

Moor House School & College

Suspension and Exclusion Policy



This version dated:	Autumn Term 2024
This policy is to be read by:	All staff, parents, trustees and governors
Status:	Approved at ECM
Lead manager:	Principal
Responsible committee:	Every Child Matters Committee
Next review date:	Autumn Term 2026

Executive Summary:

1. This policy outlines the process and procedure for suspensions and permanent exclusion. It should be read by all staff, parents and carers, Trustees and Governors.
2. Suspension and exclusion is seen as a last resort. Only the Principal, or in their absence their deputy, can authorise a suspension or exclusion. A student will only be suspended or excluded in the case of serious misconduct or where allowing the individual to stay in Moor House School & College would seriously harm their education and/or welfare or the education and/or welfare of other students.
3. Suspensions can be fixed term or in cases where no other alternatives are possible, an exclusion can be permanent.
- 4 Parents/carers will be notified if their child is to be suspended or if their child is at risk of permanent exclusion. Parents/ carers have the right to appeal the decision to suspend or exclude. The policy sets out the responsibilities of both the School & College and the parents and carers with regard to suspension, exclusion and reinstatement
5. A suspension panel of Trustees will be convened to monitor fixed term suspensions of longer than five days or situations where permanent exclusion is being considered
6. Exclusion data will be monitored by the Every Child Matters Committee and reported termly to the FGB
7. This policy will be reviewed bi-annually by the Every Child Matters Committee.

Aim

The aim of this policy is to define when a suspension or permanent exclusion may be appropriate and authorised.

Behaviour Policies

Moor House School & College has issued Behaviour Policies for both the School and College, which are based on the principles of respect, trust, honesty, pride and kindness. Strategies, as identified in the Behaviour Policies, are used to encourage appropriate positive behaviour and minimise negative behaviour and serious misconduct/misbehaviour.

Serious Misconduct

All instances of serious misconduct/misbehaviour must be reported to a member of the Senior Management Team (SMT), who will notify other persons who need to be aware and document the situation, including obtaining statements from those involved and where possible reviewing CCTV footage of any incident.

Suspension or Exclusion

Where suspension or permanent exclusion is deemed a potentially appropriate sanction for the serious misconduct/misbehaviour, details of the situation will be passed to the Principal, who is the only person that can authorise a suspension or permanent exclusion. In the absence of the Principal, the Deputy Headteacher may authorise a suspension or exclusion. Examples of serious misconduct/misbehaviour are included at the end of this document.

In deciding whether to use suspension or permanent exclusion and, if so, in what way, the Principal will take into consideration:

- Whether this is an instance where allowing the individual to stay in Moor House would seriously harm **their** education and/or welfare or the education and/or welfare of **other students**.
- That on the balance of probabilities there is an instance of serious misconduct to decide upon.
- That all reasonable steps to resolve the situation in other ways have been considered.
- Whether medication needs to be reviewed.
- That any suspension period should be kept to the minimum for any one episode.
- That the maximum suspension in any school year is 45 days.
- For College students, the response of any partner college to the situation. Note, in the Sixth Form, suspension or permanent exclusion from a partner college can mean that the student cannot complete his or her studies.
- That Moor House does not have the resources to provide 1:1 supervision of a student. This can only be provided where it is funded by the student's Local Authority (LA).
- If the student is in a residential placement, whether he or she could be suspended from the residential aspect of the placement only.

Nature and Duration of Suspension

Where the Principal decides that the situation requires the use of suspension, then a decision on the appropriate period needs to be made. This can range from a day, to longer periods or permanent exclusion where no other solution is considered appropriate.

The suspension can either be internal to Moor House School & College or external (where the student is sent home). During an internal suspension, the student will remain under the supervision of a senior member of staff for the duration of the suspension and will be provided with work to do. There will not usually be a formal re-integration meeting involving parents and carers but Moor House reserves the right to hold this if it is deemed necessary to support the student. Only external suspensions are notifiable to the LA. The Chair of Trustees will be notified by the Principal of all suspensions and exclusions.

