



Featherstone All Saints CofE Academy

School suspensions and permanent exclusions

Guidance on the suspension and permanent exclusion of pupils from local-authority-maintained schools, academies and pupil referral units.

In cases of suspension and permanent exclusion, Featherstone All Saints CofE Academy follows the guidance provided by Wakefield Council and the Department for Education. Links to the relevant documents are posted below for your information.

Wakefield LA Suspension and Permanent Exclusion Guidance for Schools and Governors

- Suspension and Permanent Exclusion Reporting Form Sept 2023 (Appendix A)
- Model letter 1 – Suspension and Permanent Exclusion Sept 2023 (Appendix B)
- 2022 Suspension and Permanent Exclusions forms and letters checklist updated Sept 2023 (Appendix C)

DFE: Guidance on the suspension and permanent exclusion of pupils from local-authority-maintained schools, academies and pupil referral units (September 2023).

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

SUSPENSION NOTIFICATION ACADEMIC YEAR 2023/2024

School/Academy Name		Name of Pupil	
Gender		UPN	
Ethnic Group		Year Group	
Parent/Carer Name		Date of Birth	
Address & Contact tel			
Agencies involved: must include social worker name if appr			
Social Care Status (please highlight one - this must be completed)	Looked After (LAC/CiC) (DT informs VSH & form sent to exclusions without delay)	Child Protection (CP)	Child in Need (CIN)
			Targeted Early Help
			None of these

Young carer?	Y/N	SEN support	Y/N
FSM?	Y/N	EHC Plan requested	Y/N
Pupil Premium?	Y/N	EHC Plan	Y/N

Is pupil in school full-time?	Y/N*					
* If not full-time please write in each day, AM & PM, where pupil is. ALL boxes must be completed		Mon	Tues	Wed	Thur	Fri
	AM					
	PM					

Suspension Start Date/1st day of suspension	Day / Date in full / year in full
Suspension End Date/last day of suspension	Day / Date in full / year in full
Code for Suspension (Delete not applicable – see codes overleaf)	PP PA VP VA OW BU RA LG DS SM DA DM TH DB MT PH (Up to 3 can be used, all equal weighting, use every code relevant for the incident)

Reason(s) for Suspension / comments (Brief please; <u>must</u> match exact wording in letter - so copy & paste)
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AUTU MN TERM	Number of days given for this suspension 1 lunchtime = 0.5 days suspension	0
	Previous days this term	0
	Total number of days so far this term (more than 15 days means governors must meet)	0

SPRIN G TERM	Number of days given for this suspension 1 lunchtime = 0.5 days suspension	0
	Previous days this term	0
	Total number of days so far this term (more than 15 days means governors must meet)	0

SUMM ER TERM	Number of days given for this suspension 1 lunchtime = 0.5 days suspension	0
	Previous days this term	0
	Total number of days so far this term (more than 15 days means governors must meet)	0
	TOTAL DAYS THIS YEAR (add up total for Autumn/Spring/Summer)	?

If suspension totals more than 15 days in one term Governing Board must meet by:
 _____ (and by the 15th school day of this suspension)

I have informed the pupil's parent/carer and social worker/VSH (if appr) of this suspension and of their right to make representation to the governing board. A copy of this parental notification is attached.

Headteacher's Signature:

Date:

Revised DfE Suspension / Exclusion Codes from Sept 2020

CODE	Suspension / Exclusion reason – use up to 3, with equal weighting, but use all codes that cover the incident	Possible examples
PP	Physical assault against a pupil	<ul style="list-style-type: none"> • Fighting • obstruction and jostling • violent behaviour • wounding
PA	Physical assault against an adult	<ul style="list-style-type: none"> • obstruction and jostling • violent behaviour • wounding
VP	Verbal abuse/threatening behaviour against a pupil	<ul style="list-style-type: none"> • aggressive behaviour • swearing • threatened violence • verbal intimidation
VA	Verbal abuse/threatening behaviour against an adult	<ul style="list-style-type: none"> • aggressive behaviour • swearing • threatened violence • verbal intimidation
OW	Use or threat of use of an offensive weapon or prohibited item	<ul style="list-style-type: none"> • carrying or bringing onto the school site an offensive weapon / prohibited item such as knives, sharp instruments and BB guns • carrying any article that has been or is likely to be used to commit an offence • cause personal injury or damage to property • use of an offensive weapon
BU	Bullying	<ul style="list-style-type: none"> • verbal, physical, cyber bullying or threatening behaviour online • racist bullying • sexual bullying • homophobic, biphobic and transphobic bullying • bullying related to disability
RA	Racist abuse	<ul style="list-style-type: none"> • derogatory racist statements • racist bullying • racist graffiti • racist taunting and harassment • swearing that can be attributed to racist characteristics
LG	Abuse against sexual orientation and gender identity (for example, LGBT+)	<ul style="list-style-type: none"> • derogatory statements about sexual orientation (e.g. heterosexual, lesbian, gay, bisexual) and gender identity (e.g. transgender) • homophobic, biphobic and transphobic bullying • LGBT+ graffiti • LGBT+ taunting and harassment • swearing that can be attributed to LGBT+ characteristics
DS	Abuse relating to disability	<ul style="list-style-type: none"> • derogatory statements or swearing about a disability • bullying related to disability • disability related graffiti • disability related taunting and harassment
SM	Sexual misconduct	<ul style="list-style-type: none"> • lewd behaviour • sexual abuse • sexual assault • sexual bullying • sexual graffiti • sexual harassment
DA	Drug and alcohol related	<ul style="list-style-type: none"> • alcohol abuse • drug dealing • inappropriate use of prescribed drugs • possession of illegal drugs • smoking • substance abuse
DM	Damage to property	<ul style="list-style-type: none"> • damage includes damage to school or personal property belonging to any member of the school community • arson • graffiti • vandalism
TH	Theft	<ul style="list-style-type: none"> • selling and dealing in stolen property • stealing from local shops on a school outing • stealing personal property (from an adult or pupil) • stealing school property
DB	Persistent or general disruptive behaviour	<ul style="list-style-type: none"> • challenging behaviour

		<ul style="list-style-type: none"> • disobedience • persistent violation of school rules • raising of fire alarms falsely
MT	Inappropriate use of social media or online technology	<ul style="list-style-type: none"> • sharing of inappropriate images (of adult or pupil) • cyber bullying or threatening behaviour online • organising or facilitating criminal behaviour using social media
PH	Wilful and repeated transgression of protective measures in place to protect public health	

UPDATED for use from 01 09 22 as per DfE Guidance Sept 2022 re GB Meetings.

PLEASE NOTE - ALL UNDERLINED SECTIONS MUST BE INCLUDED IN THE FINAL LETTER SENT TO PARENTS, CHOOSING FROM THE ITALIC PARTS WHEN RELEVANT IN EACH SECTION

Model letter 1: from the head teacher of a school/academy/PRU to notify parent of a **suspension.**

Dear **[Parent's name]**

Suspension (Fixed- Period Exclusion)

I am writing to inform you of my decision to suspend **[pupil's name]** for a fixed period of **[specify period]** days. This means that he/she will not be allowed in school for this period.

Insert the following if pupil attends on a part-time basis

As **[pupil's name]** attends school on a part time basis for **[number of sessions – a morning or afternoon is a session each]** the number of days will be a total of **[insert number of days]**.

The suspension begins on **[day & date]** and ends on **[day & date]**. If further evidence comes to light and I need to issue a further suspension or make it a permanent exclusion, I will contact you again to tell you.

I realise that this suspension may well be upsetting for you and your family, but the decision to suspend **[pupil's Name]** has not been taken lightly. **[Pupil's name]** has been suspended for this fixed period because **[insert reason(s) for suspension and copy exactly onto suspension reporting form under 'Reason for Suspension']**.

Out in a public place

Your child must not be present in a public place at any time during school hours when suspended unless there is a good reason for this. Any parent who fails to comply with this duty, without reasonable justification, commits an offence and may be given a penalty notice or be prosecuted.

