


# Suspension and Exclusions Policy

THE  
**C**  **MPASS**  
PARTNERSHIP OF SCHOOLS

The Compass Partnership of Schools is committed to valuing diversity and to equality of opportunity. We aim to create and promote an environment in which pupils, parents and staff are treated fairly and with respect, and feel able to contribute to the best of their abilities.

As a trust we aim to include, not suspend or exclude, and we view all behaviour as a means of communication and thus approach all challenging behaviour in a supportive and positive way. We recognise that such behaviour can sometimes be symptomatic of a real, deeper need for our support and understanding. All children can go through times of inappropriate behaviour, and we strive to never "give up" easily on a child as we recognise that each person has a unique contribution to make to school life and we want to support them to achieve this.

No suspension or exclusion will be initiated without first attempting other strategies or, in the case of a serious single incident, a proper investigation.

Reasons for suspension or exclusion:

- Serious risk of harm to the education or welfare of the pupil or others in the school

Any suspension or exclusion will be at the decision of the Headteacher, usually in consultation with other members of the senior leadership team and the Executive Head Teacher (particularly if they were involved in investigating the incident).

## **Types of Suspension or Exclusion**

### **Internal Suspension**

Internal Suspension is when a pupil is removed from the rest of the school and must work away from their class for a fixed amount of time in a space other than their classroom. The purpose of the internal suspension is to ensure the child understands the seriousness of their behaviour and allow time for them to reflect. An internal suspension also allows time and space between the child and those who may have been directly affected by the behaviours exhibited prior to providing the opportunity for repair work to be undertaken.

An internal suspension is a discretionary measure, where a pupil's behaviour is escalating, and more serious measures need to be taken but it is felt that an external suspension is not in the best interests of the child. Typically, a child receiving a consequence of this level should be receiving additional support for their behaviour, intended to help them to avoid their behaviour escalating to a point where a fixed term suspension is necessary.

### **Suspension**

A suspension is when a child is suspended from school and must remain home for a fixed amount of time. This should be for the shortest time necessary to ensure minimal disruption to the child's education, whilst mindful of the seriousness of the behaviours exhibited. A suspension can last up to 10 consecutive days in any one period. A child can receive a maximum of 45 school days suspension within a single academic year. In exceptional cases, usually where further evidence has come to light, a suspension may be extended or converted to a permanent exclusion.

Pupils whose lunchtime behaviour is disruptive may be suspended from the school premises for the duration of the lunchtime period. A suspension that takes place over a lunchtime would be counted as half a school day

### **Exclusion**

An exclusion is when a child is permanently excluded from school and not allowed to return. This is a very serious decision and the Headteacher will consult with the CEO and Chair of Trustees as soon as possible in such a case. A permanent exclusion involves the child being removed from the school roll. Parents have the right to appeal this decision, the head teacher must not remove a pupil's name from the school roll until the appeal process has been heard.

## **Reasons for Suspension or Exclusion**

A decision to suspend or exclude a pupil must be seen as a last resort by the school. The physical and emotional health of our children and staff is our primary concern, and we therefore accept, that in some serious situations, suspension or exclusion may be necessary, if all other strategies have been exhausted.

Suspension or Exclusion may be a result of:

- Serious actual or threatened violence against another pupil or a member of staff;
- Persistent bullying;
- Persistent prejudice-based harassment or hatred-based acts

Suspension or Exclusion may be the result of persistently poor behaviour or a serious single incident.

The length of a suspension will depend upon a number of factors, such as the severity of the incident, and the likely impact on the child's learning and ability to succeed on returning to school. Such decisions will be made in the best interests of the child, whilst also mindful of the need to maintain order and reinforce expectations of the school in a clear and consistent way.

### **The decision to Suspend or Exclude**

The decision on whether to suspend or exclude is for a head teacher to take. Pupils should be given an opportunity to present their case before a decision is made.

### **Contributing Factors**

When considering whether to suspend or exclude, head teachers should take account of any contributing factors identified after an incident of poor behaviour has occurred – for example, where it comes to light that a pupil has suffered bereavement, has mental health issues or has been subject to bullying.

If the Headteacher decides to suspend or exclude a pupil he/she will:

- ensure that there is sufficient recorded evidence to support the decision;
- explain the decision to the pupil if the pupil is in the state of mind to listen to the decision
- contact the parents, explain the decision and ask that the child be collected;
- send a letter to the parents confirming the reasons for the suspension, the length and any terms or conditions agreed for the pupil's return;
- in cases of more than a day's suspension, ensure that appropriate work is set;
- plan how to address the pupil's needs and integration back into their class on his/her return;
- plan a meeting with parents and pupil on his/her return to be conducted by a suitable senior member of staff.

