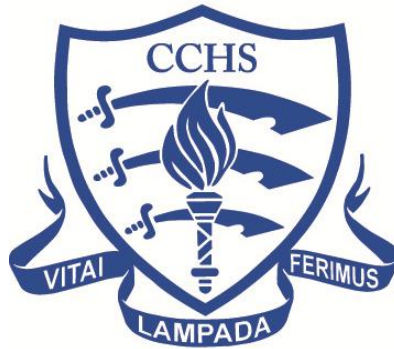


# *Chelmsford County High School for Girls*



## **Suspension & Exclusion Policy**

**Approved by the Academy Board: 19<sup>th</sup> March 2025**

## **Suspension & Exclusion Policy**

Sometimes a student's poor behaviour will lead to a period of suspension from the school or a permanent exclusion. We conform to the DfE Guiding Principles on suspensions and exclusions, and we try to use them sparingly, and only for serious breaches of School policy or law.

Only the headteacher or acting headteacher can suspend or exclude a student.

### **Suspension**

The Headteacher may suspend a student for one or more fixed term not exceeding 45 days in any one school year for a fixed period of time.

The School can suspend a student if she has seriously broken school rules and allowing her to stay in school would seriously harm her education or welfare, or the education or welfare of other students or members of the School community.

A student cannot be given fixed term (non-permanent) suspensions which total more than 45 school days in any one school year.

The School will set work for the suspended student and mark it during any period of suspension.

The School will notify parents on the day a suspension is given and follow up with a letter including information on:

- The period and reason for suspension.
- The parents' duty during the first five days of any suspension to ensure that their daughter is not present in a public place during normal school hours, whether in the company of a parent or not.
- Any arrangements made by the School that apply from the sixth day of the suspension.

### **Permanent Exclusions**

The School will usually only permanently exclude a student as a last resort, after a range of strategies have been used in trying to improve the student's behaviour. However, there are exceptional circumstances in which a Headteacher may decide to permanently exclude a student for a 'one-off' offence such as violence or bringing drugs or alcohol into the School.

The School's Academy Board is required to review the Headteacher's decision and the parent may meet with them to explain their views on the exclusion.

If the Academy Board confirms the exclusion, parents have the right to appeal to an independent appeal panel organised by the local authority. The School must explain in a letter how to lodge an appeal.

### **School Procedures for Suspensions & Exclusion**

1. An investigation of the incident is undertaken by the Year Leader or Deputy Head (Pastoral) or both.
2. The student writes a statement with the Year Leader or Deputy Head (Pastoral) or both.
3. Based on all available evidence, the Deputy Head (Pastoral) brings a recommendation of possible action to the Head for discussion.
4. If the incident is of a serious enough nature, the Headteacher considers the possibility of a suspension or exclusion and for what length of time, generally not more than 3 days.
5. If a decision to suspend or exclude is made, the parents of the student are contacted.
6. The student is interviewed by the Headteacher and the member of staff who investigated the incident.
7. The parents of the student involved are seen by the Headteacher and the member of staff who investigated the incident and the situation and suspension/exclusion decision explained.
8. The student is brought in to see the Headteacher with their parents and the suspension/exclusion decision and procedure explained to the student.
9. Whilst on a suspension a student is sent schoolwork to their home by e-mail or Teams.
10. Parents are advised that whilst on suspension, their daughter may not be seen in or around the School and are requested to ensure that the child considers their behaviour at home.
11. If the incident involved the internet or a mobile phone, it is suggested to parents that they should restrict or restrain or ban their child from using it at home.
12. In the case of a suspension, a date is agreed for re-instating the student back into school. On that date the parents bring the student into the school and have a re-admission meeting with the Headteacher and the Deputy Head (Pastoral) or the Senior Pastoral Leader or Year Leader to discuss how the period of suspension has gone at the home. The student is then brought into the meeting and, if the situation warrants, the Headteacher may decide the student has not learnt her lesson and may extend the suspension. If a child is suspended for more than 5 days at any one time, education would be provided from elsewhere. The re-admission meeting is usually with the Headteacher and Deputy Head (Pastoral), to ensure that appropriate support is put in place for the student to prevent a repeat offence.
13. Parents have the right to appeal to a suspension or permanent exclusion through the Local Authority.