Fixed Term Suspension

The Principal will endeavour to give fixed term suspensions. However, where information to be considered is required from external agencies, such as a Local Authority, Social Care or the police, the Principal may decide to make an Interim Fixed Term Suspension of five school days to enable this information to be obtained. If this information is still not available a second Interim Fixed Term suspension of up to five school days may be made, after which a decision must be made on any further Fixed Term suspension.

Where a serious incidence occurs, which leads to the suspension of a student either due to serious misconduct/misbehaviour or because of safeguarding advice given by an external agency, Moor House School & College will endeavour to arrange a meeting with the student's LA within five working days of the suspension event (or within five working days after the suspension event if it occurs on a weekend or out of term time) to establish a strategy plan for the student's return.

Suspension and Exclusion Panel (Fixed Term Exclusions exceeding five school days and Permanent Exclusions only)

The Principal will notify the Chair of Trustees of any fixed term suspensions longer than five days or potential permanent exclusions. The Chair of Trustees will at the earliest possible time convene a Suspension and Exclusion Panel comprising of two trustees. The Panel will monitor the situation and review with the Principal the proposed response to the consultation on any permanent exclusion, adhering to the required timetable.

Local Authority Notification

As a student's placement at Moor House School & College is funded by their LA, the LA

will be notified at an early stage of any situation that may give rise to a suspension longer than five days or potential permanent exclusion. The LA may assist in agreeing the outcome with Moor House and the parents and carers.

Interim Reviews

Where a student is identified as being at serious risk of disaffection or permanent exclusion, an interim or early review will be called where possible. This interim review meeting will then consider the student's changing needs and recommend amendments to their EHCP as an alternative to the student being excluded permanently.

Permanent Exclusions

Permanent exclusions will only be proposed by the Principal when no other options are considered suitable.

Permanent exclusions will not be confirmed until the LA and parents have had an opportunity to attend a meeting with Moor House School & College. The meeting will be held within 15 working days. Moor House recognises the potential finality of the decision to be made. It will therefore appoint a panel of three Moor House Trustees to consider the representations to be made by the parents and the LA representatives in response to the Principal's proposal for a permanent exclusion. The panel will then have 5 working days to consider these representations and to determine whether the exclusion should be upheld. The exclusion will be deemed permanent after the expiry of these 20 working days. Moor House will then cease to be the named Provider and the parents will need to agree another Provider with their LA. During these 20 working days until the panel has completed its determination the student will be suspended.

Notification to Parents/Carers and their role – fixed term suspensions

Parents/ Carers will be notified by phone and in writing of any suspensions. The letter will identify the reason for the suspensions and its length. (Please also see Interim Fixed Term suspensions) If a student has a social worker, or is a child looked after (CLA) the Principal must, without delay, notify the social worker, and/or Virtual School Head (VSH).

Where suspension is decided upon, the student will be returned to the care of the parent /carer (except in the case of an internal exclusion) . Parents/carers are expected to arrange for the student to be collected from Moor House as soon as possible after they are notified of the suspension. Moor House will provide suitable learning and therapy activities for the student. This may include tuition by phone, online and home visits if the suspension exceeds five days. Suitable safeguarding arrangement apply to home visits.

Parents/carers need to support the suspension by ensuring that their child is not in a public place during school hours during the first five days and that the student does not have contact with other Moor House students including by social media or other digital means during this time. Parents should note that they could potentially face prosecution by their LA if the student is found in a public place during school hours.

Parents/carers are expected to accompany their child when he/she returns for a re-integration meeting with the Principal or a member of the Senior Management Team. The child is expected to express remorse and to discuss ways of improving their behaviour. The discussion should be solution focused and should include ways Moor House and parents can support the student in improving their behaviour. Agreed solutions should be communicated to staff and parents/carers, so that they can help implement them.