### **Responsibilities during the Suspension Period**

When a pupil is suspended for more than one day, work should be set by the school within a reasonable time-scale and this should be returned to the school when the suspension is over. If a child is suspended at the end of a school day, then it may not be possible to arrange for work to be set until the following morning.

During the 1st 5 days of a period of suspension, the parents of the pupil, who is of compulsory school age, must make sure that he or she is not present in a public place during school hours, unless there is a reasonable justification

A pupil can be suspended for up to 10 continuous days on a fixed term basis. On the 6th day of suspension continuous or cumulative within an academic, year the school is responsible for providing education for the pupil. Education will be provided by another school within the trust. It is the responsibility of the parent to transport their child to the temporary place of provision.

For exclusions, the Local Authority must arrange suitable full-time education for the pupil, again of compulsory school age, to begin no later than the 6th day of the exclusion.

## **Behaviour outside school**

Pupils' behaviour outside school-on-school business will be dealt with in accordance with this policy. Unacceptable behaviour in such circumstances will be dealt with as if it had taken place in school; this includes the any serious breach of policy which could 'bring the school into disrepute'.

## **Reintegration**

After suspension the pupil and parent will be requested to attend a reintegration meeting with a senior member of staff. At this meeting the behaviour leading to suspension will be discussed and targets will be set for improvement. Support will be also be discussed, including any referrals to outside agencies. The meeting will be recorded on the school re-integration form and a copy retained by the parent, child and school.

## **Pupils with Special Educational Needs**

We recognise that certain groups of pupils with additional needs are particularly vulnerable to exclusion. This includes pupils with an Education, Health & Care Plan (EHCP) and 'looked after' children. Our schools aim to engage proactively with parents in supporting the behaviour of pupils with additional needs. In relation to 'looked after' children, we co-operate proactively with carers and the local authority.

Where there are concerns about behaviour, or risk of suspension, of a child in one of these vulnerable groups, the school in partnership with others (including the Local Authority as necessary), should consider what additional support or alternative placement may be required. This should involve assessing the suitability of support for a pupil's SEN. Where a pupil has a an EHCP, schools should consider requesting an early annual review or interim / emergency review

We take account of any special educational needs when considering whether or not to suspend or exclude a pupil. The Headteacher should ensure that reasonable steps, in line with the DDA have been taken by the school to respond to a pupil's disability so the pupil is not treated less favourably for reasons related to the disability.

## **Personalising Provision**

In cases where the Headteacher and parents agree that the progress of the pupil has been unsatisfactory and the pupil is unwilling or unable to profit from the educational opportunities offered, or if a parent's failure to engage in strategies implemented by the school are resulting in a continuing pattern of poor behaviour or lack of improvement in behaviour, the Headteacher may consult with the Local Authority and propose the child moves to another school. This is not suspension or exclusion, and in such cases the Headteacher may assist the parents in placing the pupil in another school.

## **Safeguarding**

A suspension or exclusion will not be enforced if doing so may put the safety of the pupil at risk. In cases where parents will not comply by, for example, refusing to collect the child, the child's welfare is the priority. In this situation, depending on the reason for suspension or exclusion, the school may consider an internal suspension until the end of the day, implementing the original suspension decision from the time the child is collected from school, or, in more severe circumstances the school may contact Social care and/or the Police to safely take the pupil off site.

## **Removal from the school for other reasons**

The Headteacher may send a pupil home, after consultation with that pupil's parents and a health professional as appropriate, if the pupil poses an immediate and serious risk to the health and safety of other pupils and staff, for example because of a diagnosed illness such as a notifiable disease. This is not a suspension or exclusion and should be for the shortest possible time. A pupil cannot be 'sent home' for other reasons, including poor behaviour.

## **Equalities**

The Compass Partnership recognise that it is unlawful to take into account anyone's gender, marital status, colour, race, nationality, ethnic or national origin, disability, religious beliefs, age, or sexual orientation. Full consideration has been given to this during the formulation of this policy.

## **Procedure to appeal**

If parents wish to appeal the decision to suspend or exclude, the matter will be referred to the local governing committee. The local governing committee has a duty to consider parents' representations about a suspension or exclusion. The extent of this duty and how it is exercised depend on the length and nature of the suspension or exclusion.

The governing committee must consider the reinstatement of a suspended or excluded pupil within 15 school days of receiving notice of the exclusion if:

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

Where a suspension or exclusion would result in a pupil missing a national curriculum test, there is a further requirement for a governing body to consider suspension or exclusion before the date of the test. If this is not possible, the chair of governors may consider the exclusion independently and decide whether or not to reinstate the pupil. These are the only circumstances in which the chair can review an suspension or exclusion decision alone. In such cases parents still have the right to make representations to the governing committee and must be made aware of this right.

