



Clovelly House School
Stay safe, respect, achieve

Suspension and Exclusion Policy

January 2025



Clovelly House School Policy

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Suspension and Exclusion Policy

1. Introduction

Sometimes a pupil's behaviour will lead to a period of suspension from school or notice served on their placement, which may 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. Clovelly House School conforms to the Department of Education Guidance entitled 'Statutory Guidance on Suspensions and Exclusions' (July 2022) when making decisions on suspensions and exclusions. A copy of this document can be downloaded from the Department of Educational website:- <https://www.gov.uk/government/publications/school-exclusion> Our Exclusion The policy should be read in context with the schools Behaviour policy and SEND policy.

2. Sending pupils home

Clovelly House School operates a four-tier approach to sending pupils home from school. These are:

Level 1 – Going home - if a pupil is experiencing extreme dysregulation or emotional distress for any reason and the school is unable to dysregulate the child, the school will contact the parents about sending the child home for home support to calm down and regulate themselves. This is in agreement with parents and the parents should be available to accommodate this. This is not a disciplinary sanction, but a strategy to accommodate those children who may have challenges such as ASD, sensory processing difficulties, mental health and social/emotional breakdown. These children should return to school as soon as they are settled and able to access school and the learning environment.

Level 2 – Suspension, (fixed term exclusion), - if a pupil has persistent serious behaviours, that pupil may need a disciplinary sanction involving a suspension. Suspension means that a pupil is not allowed on the school premises for the duration of the Suspension period. A pupil may be suspended for one or more fixed periods up to a maximum of 45 school days in a single academic year. If this occurs, the school will contact the parents at least once a week and will send out work for the child to complete while on suspension. Whenever a Headteacher suspends a pupil of compulsory school age they must, without delay, notify parents/carers of the period of the suspension and the reasons for it. They must also notify the Local Authority, Social Services and other agencies involved with the pupil where appropriate. According to regulations, the school must set and mark work for the first five days of the suspension and from the sixth day must provide a full-time education provision. Reasonable adjustments will be made for those pupils with special educational needs. During the suspension, the pupil must not be in a public place during school hours and the parents/carers are responsible for the whereabouts of the pupil. On returning to school, there will be a re-integration meeting, in which all those concerned can discuss the best way forward for the pupil.

Level 3 – Outreach - If a pupil has seriously disruptive or criminal behaviours that puts others, or themselves at risk, the school may decide that they cannot safely remain on the school premises. In these cases, the school may offer the pupil an 'outreach program' for a predetermined period of time. The parents will be informed immediately and will be contacted to arrange the details of the 'outreach program'. These will be communicated in writing to the parents and all learning content will be shared with the parents and the child. The parents and the pupil on 'outreach' will have welfare calls from the school weekly and the work will be monitored by the curriculum lead. The tutor who is facilitating the 'outreach' program will not be expected to lone work with the child in their own home. Another adult will need to be present during the session, or the session will take place in a public space such as a local library or coffee shop.

Level 4 - Permanent Exclusion – This decision may be made if the school feels that they are unable to continue to meet the needs of the pupils. This will usually result from serious criminal behaviours, being unable to keep the child safe, being unable to meet their education needs, or other such reasons. This decision will not be taken lightly, but the decision of the school will be final. If this decision is taken, the school will serve notice to the Local Authority and to the parents and child. The notice period will be determined by the Local Authority contract which may be four to six weeks. During this period, the pupil will



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not be allowed in school for the duration of the notice period, but will be put on an 'outreach' program, for the duration of the notice period, similar to that of the level 3 stage above.

3. SEND

The Headteacher and Local Authority will take account of their statutory duties in relation to SEND when administering the suspension and exclusion process. This includes having regard to the SEND Code of Practice. The decision to serve notice on a pupil must be lawful, reasonable and fair. Schools have a statutory duty under the Equality Act 2010 not to discriminate against pupils on the basis of protected characteristics, such as disability. For pupils who have a social worker, including looked-after children, and previously looked-after children, that social worker will be included in support packages for the child.

4. Safeguarding

Pupils are encouraged to engage with the outreach program as when they are not in school, they miss the protection and opportunities it can provide, and become more vulnerable to harm. However, the headteacher will balance this important reality with the need to ensure calm and safe environments for all pupils and staff, so should devise strategies that take both of these aspects into account. The Head teacher will try to make contact with the child and family at least once a week, while they are not in school to ensure that they are safe.

5. Looked After Children

Where a pupil has a social worker, e.g., because they are the subject of a Child in Need Plan or a Child Protection Plan, and they are at risk of suspension or permanent exclusion, the headteacher should inform their social worker, the Designated Safeguarding Lead (DSL) and the pupil's parents to involve them all as early as possible in relevant conversations. Where a looked-after child (LAC) is likely to be subject to a suspension or notice may be served, the Designated Teacher (DT) should contact the local authority's Virtual School Head (VSH) as soon as possible. The VSH, working with the DT and others, should consider what additional assessment and support need to be put in place to help the school address the factors affecting the child's behaviour and reduce the need for suspension or permanent exclusion. Where relevant, the school should also engage with a child's social worker, foster carers, or children's home workers. All looked-after children should have a Personal Education Plan (PEP) which is part of the child's care plan or detention placement plan. This should be reviewed every term and any concerns about the pupil's behaviour should be recorded, as well as how the pupil is being supported to improve their behaviour and reduce the likelihood of exclusion. Where previously looked-after children face the risk of being suspended or notice served, the school should engage with the child's parents and the school's DT. The school may also seek the advice of the VSH on strategies to support the pupil.

6. Rescinding the Notice Period

The headteacher may rescind the notice period that has already begun, but this should only be done where it has been reviewed by the Senior Leadership Team of the school. Where the notice period is rescinded, Parents, and the local authority should be notified without delay and, if relevant, the social worker and Virtual School Head. Parents will be offered the opportunity to meet with the Headteacher to discuss the circumstances that led to the notice period being rescinded. Schools will report to the regulating authorities when necessary on the number of notice periods which have been rescinded. This should include the circumstances and reasons for the cancellation enabling regulators to have appropriate oversight and, the pupil should be allowed back into the school, or put on an appropriate 'outreach' program. The school may make a decision to rescind the notice period for a predetermined period such as to allow a pupil to sit a scheduled public examination or national curriculum test.

7. Complaints

Parents and pupils who are unhappy with a decision made by the school regarding suspension and exclusion, may use the school's complaint's policy. This policy allows parents and pupil 28 days to note any grievances and procedures will be followed according to policy.



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See also: Clovelly House School Equalities Act Action Plan
Clovelly House Inclusion and Anti-Discrimination Policies and Procedures
Clovelly House Behaviour Policies
Clovelly House Exams Policies and Procedures
Clovelly House SEND Policy
Clovelly House SAC Policy