Notification to Parents/Carers and their role – risk of permanent exclusion

The parents/carers will be notified by phone and/or email if their child is at risk of permanent exclusion, identifying the reasons. If the student is unable to meet targets and continues to exhibit disruptive behaviour, a meeting will be held between the Principal and parents/carers.

Any decision to progress with a move to a permanent exclusion will include an interim review/discussions with the local authority, as noted above. Whilst this review is in progress, Moor House will continue to provide learning and therapy activities, as for a fixed term suspension. Parents/carers should also ensure that their child is not in a public place during school hours – parents/carers should note that they could potentially face prosecution by their LA if the student is found in a public place during school hours.

Suspension and Exclusion Records

All suspensions and exclusions are recorded in the Suspension and Exclusion log and all related correspondence retained on the student's record.

Examples of serious misconduct/misbehaviour include but are not limited to:

- Theft, which is both serious and understood by the perpetrator to be wrong;
- Bullying, including cyber bullying (defined as deliberate unkindness on multiple occasions – read associated Anti-Bullying Policy);
- Repeated non-compliance with a reasonable request or instruction from a member of staff, either onsite at Moor House or offsite at any of the partner providers;
- Misuse of internet or cyber bullying;
- Leaving the Moor House College or partner college premises without permission (read associated Missing Students Policy);
- Smoking/vaping;

- Alcohol and drug abuse; we strictly prohibit the use or possession of drugs and alcohol on school grounds, when arriving to, or attending any off-site events. Should a student be found to be intoxicated through the use of drugs or alcohol this will be seen as serious misconduct and disciplinary action will be taken to ensure the safety and wellbeing of all students.
- Misuse of internet or cyber bullying
- Misuse of social media, downloading/accessing inappropriate material
- Possession of an item that is prohibited, or banned, in college; this includes bringing a vape onsite
- Serious physical assault or threats to another student or member of staff;
- Verbal abuse or threatening behaviour against a student
- Verbal abuse or threatening behaviour against an adult
- Malicious allegations against staff
- Malicious allegations against peers
- Deliberate damage to Moor House property or the fabric of the building;
- Racial, gender, discriminatory or any other form of serious abuse to another student or member of staff which is clearly understood by the perpetrator and delivered with malice;
- Sexual inappropriateness, which may include - but is not restricted to - sexual violence or sexual harassment (read associated Child Protection information, including the Safeguarding & Child Protection Policy);

Banned items include:

- Weapons, e.g. knives
- Alcohol
- Illegal drugs
- Stolen goods
- Tobacco products, e.g. cigarettes and E cigarettes/ Vapes
- Pornographic images
- Fireworks
- Anything that has been, or is likely to be, used to cause injury or commit an offence
- Other items that Moor House deems banned from time to time

Days:

- Days for suspension are on a school calendar basis, i.e. the 38-week teaching year applies and the suspension period excludes weekends and other non-teaching days or INSET days.
- Days for all other items are on a working week basis, i.e. only excludes weekends and public holidays

Note: Moor House is a Non-Maintained Special School and not subject to The School Discipline (Pupil Exclusions and Reviews) (England) Regulations 2012 or The School Discipline (England) (Coronavirus) (Pupil Exclusions and Reviews) (Amendment) Regulations 2020.

Appeals

Appeals against the decision to suspend in the fixed term or to exclude permanently, should be directed to the Chair of Trustees and Governors. Parents and carers are advised of this right of appeal in the letter sent to them confirming the decision to suspend or exclude permanently.

Monitoring & Review

The Every Child Matters (ECM) committee monitors the number of suspensions and exclusions on a half termly basis. Suspensions and exclusions are reported to the FGB through the minutes of ECM and the Principal's Report. This policy is reviewed by the ECM committee every two years.

This policy should be read in conjunction with the following documents:

[MHS Behaviour Policy](#)

[MHC Behaviour Policy](#)

[Child Protection and Safeguarding Policy and Procedures](#)

NASS Contract