If a child has been suspended for a period of more than 5 school days, but not more than 15 in a single term, the parents can request that the governing committee consider the reinstatement of the child. In these circumstances the local governing committee must consider the reinstatement within 50 school days of receiving notice of the suspension. This may not affect the actual exclusion, as the child is likely to have completed their suspension prior to the governing body considering.

If the governing body uphold an exclusion, parents have the right to request that their decision is reviewed by an Independent Review Panel (IRP).

Parents must lodge their application for a review:

- within 15 school days of notice being given to the parents by the governing body of their decision to uphold a permanent exclusion; or
- where an application has not been made within this time frame, within 15 school days of the final determination of a claim of discrimination under the Equality Act 2010 in relation to the exclusion

The rules governing exclusions from schools, academies and pupil referral units in England are contained in the Section 52 Education Act 2002.

## **Monitoring, evaluation and review**

The Board of Trustees will assess the implementation and effectiveness of this policy. The policy will be promoted and implemented throughout all Trust schools.

This Policy will be reviewed by the Standards Committee on an annual cycle.

Adherence to the policy will be monitored by the Local School's Committee.

Policy adopted:	Spring Term 2022
Other related policies:	Behaviour and relationships Inclusion Equalities
Next Review:	Spring Term 2023

**Appendix 1 – Greenwich schools – LA form**

**PUPIL INFORMATION**

SURNAME \_\_\_\_\_ DOB \_\_\_\_\_

**FORENAMES**

\_\_\_\_\_ UPN \_\_\_\_\_

**PARENT/  
CARERS NAME**

\_\_\_\_\_

**ADDRESS**

\_\_\_\_\_

**POSTCODE**

\_\_\_\_\_

**PHONE NO**

\_\_\_\_\_

FSM<sub>(please circle)</sub>

YES NO

**GENDER**

Male/ Female

**SEN  
STAGE**

**K**  
SEN Support

**E**  
Education, Health & Care Plan

**N**  
No special  
Provision

Please highlight sections  
that apply

Pupil  
Premium

CIN or CP

**YEAR  
GROUP**

**SCHOOL NAME**

\_\_\_\_\_

**ETHNIC GROUP**

<input type="checkbox"/>	Bangladeshi	ABAN
<input type="checkbox"/>	Indian	AIND
<input type="checkbox"/>	Any other Asian background	AOTH
<input type="checkbox"/>	Pakistani	APKN
<input type="checkbox"/>	Caribbean	BCRB
<input type="checkbox"/>	Ghanaian	BGHA
<input type="checkbox"/>	Nigerian	BNGN
<input type="checkbox"/>	Somali	BSOM
<input type="checkbox"/>	Other Black African	BAOF
<input type="checkbox"/>	Any other Black backg round	BOTH
<input type="checkbox"/>	Chinese	CHNE
<input type="checkbox"/>	Any other mixed background	MOTH
<input type="checkbox"/>	White /Asian	MWAS

<input type="checkbox"/>	White/Black African	MWBA
<input type="checkbox"/>	White/ Black Caribbean	MWBC
<input type="checkbox"/>	Vietnamese	OVIE
<input type="checkbox"/>	Any Other ethnic group	OOEG
<input type="checkbox"/>	British	WBRI
<input type="checkbox"/>	Irish	WIRI
<input type="checkbox"/>	Traveller Irish Heritage	WIRT
<input type="checkbox"/>	White European	WEUR
<input type="checkbox"/>	Turkish/Turkish Cypriot	WTUR
<input type="checkbox"/>	White Other	WOTW
<input type="checkbox"/>	Gypsy Roma	WROM
<input type="checkbox"/>	Refused	REFU
<input type="checkbox"/>	Information Not yet obtained	NOBT

IS THE STUDENT LOOKED AFTER ?

No

(ie. Children subject to care orders and those who are accommodated)

**EXCLUSION INFORMATION**

REASON FOR EXCLUSION (please tick **only the most significant category**)

<input type="checkbox"/>	Physical assault against pupil
<input type="checkbox"/>	Physical assault against adult
<input type="checkbox"/>	Verbal abuse/threatening behaviour against pupil
<input type="checkbox"/>	Verbal abuse/threatening behaviour against adult
<input type="checkbox"/>	Bullying
<input type="checkbox"/>	Racist abuse
<input type="checkbox"/>	Sexual misconduct
<input type="checkbox"/>	Drug and alcohol related
<input type="checkbox"/>	Damage
<input type="checkbox"/>	Theft
<input type="checkbox"/>	Persistent disruptive behaviour
<input type="checkbox"/>	Other – <b>you must complete the next column if this is ticked</b>

EXCLUSION  
TYPE

Fixed Term

FIRST DAY OF  
EXCLUSION

\_\_\_\_\_

NUMBER OF DAYS  
(if fixed term)

\_\_\_\_\_

picture of the problems that a particular school is facing. If it is a drug related exclusion, do not use terms such as "illegal or illicit substance", please specify which drug, if possible:

I confirm that the parent(s) / carer(s) of the pupil and the Chair of the Governing Body have been contacted and advised of this exclusion in accordance with the School's stated procedure. I attach a copy of the letter sent to the parent(s) / carer(s).

