & others; be **curious** and ready to learn new things; be fully prepared for all activities with everything you need; communicate with others regularly and effectively; have excellent attendance and punctuality; be well presented and smartly dressed; show **resilience** when faced with challenges.
- Be Respectful:** Represented by a handshake icon. The list includes: recognise that we are all equal individuals; have regard for each other's personal space and privacy; take care of the building, equipment and the environment; be polite, considerate and kind to everyone; communicate in a calm and polite manner; actively listen to others; appreciate others' beliefs, opinions & cultures; show **empathy** and maturity when dealing with sensitive issues.
- Be Responsible:** Represented by an icon of two hands holding a person. The list includes: be safe and look after each other; complete work on time and to a high standard; behave well with **integrity**: even when no-one is watching; be a positive role model and representative of the school; recognise that we are responsible for our own actions; be fair in your treatment of others; give our full effort to everything you do; **reflect** on all that we do and learn from our mistakes.

At the bottom, it says "Leading to Academic Excellence and Personal Development" and "WORKING TOGETHER FOR A BETTER FUTURE". Below this are six icons representing the values: Positivity (checkmark), Integrity (handshake), Curiosity (magnifying glass), Resilience (upward arrow), Empathy (two people), and Reflection (gears).

We aim to uphold the Yardleys Charter and ensure that our school community is safe and look after each other.

Suspension and Permanent Exclusion Policy – Introduction

Yardleys School 'Suspension and Permanent Exclusion Policy' endeavours to ensure that suspension and permanent exclusion procedures conform to statutory guidance set forth by the Department for Education (DfE) in 2022.

As a school we will ensure

- The headteacher will always act in accordance with the law on suspensions and permanent exclusions and, along with the Governing Body, will have due regard to any guidance issued by the Secretary of State when implementing the procedure for suspensions and permanent exclusions.
- Only the headteacher or acting headteacher may suspend and permanently exclude a student.
- The headteachers suspend or permanently exclude a pupil, they must also notify the local authority, without delay. Legislative changes mean that this must be done regardless of the length of a suspension.
- The parent/carer(s) must be informed without delay of the length and type of suspension and of their right to make representation to the governors.
- The Headteacher may cancel an exclusion that has not been reviewed by the governing board. This practice is sometimes known as withdrawing/rescinding a suspension or permanent exclusion. If this occurs, parents, the governing board and the local authority should be notified, and if relevant, the social worker and VSH.
- The emphasis will be seeking to find ways to support students to maintain the high standards of behaviours expected, with suspension, temporary or permanent, being seen as a last resort when interventions have been exhausted.
- Where a suspended student has Special Educational Needs and Disability (SEND), the school will demonstrate the extensive support and intervention provided to help meet the needs and address underlying causes of disruptive behaviour.
- It is the duty of the headteacher and Governing Body to ensure that the interests of the safety of students and staff are always the primary considerations and to resolve appropriately conflicts between the needs of the individual student and those of the full school community.
- The school's policy and procedures ensure that parents are able to take an appeal about a suspension to an independent school panel. The school have a service level agreement with the local authority for the use of independent appeal panel.

Yardleys School – The Consequence Ladder

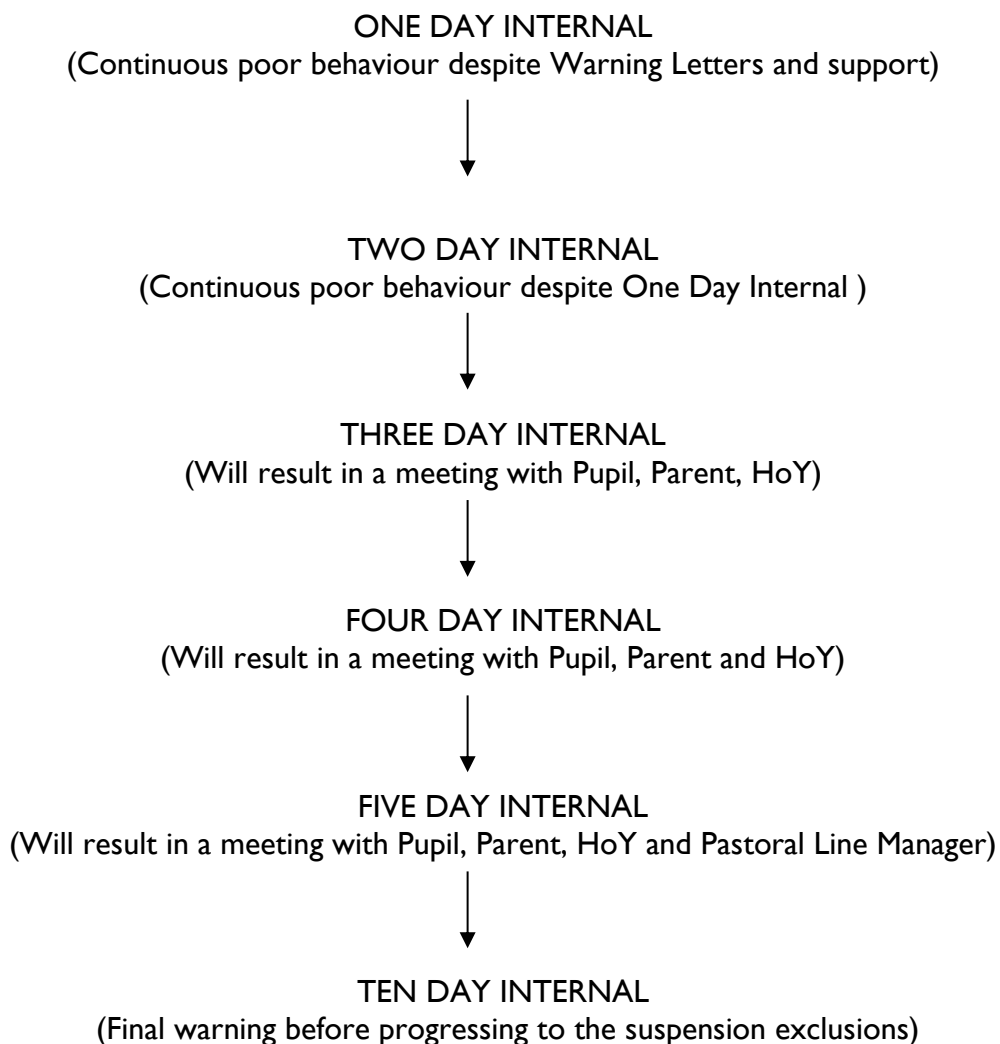
Students who behave in an unacceptable way will be dealt with by reference to the consequence ladder. The consequence ladder progresses in clear steps which could lead to a permanent exclusion. The consequence ladder is to last throughout a student's school life. Steps can be repeated if the student has shown improvement in behaviour over a suitable period of time. **Please note for serious/repeat incidents the consequence ladder steps can be increased (please refer to the extreme clause section).**