Work / Alternative Provision for your child whilst suspended *Insert the following for suspension of 0-5days:*

We will set work for **[pupil's name]** whilst they are suspended. *(Insert here details for how work will be provided, where and who collected from and returned to for marking when completed.)*

Insert the following for suspensions of 5 ½ or more days:

We will set work for **[pupil's name]** for the first 5 days whilst they are suspended. *(Insert here details for how work will be provided, where and who collected from and returned to for marking when completed.)*

From **[insert Day 6 day and date]**, Alternative Provision has been arranged at **[insert place and address]**. **[Pupil's Name]** must attend at **[insert start and finish times or morning and afternoon sessions where relevant]** and report to **[insert name of person]**.

[INSERT: If the Governing Board has authorised the pupil to return to the premises to take an exam /NC test whilst suspended, put the sentence here]

Governing Board's duty to consider a suspension

Insert **either** paragraph 1, 2 or 3 but **not** all

1. Insert the following if the number of days suspension this term totals 0 - 5 days:

You have the right to make representations about this decision to the governing board. If you wish to do this please contact **[name of clerk to the governors (for secondary schools & PRU) or (for primary schools) name of Chair of Governors, then include school address or school email and school phone number or put 'via the school office', do not include home/personal contact details]** as soon as possible. The governing board is not required to meet with you, but they must consider any representations you make and may place a copy of their findings on your child's school record.

OR

2. Insert the following if the number of days suspension this term totals 5½ - 15 days:

As the length of suspension totals more than 5 school days in this term you have the right to request a meeting of the governing board to whom you may make representations and reinstatement will be considered. The latest date by which the governors must meet, if you request it, is **[specify day & date — no later than the 50th school day (not including INSETs or school holidays or weekends) after the date on which the governors were notified of this suspension]**. If you wish to make representations to the governing board and want to bring a friend or representative, please contact **[name of clerk to the governors (for secondary schools & PRU) or (for primary schools) name of Chair of Governors, then include school address or school email and school phone number or put 'via the school office', do not include home/personal contact details]** as soon as possible. Please tell **[name of contact]** if you have a disability or special requirements which would affect your ability to attend or take part in the meeting or if you need an interpreter present.

If your child has a social worker or is looked after, the social worker or the Virtual School Head will also be permitted to attend the meeting and make representations.

Academies must also insert the following:

You may also invite a representative of the Local Authority's School Exclusion Team to attend the meeting as an observer and, with the governors' consent, they can make representations.

OR

3. Insert the following if the number of days suspension this term totals more than 15 days:

As the length of suspension totals more than 15 school days in one term the governing board must meet to consider reinstatement. At this meeting you can make representations to the governors if you wish. The latest date on which the governors must meet is **[put day & date here — no later than 15 school days (not including INSETs or school holidays or weekends) from the date the governing board is notified]**. If you want to bring a friend or representative, please contact **[name of clerk to the governors then include school/PRU address or school/PRU email and school/PRU phone number, do not include home/personal contact details]** as soon as possible. Please tell **[name of contact]** if you have a disability or special requirements which would affect your ability to attend or take part in the meeting or if you need an interpreter present. Whether or not you attend the meeting, the Clerk to the governors will contact you to tell you the time, day, date and place of the meeting.

If your child has a social worker or is looked after, the social worker or the Virtual School Head will also be permitted to attend the meeting and make representations.

Academies must also insert the following:

You may also invite a representative of the Local Authority's School Exclusion Team to attend the meeting as an observer and, with the governors' consent, they can make representations.

If you think the suspension relates to discrimination

If you think the suspension relates to a disability your child has, and you think disability discrimination has occurred, you have the right to make a claim under the Equality Act (2010) to the First-tier Tribunal (Special Educational Needs and Disability). Their contact is 01325 289350 or email: send@justice.gov.uk For all other cases of discrimination, please contact Wakefield County Court on 01924 207900. All claims of discrimination should be lodged within six months of the date on which the discrimination is alleged to have taken place i.e. the day on which the pupil was suspended.