Date

Signed

(Print)

**Please list all exclusions this academic year**

Date	No. of days	Reason

**Are any of the agencies below known/involved with this pupil or family:**

- |   |  |
|---|--|
| <input type="checkbox"/> GP/ Health Services    | <input type="checkbox"/> Royal Borough of Greenwich Services |
| <input type="checkbox"/> Nursery                | <input type="checkbox"/> CAMHS/other therapeutic             |
| <input type="checkbox"/> Schools                | <input type="checkbox"/> Youth Offending Service             |
| <input type="checkbox"/> Children's Social Care | <input type="checkbox"/> Early Help                          |
| <input type="checkbox"/> Other                  |  |

**Appendix 2 – Greenwich Schools  
Exclusion notification form**

Name of School:





All sections must be completed and returned **on the day** that the headteacher makes the decision to exclude.

This includes informing your Governing Body.

Please return this form to: [exclusions@royalgreenwich.gov.uk](mailto:exclusions@royalgreenwich.gov.uk)

Pupil's forename:		Pupil's surname:	
<b>D.O.B:</b>	<b>UPN:</b>	Gender:	Year group:
<b>Ethnicity:</b>	<b>FSM:</b>	<b>PP:</b>	<b>CIN/CP:</b>
<b>Address:</b>			
<b>Home borough:</b> Royal Borough of Greenwich			
<b>Name of Parent/Guardian:</b>		<b>Telephone No:</b>	
<b>Is the child Looked After?</b>		<b>Is the pupil subject to a Pastoral Support Plan?</b>	
<b>Authority responsible:</b>			
<b>SEND (eg SEMH – social, emotional or mental health, MLD)</b>		<b>SEND Support ( My Plan, My Plan+, or Statement/EHCP):</b>	
<b>Exclusion:</b>		<b>Date of exclusion:</b>	
<b>Number of days:</b>		<b>Days this term:</b>	
<p><b>Reason for exclusion:</b> Please be explicit about the reason. If, for example, the pupil has sworn at a member of staff, please state what was said. If there has been violence used by the pupil, say what actually happened. We are now required by the Audit Commission and other agencies to supply reasons for exclusions and the use of terms like "aggressive behaviour" or "abusive language" is not clear. They do not give us a precise picture of the problems that a particular school is facing. If it is a drug related exclusion, do not use terms such as "illegal or illicit substance", please specify which drug, if possible.</p>			
<b>DfE exclusion code/reason:</b>			

*Involvement of Other Professionals*

**Tick all that apply:**

Social Care		Health	
-------------	--	--------	--

Educational Psychology		School Nurse	
Other ( <i>Please specify</i> ):		Police	
		CAMHS	
		Youth First	

**Please outline their involvement and list any particular contacts. You may wish to attach relevant documents.**

<b>Name:</b>	<b>Involvement:</b>	<b>Contact:</b>

<b>*Must be completed:</b>			
English – reading	English – writing	Maths	
<b>Reading age:</b>		<b>Spelling age:</b>	
<b>Key Stage 4</b>		<b>ULN:</b>	
GCSE subjects	Exam board	Current grade	Predicted grade

**Please continue onto the risk assessment for excluded pupils.**

## Risk assessment

This section of the exclusion notification form should be completed for pupils who have been excluded only.

**Student's Name:**

**DOB:**

Please use this sheet to assist in identifying any risks that should be known, in order to meet the future needs of the student.

RISK	None	Low	Medium	High	Immediate
<b>As a victim:</b>					
Physical injury from other people					
Physical injury from self (self-harm)					
Physical injury from accident or recklessness					
Suicide					
Being bullied					
Being held against his/her will					
Being sexually exploited					
Pregnancy					
Contact with sexually transmitted diseases					
Absconding					
Being racially harassed					
<b>As a perpetrator:</b>					
Being involved in offending					
Setting fires					
Being involved in physically abusing others					
Being involved in sexually abusing others					
Being involved in emotionally abusing others					
Being involved in verbally abusing others					
Bullying others					
Sexually exploiting others					
Supplying illegal drugs					
Letting undesirable people onto premises					
Disabling fire alarms					
Throwing missiles from/into the room					

**Please continue onto the strengths and difficulties section for all permanently excluded pupils.**

**Strengths and difficulties**

For each item, please mark the box for Not true, Somewhat true or certainly true. It would help us if you answered all items as best you can even if you are not absolutely. Please give your answers on the basis of the child's behaviour over the last six months or this school year.

