

## **Suspension Arrangements**

At Longthorpe Primary School, **suspensions** will always be the last resort and used only in extreme cases of inappropriate behaviour or when all other attempts to engage a pupil in changing their behaviour have failed. Only the Headteacher may exclude a pupil. In the event that the Headteacher is offsite or unavailable, a Senior Leader may act on behalf of the Headteacher to exclude a pupil. Suspensions usually take effect immediately.

### **Reasons for Suspension**

Some of the reasons for which a pupil may be suspended are as follows (please note this is not an exhaustive list):

- Physical assault against a pupil
- Physical assault against an adult
- Verbal abuse / threatening behaviour against a pupil
- Verbal abuse / threatening
- Cyber / bullying
- Racist abuse
- Sexual misconduct
- Drug and alcohol related
- Damage
- Theft
- Persistent disruptive behaviour

### **Suspension periods**

The Headteacher may suspend a pupil for one or more fixed periods, for up to 45 days in any one school year. The Headteacher may also exclude a pupil permanently. It is also possible for the Headteacher to convert a suspension into a permanent exclusion, if the circumstances warrant this. Seclusions may also be converted to a suspension, again, if the circumstances warrant this.

If a pupil is suspended, we will inform the parent immediately, giving reasons for the suspension. The Headteacher informs the Local Authority and the Governing Body about any permanent exclusion and about any suspensions beyond five days in any one term.

### **Appealing a Suspension**

Parents can make representation against the suspension decision to the Local Governing Body within 15 days of the suspension. In the case of a fixed period suspension, which does not bring the pupil's total number of days suspension to more than five in a term, the governing

body will consider any representations made by parents but cannot direct reinstatement and is not required to arrange a meeting with parents.

The governing body will consider reinstatement of a suspended pupil if:

- The exclusion is permanent;
- Where the suspension would bring the pupil's total number of school days of exclusion to more than 15 in a term; or
- It would result in the pupil missing a public examination or national curriculum test.

In the case of a suspension where the pupil's total number of days of suspension is more than five but less than 15 school days, and the parents do not make a representation, the governing body cannot direct reinstatement and is not required to meet.

When a governing body panel meets regarding a suspension, they will take into consideration:

- the circumstances in which the pupil was suspended;
- any representation by parents or the Local Authority;
- whether the pupil should be reinstated.

If the governors' appeals panel decides that a pupil should be reinstated, the Headteacher must comply with this ruling.

### **Parental Responsibilities following Suspension**

If your child is suspended from school, you must:

- ensure your child undertakes any learning tasks provided by the school
- ensure that they are not seen in a public place during school hours – failure to comply could result in prosecution or issue of a fixed penalty notice
- ensure your child does not enter the school premises during the suspension – you will be asked why your child is not at home
- make arrangements to collect and return school work for days one to five of the suspension
- after a suspension, you will be invited to a meeting to discuss your pupil's return to school.

### **DfE Guidance on Suspensions and Permanent Exclusions**

<https://www.gov.uk/government/publications/school-exclusion>