You also have the right to see a copy of your child's school record. Due to confidentiality restrictions, you will need to notify me in writing if you would like a copy of your child's school record. I will be happy to supply you with a copy if you request it.

Further Guidance & Advice

You may wish to use the following free and impartial guidance and advice:

- a. **The Exclusion Helpline at Wakefield Council** on **01924 307319**, **Exclusion Team, Block C, Normanton Town Hall, Normanton, WF6 2DZ** exclusions@wakefield.gov.uk who can provide advice.
- b. The government's guidance on suspensions and permanent exclusions <https://www.gov.uk/government/publications/school-exclusion>
- c. Impartial advice to parents can be found from Coram's Child Law Advice service at <http://www.childrenslegalcentre.com> and specifically for exclusions at <http://childlawadvice.org.uk/information-pages/school-exclusion/> or 0300 330 5485 open from 8am – 6pm Monday to Friday
- d. ACE Education run a limited service and can be reached on 03000 115 142 on Monday to Wednesday from 10am to 1pm during term time. Information can be found on their website specifically at <http://www.ace-ed.org.uk/advice-about-education-for-parents/exclusion-from-school>
- e. Other sources of support from: The Information Advice & Support Services Network at <https://councilfordisabledchildren.org.uk/information-advice-and-support-servicesnetwork/about>; the National Autistic Society (NAS) School Exclusion Service (England) on 0808 800 4002 or at schoolexclusions@nas.org.uk; or Independent Parent Special Education Advice at <http://www.ipsea.org.uk>

Insert the following if the school/academy is requesting a reintegration meeting:

Reintegration Meeting

You and **[pupil's name]** are requested to attend a reintegration meeting with **[specify the name of staff member]** at **[place]** on **[day & date]** at **[time]**. If this is not convenient, please contact the school as soon as possible to arrange a different date and time. The purpose of this meeting is to discuss how best to manage your child's return to school.

Return to School

[Pupil's name]'s suspension expires on **[day & date]** and we expect **[pupil's name]** to be back in school on **[day & date]** at **[time]**.

Yours sincerely

[Name]

Headteacher

(Under GDPR - School Privacy Notice, or a link to it, must be added here)

CHECKLIST UPDATED SEPT 2023

COMPLETING SUSPENSION REPORTING FORM & LETTER**FORMS:**

Pupil Information	Have I completed all boxes with accurate information?
Y / N boxes	Have I put a Y or N in? If pupil is NOT in school full-time, have I completed the additional boxes to show when pupil attends school & if not where they are for each session/day? <i>Please do not leave boxes blank</i>
Parent / Carer info	Have I added all information? Please write on one line so form remains on one page, do NOT use <returns> after each line of address
Agencies involved Inc social worker	If pupil is either CiC (LAC) or CP or CiN they will have a social worker and this name must be entered here
Social Care Status – DT informing VS	Have I highlighted only one status? Do not assume it is the same for each new suspension. This info is very important to us for Ofsted reporting/LA data analysis. If pupil is CiC (LAC) has the designated teacher informed the virtual school? If pupil is at CP or CiN, has the social worker been informed about the suspension?
Suspension start date/1 st day of suspension	Put the day of the week in full (Monday, Tuesday, and Wednesday etc) and the date that is the 1 st day/date the pupil is suspended not the day the form is filled in or sent to exclusions mailbox
Suspension end date/last day of suspension	Put the day of the week in full and the date of the last day of the pupil's suspension. This is NOT the return to school date . When the suspension is for 1 day this is the SAME day and date as the start date
Codes for suspension	Have I only kept in the codes that apply to this particular suspension and deleted all the others? Is the code the accurate code (ring School Exclusion Team if unsure 01924 307319). I can use up to 3 codes with equal weighting
Reason for Suspension	Have I put in the reasons in full, does this match what is on the letter sent to parent?
Autumn – summer - spring term boxes	Have I completed the right 'term' box? Have I filled in every box? Do not leave them blank. Put a '0' if no exclusions apply. Have I added up the numbers in the 'total number of days so far in this term' box? Have I filled in the 'total days this year box' at the bottom? Does the form show the running total of this pupil's suspensions (FP exclusions) to date?