	<b>Not true</b>	<b>Somewhat true</b>	<b>Certainly true</b>
Considerate of other people's feelings			
Restless, overactive, cannot stay still for long			
Often complains of headaches, stomach-aches or sickness			
Shares readily with other children (treats, toys, pencils etc.)			
Often has temper tantrums or hot tempers			
Rather solitary, tends to play alone			
Generally obedient, usually does what adults request			
Many worries, often seems worried			
Helpful if someone is hurt, upset or feeling ill			
Constantly fidgeting or squirming			
Has at least one good friend			
Often fights with other children or bullies them			
Often unhappy, down-hearted or tearful			
Generally liked by other children			
Easily distracted, concentration wanders			
Nervous or clingy in new situations, easily loses confidence			
Kind to younger children			
Often lies or cheats			
Picked on or bullied by other children			
Often volunteers to help others (parents, teachers, other children)			
Thinks things out before acting			
Steals from home, school or elsewhere			
Gets on better with adults than with other children			
Many fears, easily scared			
Sees tasks through to the end, good attention span			

Any other comments, including if this pupil would be suitable for another mainstream placement

Signature of Headteacher:  
Name:


Date:

**\* Please include the pupil's attendance report & behaviour log**

**For any queries please contact the Secondary Behaviour Lead, Angela Cetindal on 07964 108 735 or [angela.cetindal@royalgreenwich.gov.uk](mailto:angela.cetindal@royalgreenwich.gov.uk)**

**Please return completed form to: [exclusions@royalgreenwich.gov.uk](mailto:exclusions@royalgreenwich.gov.uk)**

**Please clearly state exclusion in the subject box**

 This information is being collected to monitor the educational progress of the named pupil. The information may also be shared with other agencies involved with the pupil's education or welfare and used to provide statistical data in anonymised form. If you have any queries regarding this please contact the Inclusion Team.

**Parent name and address**

**Date**

Dear (Name of Parent/Guardian)

**Re: Child's Name Year Group DOB**

I regret to inform you of my decision to suspend child's name from school name with effect from (date).

I realise that this decision will be upsetting for you and your family but the decision to suspend child's name has not been taken lightly. As you know, we have tried a number of preventative strategies in an attempt to avoid suspension that have included:  
**(describe the support provided).**

However, Child's name has been suspended because:

**Note for schools (delete):** The reason for the suspension should be clear and factual, avoiding subjective or judgemental language e.g., 'Child A hit Child B with his fist. Child B was sitting down when Child A hit him in the middle of his back. Child B has bruising' as opposed to 'premeditated aggressive and violent behaviour.' The reasons should also be given in plain English and be explicit. The headteacher should make it clear that they have fully investigated the incident, checked whether the incident was provoked by racial or sexual harassment and allowed the pupil to give their version of events.

During this suspension, work will be set and marked by the school. Please make arrangements to collect this from Reception and return the completed work to school for marking by the dates given.

Your **son/daughter** should return to school on (date) at (time) **(insert details of your school's reintegration support meeting).**

You are under a legal duty to ensure that child's name is not present in a public place (including in or outside the school site) during normal school hours during this suspension (**specify dates**) unless there is reasonable justification for this. The local authority has the power to impose a financial penalty notice or prosecute you if you breach this legal duty and it will be for you to satisfy the local authority that there was reasonable justification.

You have the right to present your views in writing to the schools' Governing Body and to do this you should contact **(name and c/o address of the clerk to the Governing Body)**

You also have the right to see a copy of your pupil's school record. To obtain a copy please contact the school office.

**More information and contact details**

If you would like some advice on suspensions you may contact the LA on their Council's Contact Centre on 020 8921 5517 or by emailing [secondary-behaviour-support@royalgreenwich.gov.uk](mailto:secondary-behaviour-support@royalgreenwich.gov.uk). You can also access information via Royal Greenwich's website: <https://www.royalgreenwich.gov.uk/SchoolExclusions>.

You may also find it useful to contact:

- The Department for Education's statutory guidance on exclusions can be accessed online at:

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

You are able to access the following sources of impartial advice:

- The Coram Children's Legal Centre's Child Law Advice Service on 0300 330 5485 (from Monday to Friday from 8.00am until 6.00pm) or via their website which can be accessed at:

<https://childlawadvice.org.uk/>

- ACE Education's Advice Line on 0300 0115 142 (from Monday to Wednesday from 10.00am until 1.00pm during term time only) or via their website which can be accessed at:

<http://www.ace-ed.org.uk/>

Yours sincerely,

Headteacher  
Copy to: Local Authority

Appendix 4 – Greenwich Schools - Sample letter for suspension between 5 ½ days and fifteen days  
(but not more than 15 days suspensions in total for the present term)

## Parent name and address

## Date

Dear (Name of Parent/Guardian)

## Re: Child's Name Year Group DOB

I regret to inform you of my decision to suspend child's name from school name for a period of **(specify days)** with effect from *(date)*.