- There are a number of steps and interventions that are **taken before** pupils are placed on the consequence ladder and at each step of the consequence ladder.
- Meetings, letters and phone calls from HoY to parents/guardians to discuss concerns such as smoking, truanting, leaving school premises without permission, graffiti and damage to school building, litter, low level disruption, punctuality to lessons, homework concerns, chewing etc.
- Pupils will also receive **support** such as:
 - On Report (Reports for attendance, general behaviour, punctuality, departmental) to improve in areas mentioned above. Reports will be monitored and tracked by Form Tutors/ Subject Staff/HoY/SLT. Individual Action Plans to address and support behaviour may be put into action and discussed with parents.
 - They may receive support from the school such as the SEND team and outside agencies. A managed move may also be considered.
 - However for pupils who behave in a way which is not acceptable (despite the support above) there needs to be a step by step process as highlighted by the consequence ladder.

Consequence Ladder (INTERNAL PLACEMENTS)

Internal placements (1, 2, 3, 4, 5, 10 Days)

- Only the SLT and Head of Year (with consultation with the SENCO) can authorise an internal placement.
- Internal placements will be served in the Isolation Room and will result in an automatic 1hr detention each day for the time that needs to be served.
- Steps on the ladder can be repeated if the school feels behaviour has improved over a period of time.
- Parents will be informed about an internal placement through a letter and be contacted by the student's Head of Year or Isolation Manager.



Consequence Ladder (FIXED TERM EXTERNAL SUSPENSIONS)

Fixed Term External Suspensions (1-5 Days)

For serious or repeated offences or any behaviour that is deemed, in the judgment of the Headteacher, to undermine the authority of the member of staff will warrant an external suspension. **This will normally be for anything between 1 to 5 Days but in exceptional circumstances could be up to 45 Days in any one school year.** Work will be provided for students on an external suspension. Parents/Carers, if relevant, the social worker and VSH. will be expected to attend a meeting to discuss the suspension and the re-admittance of the student back into school.

Extreme Clause

- The Headteacher will invoke an extreme clause where staff or students' safety is put at risk or the student's anti-social behaviour is so extreme that the school has no other alternative. This includes anti-social behaviour outside of school.
- In these circumstances the Headteacher will decide on the appropriate punishment, regardless of where the student is on the consequence ladder.
- A physical assault or threat of physical assault on a member of staff will not be tolerated and will lead to a lengthy suspension or permanent exclusion from school.

Permanent Exclusion

The Headteacher may decide that a permanent exclusion is necessary because **(regardless of where the student is on the consequence ladder):**

- All other steps to encourage the student to obey the school rules have failed or
- Allowing the student to remain in the school would be seriously detrimental to the education or welfare of others in the school
- Persistent and defiant behaviour
- Doing anything that may bring the school into disrepute including behaviour outside of school
- Serious actual or threatened violence against a student or member of staff
- Serious on-line, racist or homophobic bullying
- Sexual misconduct
- Supply of an illegal drug, being under the influence whilst at school or on a trip, or the severe examples of misuse of an illegal drug
- Carrying (or involvement) an offensive weapon

Any criminal offence will be reported to the police.

In reaching the decision the Headteacher will also take into account the previous disciplinary record.

Remember the more serious consequences and sanctions only apply for the minority of pupils. The majority of pupils want to learn and succeed.