Date for governor's meeting (ONLY when total days <i>in the term</i> is more than 15 days)	<p>Have I put this date in if the suspension total is now over 15 days in one term? Is it the same date as in the letter?</p> <p>Is this date within 15 school days of this suspension start date, not including any INSET/closed days?</p> <p>If not applicable, put N/A</p>
Informing parents / social worker and VS	<p>Have I informed the parents by letter?</p> <p>Have I informed the social worker if there is one, or the virtual school if pupil is CiC (LAC)?</p> <p>Am I also sending a copy of the letter to exclusions mailbox?</p>
Head's signature	Have I added this or typed in the name? If Head is off-site, have I added the name of the person 'acting as head'?
Date	Have I added the date?
<p>Saving & sending to exclusions mailbox</p> <p>Please use Cryptshare + our usual password to send emails securely to meet Data Protection legislation</p>	<p>Have I saved form in this format -</p> <ul style="list-style-type: none"> o Last name then Full first name then <i>only</i> the word Form and then the date (which is the 1st day/date that the pupil is suspended) in the format 12 09 22 <p>Example: Sam Bloggs excluded on 6th September 2022 - form saved & sent as Bloggs Sam Form 06 09 22 (spaces in between each word are fine)</p>

LETTERS:

Bold Headings	Have I kept the bold headings in so parents can read it more easily?
Day of the week suspended and dates	<ol style="list-style-type: none"> 1. Have I put in the accurate date? 2. Is the day and date the same day and date as on the suspension (FP exclusion) reporting form?
Day of the week & date of the suspension	Is the day of the week accurate with the date ie <u>Monday</u> 12 th September and not Thursday 12 th September?
If the suspension is interim (pending investigation) or may be made permanent	If this applies to this suspension, have I left in the sentence about this so parents are aware?
Governing Board's Meeting	<p>Have I used the correct paragraph i.e. one for excluded days totalling 5 days or 5½ - 15 over 15 days in term yellow highlight); one for excluded days totalling between s (over 15 days</p>

	<p>day in term (blue highlight) and one for excluded days s totalling one term (pink highlight)?</p>
Info about Discrimination	This MUST be kept in every letter. This has been checked in August 2022 for accuracy, PLEASE make sure you are including all info from the template letter
Social worker and VSH invited to the meeting	This paragraph must be kept in all letters as it is now a statutory duty to invite social worker and Virtual school head to any governor meeting
If I am an Academy	Have I kept the paragraph in about the parents being able to invite the LA to the GB's meeting? This only refers to letters sent that have to include the paragraph(s) for total day's exclusion of 5½ - 15 days as well as over 15 days and all permanent exclusions but NOT for total days 5 or less. Remember it is the running total of days of ALL suspensions in one term not just this particular suspension.
Have I left in the paragraph about a reintegration back to school/academy?	Schools/Academies/PRUs are required to have a <i>reintegration strategy</i> to support the pupil back to school. Often this is a meeting but not always. Make sure the letter follows the school / academy Behaviour/Exclusion Policy guide on this
Is it clear to parents when the pupil's suspension ends and when they will be expected back in school?	Have I left the last sentence in?
<p>Saving & sending to exclusions mailbox</p> <p>Please use Cryptshare + our usual password to send emails securely to meet Data Protection legislation</p>	<p>Have I saved letter in this format -</p> <ul style="list-style-type: none"> o Last name then Full first name then only the word Letter and then the date (which is the 1st day/date that the pupil is excluded) in the format 06 09 22 <p>Example: Joe Bloggs excluded on 6th September 2022 - letter saved & sent as Bloggs Joe Letter 06 09 22 (spaces in between each word are fine)</p> <p>Please DO NOT send in PDF format, only word format will be accepted</p>