I realise that this decision will be upsetting for you and your family but the decision to suspend child's name has not been taken lightly. As you know, we have tried a number of preventative strategies in an attempt to avoid suspension that have included:  
**(describe the support provided).**

However, Child's name has been suspended because:

**Note for schools (delete):** The reason for the suspension should be clear and factual, avoiding subjective or judgemental language e.g., 'Child A hit Child B with his fist. Child B was sitting down when Child A hit him in the middle of his back. Child B has bruising' as opposed to 'premeditated aggressive and violent behaviour.' The reasons should also be given in plain English and be explicit. The headteacher should make it clear that they have fully investigated the incident, checked whether the incident was provoked by racial or sexual harassment and allowed the pupil to give their version of events.

For the first **five** school days of the suspension, we will set work for (pupil's name) and would ask you to ensure this work is completed and returned promptly to school for marking. Please make arrangements to collect this from reception.

From the **sixth school day of the son's/daughter's suspension [specify date]** until the end of this suspension we will provide suitable full-time education.

### Arrangements for day six provision

(Inset the details here including the address, contact name, start and finish times of full-time education, including the times for morning and afternoon sessions where relevant (where it can reasonably be found out within the timescale))

You have the right to request a meeting of the school's Governing Body to whom you may make representations and my decision to suspend can be reviewed. As the period of this suspension is more than five school days in one term the Governing Body must meet if you request it to do so.

The latest date by which the Governing Body must meet, if you request a meeting, is **[specify date]** If you do wish to make representations to the Governing Body and wish to be accompanied by a friend or representative, please contact **[name of contact]** on/at **[contact details — address, phone number, email]**, as soon as possible. Please advise if you have a disability or special needs which would affect your ability to attend or take part in a meeting at the school. Also, please inform **[contact]** if it would be helpful for you to have an interpreter present at the meeting.

Your **son/daughter** should return to school on (date) at (time) **(insert details of your school's reintegration support meeting).**



You are under a legal duty to ensure that child's name is not present in a public place (including in or outside the school site) during normal school hours during this suspension (**specify dates**) unless there is reasonable justification for this. The local authority has the power to impose a financial penalty notice or prosecute you if you breach this legal duty and it will be for you to satisfy the local authority that there was reasonable justification.

You have the right to present your views in writing to the schools' Governing Body and to do this you should contact **(name and c/o address of the clerk to the Governing Body)**

You also have the right to see a copy of your pupil's school record. To obtain a copy please contact the school office.

An officer from the local authority will aim to be in touch with you within the next **two to three** working days to advise you of your rights and next steps, but in the meantime if you wish to speak with someone you can call the Council's Contact Centre on 020 8921 5517 or by emailing [secondary-behaviour-support@royalgreenwich.gov.uk](mailto:secondary-behaviour-support@royalgreenwich.gov.uk). You can also access information via Royal Greenwich's website <https://www.royalgreenwich.gov.uk/SchoolExclusions>.

You may also find it useful to contact:

- The Department for Education's statutory guidance on exclusions can be accessed online at:

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

You are able to access the following sources of impartial advice:

- The Coram Children's Legal Centre's Child Law Advice Service on 0300 330 5485 (from Monday to Friday from 8.00am until 6.00pm) or via their website which can be accessed at:

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- ACE Education's Advice Line on 0300 0115 142 (from Monday to Wednesday from 10.00am until 1.00pm during term time only) or via their website which can be accessed at:

<http://www.ace-ed.org.uk/>

Yours sincerely,

Headteacher  
Copy to: Local Authority

## Appendix 5 Greenwich Schools- Sample letter for Exclusion

Parent name and address

Date

Dear (Name of Parent/Guardian)

**Re: Child's Name Year Group DOB**

I regret to inform you of my decision to exclude child's name from school name with effect from (date). This means that child's name will not be allowed in this school unless they are reinstated by the Governing Body. I realise that this decision may well be upsetting for you and your family but the decision to exclude child's name has not been taken lightly. As you know, we have tried a number of preventative strategies in an attempt to avoid this exclusion that have included: **(describe the support provided)**.

Child's name has been excluded because:

**Note for schools (delete):** The reason for the suspension should be clear and factual, avoiding subjective or judgemental language e.g., 'Child A hit Child B with his fist. Child B was sitting down when Child A hit him in the middle of his back. Child B has bruising' as opposed to 'premeditated aggressive and violent behaviour.' The reasons should also be given in plain English and be explicit. The headteacher should make it clear that they have fully investigated the incident, checked whether the incident was provoked by racial or sexual harassment and allowed the pupil to give their version of events. Also mention that allowing the pupil to remain at the school would seriously harm the education or welfare of the pupil or others in the school.

