



The Federation of Holy Trinity Church of England Schools

Suspension & Permanent Exclusion Policy

'Loved by God and one another, Holy Trinity is a welcoming community of faith, where we learn and flourish together.'

Each day opens up horizons of hope, aspiration and joy!



Agreed by staff	11.10.2024	Email google drive
Ratified By Academy Council	16.10.2024	LAC Minutes
Shared with Parents	18.10.2024	School website
Policy Revisit	March 2025	
Policy Review	October 2026	

Suspension & Permanent Exclusion Policy

Rationale

The Federation of Holy Trinity Church of England Schools is committed to creating a welcoming community of faith where we learn and flourish together. The Federation acknowledges there are occasions when a pupil's behaviour is unacceptable therefore the decision to suspend or permanent exclude is unavoidable. This may be as a result of serious and/or persistent breaches of the school behaviour policy and where allowing them to remain in school would be of serious detriment to the education or welfare of the pupil or others in school.

The Federation of Holy Trinity Church of England Schools uses the DfE guidance documents:

a) [Behaviour in Schools, advice for headteachers and school staff February 2024](#)

b) [Suspension and Permanent Exclusion from maintained schools, academies and pupil referral units in England, including pupil movement](#)

Related School Policies

- Behaviour Policy
- Equality Information & Objectives Statement

Types of Suspension/Exclusion

● Fixed-Term Suspensions (FTS) will be for a fixed number of school days. An individual fixed period suspension should be for the shortest time necessary. They must not exceed 45 school days in an academic year as either a single suspension or a number of shorter suspensions added together.

If a pupil receives more than 15 days of fixed-term suspension in a term, governors must meet to review the suspension. A school can suspend a pupil for lunchtimes but the school should make efforts to resolve any difficulties before using a suspension. In exceptional cases, a further fixed-term suspension or a permanent exclusion can be issued to follow the initial FTS. If this happens, the Executive Headteacher must write to the parent/carer to give reasons for the change.

● Permanent Exclusions (PEX) are issued when the Executive Headteacher believes a pupil should never return to the school because they have seriously or persistently breached the school's behaviour policy and that allowing them to remain in school would seriously harm their education or welfare (or that of others in the school). This type of exclusion must be reviewed at a meeting by a panel of governors. The pupil and parent/carer will have the opportunity to put their case at the meeting, can be represented by someone who can speak on their behalf and can be supported by a friend, if they wish. If governors agree with the Executive Headteacher's decision to permanently exclude the pupil, pupil and parent/carer have a legal right to a further opportunity to challenge this decision via an Independent Review.

Suspension or Permanent Exclusion as a Last Resort

The Federation of Holy Trinity Church of England Schools considers the suspension or permanent exclusion from school only as a last resort and as a result of serious and/or persistent breaches of the school behaviour policy and where allowing them to remain in school would be of serious detriment to the education or welfare of the pupil or others in school. Other options should be investigated before resorting to a suspension/exclusion. The [NYCC Ladder of Intervention](#) provides structured, step-by-step guidance for schools to support individual pupils who have social and emotional needs manifesting in challenging behaviour that could lead to a suspension/exclusion. The guidance details a graduated response to ensure

early help is in place to support children and young people with social, emotional and mental health needs, including those that are at risk of suspension/exclusion.

Before taking the decision to suspend/exclude, the Executive Headteacher should consider the following:

- **What whole-school approaches and provision are in place to support this pupil?**

e.g. whole school behaviour policy and inclusive practice to support behaviour for learning, quality first teaching, etc. Are school policies inclusive or do they discriminate against particular pupils with specific needs?

- **What measures or strategies has the school put in place to support this specific pupil?**

e.g. behaviour plan, specific learning support, mental health and wellbeing advice, etc. Have support and intervention been put in place and has enough time been allowed for the intervention or support to take effect?

- **If there have been multiple, repeat suspensions/exclusions for similar reasons (e.g. abusive behaviour, drug use, etc.) what has been put in place to successfully address the causes?**

Where the school is repeatedly suspending/excluding for the same reason, this could indicate unmet needs.

- **What support has been sought from outside agencies, including the Local Authority?**

Through its universal and targeted provision, the LA provides access to a range of services. Has school accessed any of the following?

- SEND guidance (for pupils with Special Educational Needs or a Disability)
- Ladder of Intervention
- SEND Assessment (leading to an Education Health and Care Plan)
- Local Behaviour Collaborative or the Pupil Referral Service (PRS)
- Referral to the Locality Hubs to support additional educational and/or social, emotional and mental health needs
- Advice and support from an Educational Psychologist, the Early Help Service, Child and Adolescent Mental Health Service (CAMHS), Youth Justice Service or Children's Social Care
- An Early Help (EH) Assessment and Action Plan

Grounds for Permanent Exclusion

In line with paragraph 16 of the statutory guidance, before excluding a pupil permanently, the executive Headteacher must be convinced that there is sufficient evidence that the pupil has committed a disciplinary offence and that allowing the pupil to remain in school would seriously harm the education or welfare of that pupil or others in the school.

Protocol – Investigation

Before deciding whether to suspend/exclude a pupil the Headteacher should

- make sure that a thorough investigation has been carried out, consulting others if necessary
- give the pupil a chance to say what happened
- think carefully about the evidence available
- ensure that the suspension/exclusion is for the shortest time necessary
- take into account the school's Behaviour and Equality Policies and, if appropriate, the Race Relations Act and Disability Discrimination Act
- check whether bullying or racial or sexual harassment (or any other coercion) led to their actions

Protocol – Decision

The decision to suspend/exclude (either for a fixed-term or permanently) can only be taken by the Headteacher. Upon coming to the decision to suspend/exclude, the school must inform the parent/carer by telephone as soon as possible and follow this with a formal letter. To ensure statutory returns can be made to the DfE and so that alternative education can be put in place (in the event of a permanent exclusion), the school should also inform the Local Authority.

Reintegration after a suspension.

The school will request that the pupil's parents/carers attend a reintegration meeting with the pupil present and the headteacher to discuss a reintegration strategy which offers the pupil a fresh start; helps them to understand the impact of their behaviour on themselves and others; teaches them how to meet the high expectations of behaviour in line with the school culture; fosters a renewed sense of belonging within the school community; builds engagement with learning.