



PATRON  
HM THE KING



# Hassocks

## **Exclusion Policy**

**Written by: Principal**

**Policy Review Date: June 2024**

**Date of Policy: 2nd August 2018**

**Next Review due: June 2025**

## **Introduction**

From September 21<sup>st</sup> 2021, The Department for Education has changed the term Fixed term exclusion (FTE) to Suspension to refer to a fixed period of time that a student is suspended from school. A permanent exclusion refers to an exclusion when a student is no longer able to attend the school. This policy will refer to fixed term exclusions as suspensions throughout the document.

## **Students at LVS Hassocks**

The difficulties that students with ASD can experience mean that they may not always respond in an appropriate way to staff requests or interactions with their peers. The school will attempt to deal with any problems in respect of a student before considering the use of formal suspension or exclusion procedures. Strategies explored will include individualised Wellbeing (behaviour support) plans, personalised calming techniques, additional visual support, more frequent movement breaks, and any other strategies deemed appropriate to support the student. In the event of any situation or developing problem which is likely to lead to a permanent exclusion, the Principal will emphasise to the parents and the local education authority the steps which the school is taking to try to prevent the exclusion.

## **Investigation**

The Principal will:

- Establish and record the facts of the behaviour in question on the day of the incident, or as soon as possible thereafter.
- Only decide whether to suspend or exclude a student when he/she has all the facts and firm evidence, allowing as much time for staff to prepare paperwork/evidence as is practical.
- Consider the need for a review of the student's Education Health and Care Plan and needs and consider the merits of a request to the parents or Local Education Authority to withdraw the student from the school pending the outcome of such a review.

## **Suspension/Exclusion by the Principal**

If the Principal decides to suspend or exclude a student he/she will:

- Immediately notify the Local Authority and the parents by telephone, and, within twenty-four hours of the suspension/exclusion, confirm to both the Local Authority and the parents by letter the fact of such suspension/exclusion, the reasons for it, and inform the parents (and if appropriate the Local Authority) of their rights to make representations. in accordance with the information below.
- Inform the Chair of Governors as soon as reasonably practicable, and in the event of a permanent exclusion, or a suspension exceeding five School days, within one school day following the suspension/exclusion.
- On the day of the suspension/exclusion make arrangements with the parents/carers or the Local Authority to return the student to the care of the parent/carers or Local Authority as appropriate.

- Work with the Local Authority to see if support can be made available for the student until the Governors have considered representations made (if any), or if the EHCP can be changed to name another school.

### **Rights to make Representation**

The parents/carers of a student who has been suspended on a temporary basis for less than five school days, may, within five school days from the date of the Principal's letter to them informing them of the suspension, make written representations to the Director of SEN upon the exclusion.

If a student has been excluded permanently, or suspended for a fixed period exceeding five school days, or where the aggregate number of School days during which the student has been suspended in any one School term will as a result of the suspension in question exceed five, the parents/carers and the relevant Local Authority have the right to make written representations to the Director of SEN, and to repeat such representations in person at the meeting convened to consider the exclusion.

### **Suspension**

Following receipt of representations made by parents/carers LVS will convene a meeting with the Director of Education to consider the action taken by the Principal, notifying the parents/carers, the Principal and the Local Authority of the meeting.

The Director of SEN will consider the action taken by the Principal, hear any representations received from the parents/carers and Local Education Authority in accordance with the above, and decide whether the pupil should be reinstated, or the suspension be upheld.

### **Review of decisions by the Director of SEN**

In deciding whether to direct the re-instatement the Director of SEN should consider the parents/carers and the LA's representations, have regard to the appropriate use of suspension and exclusion and consider whether the Principal has tried sufficient alternative approaches to improve a student's behaviour before resorting to suspension or exclusion, and whether any further strategies might be an alternative to suspension or exclusion. In relation to exclusion, the Director of SEN should also satisfy him/herself that all possible strategies to improve a student's behaviour were tried and have failed or whether a revision of the student's EHCP is more appropriate than exclusion.

If a permanent exclusion is upheld, the Director of SEN will notify parents/carers and the Local Authority of the decision by letter within one school day of the decision.

**Review**

This policy is to be read in conjunction with other relevant policies and provisions, both local and national:

- LVS Hassocks Wellbeing (behaviour) Policy
- LVS Hassocks Health & Safety Policy
- LVS Hassocks Safeguarding Policy
- SEN and disability (SEND) Code of Practice
- Equality Act 2010

The Policy will be reviewed every two years and in conjunction with any changes in legislation relating to the above.