You are under a legal duty to ensure that child's name is not present in a public place (including in or outside the school site) during normal school hours for the first **five** school days of this exclusion unless there is reasonable justification for this. The local authority has the power to impose a financial penalty notice or prosecute you if you breach this legal duty, and it will be for you to satisfy the local authority that there was reasonable justification.

For the first **five** school days of the exclusion, we will set work for child's name and would ask you to ensure this work is completed and returned promptly to school for marking. Please make arrangements to collect this from school reception.

From the **sixth** school day of the exclusion onwards i.e. (date), your home local authority will provide suitable education and they will contact you separately with details of this.

An officer from the local authority has been notified about the exclusion and will aim to be in touch with you within the next **two to three** working days to advise you of your rights and next steps, but in the meantime if you wish to speak with someone you can call the Council's Contact Centre on 020 8921 5517 or by emailing [secondary-behaviour-support@royalgreenwich.gov.uk](mailto:secondary-behaviour-support@royalgreenwich.gov.uk). You can also access information via Royal Greenwich's website <https://www.royalgreenwich.gov.uk/SchoolExclusions>.

As this is an exclusion the Governing Body must meet to consider this stance. You have the right to make representations about the exclusion to the Governing Body. The Governing Body has the power to reinstate your child immediately or from a specified date, or alternatively, it has the power to uphold the exclusion in which case you may ask for the decision to be reviewed by an Independent Review Panel.

Regardless of whether you make any representations about the exclusion, the Governing Body is under a duty to convene a meeting at which my decision to exclude child's name will be reviewed, in order for them to decide if child's name should be reinstated to school and, if so, whether this should be immediately or on a specified date.

The latest date by which the Governing Body can meet is **(specify date – the fifteenth school day after the date on which the Governing Body was notified of the exclusion)**. You will, whether you choose to make representations or not, be notified by the clerk to the Governing Body of the time, date and location of the meeting. You have a right to attend the meeting. If you do wish to bring anyone with you or you need any special arrangements to be made to help you to attend and/or contribute towards the meeting (for example, step-free access, an interpreter or a signer), please inform name, clerk to the Governing Body, at contact details at the same time as making your representations, or as soon as possible thereafter so that the appropriate arrangements can be made.

You may also find it useful to contact:

- The Department for Education's statutory guidance on exclusions can be accessed online at:

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

You are able to access the following sources of impartial advice:

- The Coram Children's Legal Centre's Child Law Advice Service on 0300 330 5485 (from Monday to Friday from 8.00am until 6.00pm) or via their website which can be accessed at:

**<https://childlawadvice.org.uk/>**

- ACE Education's Advice Line on 0300 0115 142 (from Monday to Wednesday from 10.00am until 1.00pm during term time only) or via their website which can be accessed at:

**<http://www.ace-ed.org.uk/>**

Yours sincerely,

Headteacher  
(cc.LA)

## **Appendix 6 Greenwich Schools – FAQ's for Parents**

### **SUSPENSIONS and EXCLUSIONS**

Generally, exclusion are used in schools as a last resort when all other available alternatives have been tried.

#### **Types of Exclusion**

There are two types – one is a suspension (for a stated fixed period of term) and the second is an exclusion which is permanent

### **Suspension**

A **suspension** is for a specific **period** of time. A pupil may be **suspended** for one or more **fixed** periods (up to a maximum of 45 school days in a single academic year)

### **Exclusion**

An **exclusion** is the most serious sanction a school can give if a child does something that is against the school's behaviour policy (the school rules). It means that the child is **no longer allowed to attend the school** and their name will be removed from the school roll.

### **My child has been excluded – what can I do?**

This can be very upsetting and worrying for you and your child. In this guide we have set out the sorts of things you will need to think about. These fall into the following categories:

- (a) what should be happening to your child now s/he is excluded
- (b) how your child will be educated in the future
- (c) whether to challenge the decision to exclude your child and how to go about it.

### **What's happens next?**

Good practice is that the school provide work for your child for the first 5 days of an exclusion.

If your child is permanently excluded The Local Authority (LA) must provide suitable full-time education for your child from the 6th school day of a permanent exclusion. Full time means between 20 and 25 hours a week, depending on the age of your child.

The LA will normally be in contact with you within 48 hours to arrange this. You can ring the LA to check that something is being done. You can email the Exclusions Officer at [Secondary-Behaviour-Support@royalgreenwich.gov.uk](mailto:Secondary-Behaviour-Support@royalgreenwich.gov.uk)

### **Staying at home**

It is very important that your child stays at home and is not in any public place during school hours for the first 5 days of the exclusion. If s/he is found in a public place and you don't have a very good reason, you may be issued with a penalty notice.

### **Next steps**

Very often children who have been excluded are sent to a Pupil Referral Unit (PRU) or an Alternative Provision first, but this is usually a short-term solution. After that the LA will often use its Fair Access Protocol to offer them a place in a new school.

The Fair Access Protocol is a local agreement about how to get hard-to-place children back in school as quickly as possible.

### **Challenging the exclusion**

You may wish to challenge the exclusion if:

- you want your child to be reinstated back to their excluding school
- you don't want your child back in the school, but you feel the exclusion was unfair.

You have the right to challenge the exclusion by making representations to the school governors and, if they don't agree with you, you can appeal to an Independent Review Panel (IRP). More information will be given when you have spoken with the Royal Greenwich Inclusion Officer. You will, whether you choose to make representations or not, be notified by the clerk to the governing body of the time, date and location of the meeting. You have a right to attend the meeting. If

you do wish to bring anyone with you, ask for a representative of the Local Authority to be invited, or you need any special arrangements to be made to help you to attend and/or contribute towards the meeting (for example, step-free access, an interpreter or a signer), please inform the school your child attends at the same time as making your representations, or as soon as possible thereafter, so that the appropriate arrangements can be made for you.

If you are successful, the exclusion will be overturned, and your child might be given the right to return to the school. However, many appeals do not succeed and not all successful appeals result in the child being reinstated in the school.

### **Law and guidance on exclusions**

The government has issued guidance on the law on exclusions, which schools, Governors and LAs need to follow, Guidance on Exclusion from maintained Schools, Academies and Pupil Referral Units in England <https://www.gov.uk/government/publications/school-exclusion>

### **When can the school exclude a child?**

A child should only be excluded from school:

- if they have seriously broken the school's behaviour policy and it would seriously harm the education or welfare of themselves or others if they remained in school.

### **A child should not be excluded for minor incidents such as**

- not doing homework or poor academic performance
- lateness or truancy
- pregnancy
- breaking school uniform/appearance rules (except where persistent and 'in open defiance' of these rules)
- behaviour of parents such as parents' refusal or inability to come to a meeting
- for their own protection from bullying.

### **Looked after children**

Schools are expected to only consider the exclusion of looked after children as an 'absolute last resort'. Looked after children may have unmet social and emotional needs. Schools are expected to proactively support and co-operate with foster carers and the local authority. Before excluding a Looked after Child the school should discuss their concerns with the local authority to consider alternatives. The child's social worker should be involved at the earliest opportunity to work with the school to avoid exclusion. If your child is looked after you will need to contact for advice and support [looked-after-children-education@royalgreenwich.gov.uk](mailto:looked-after-children-education@royalgreenwich.gov.uk).

### **Children with Educational Health Care Plan (EHCP)**

Schools should not exclude pupils with an Education Health and Care Plan (EHCP) of other than in the 'most exceptional' circumstances. If your child has an EHCP you will need to contact SEND team for advice and support [special-needs@royalgreenwich.gov.uk](mailto:special-needs@royalgreenwich.gov.uk).

### **Serious offences**

In exceptional circumstances, a Head may exclude for a first or one-off serious offence where such behaviour can affect the discipline and well-being of the whole school. For example:

- serious actual or threatened violence against a pupil or a member of staff
- sexual abuse or assault
- supplying an illegal drug or carrying an offensive weapon.

If the basic facts of the case have been clearly established on the balance of probabilities (i.e. it was more likely than not to have happened) and the Governors

or the Independent Appeal Panel believe that your child has carried out such an offence they will not normally reinstate your child.

### **Incidents outside school**

Children can be excluded for behaviour which took place outside school if the Head feels that there is a clear link between that behaviour and maintaining good behaviour and discipline within the school which brings the school into disrepute.

### **Informing you about the exclusion**

The Head must tell you about the exclusion immediately, ideally by telephone followed up by a letter/email within one school day. The communication must include the following information:

- what type of exclusion and the period from what date
- the reasons for it
- your right to state your case to the Governors, how to do this and the latest date by which the Governors must meet (it must be within 15 school days of the exclusion)
- the days when you must make sure your child is not in a public place during school hours
- what arrangements the school has made for your child to continue his or her education for the first 5 days, e.g. by giving homework and marking it
- when your child will be provided with alternative suitable full-time education.

For further information, please contact the dedicated phoneline in the Council's Contact Centre for support and advice: 020 8921 5517 or you can find further information of the Royal Greenwich website <https://www.royalgreenwich.gov.uk/SchoolExclusion>.