

## Aspris College North Wales

<b>Local Procedure Title</b>	<b>Suspensions and Permanent Exclusions</b>
<b>Service</b>	<b>Aspris College North Wales</b>
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<b>Local Procedure Author(s)</b>	Carla Owen
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### What do Suspensions and Exclusions mean?

Suspension refers to a fixed term when a learner is not allowed to attend college for a period of time, due to a serious breach of college rules. Exclusions, now refers to a permanent exclusion from college, where a learner can no longer attend that particular college.

### Aspris Philosophy

Our philosophy for 'inclusion' is to support every learner to attend their provision full-time with an Education Divisional aim of achieving zero suspensions.

This procedure sets out the procedures that must be followed in the event of a proposed suspension (referred to in legislation as a fixed period exclusion) or permanent exclusion from education. In applying the processes outlined in this procedure, Aspris College aim to ensure that:

- The suspension process is understood by staff, parents and pupils/learners
- College behaviour procedure and code of conduct are clear, consistently applied and aligned with our four NEED modalities: Autism Sensory, Autism Academic, SEMH, and College.
- Safeguarding and the welfare of the child are central to all decisions.
- In exceptional health and safety situations, decisions regarding suspension, permanent exclusion, or placement termination are thoroughly considered, proportionate and fully documented.
- In the event of a suspension, permanent exclusion or end of placement, these are regularly reviewed and evaluated by Aspris Education, Regional Directors and College senior leaders in regard to their fairness and effectiveness.
- Parents/carers and commissioners are informed and are given the opportunity to respond.
- Learners do not become NEET (not in education, employment or training)

### Definitions

**Types of exclusion:** There are 2 kinds of exclusion – fixed period (suspended) and permanent (expelled).

**Fixed period suspension:** A fixed period suspension is where a young person is temporarily removed from college. A learner may be suspended for one or more fixed periods (up to a maximum of 45 college days in a single academic year) even if they have changed colleges within that time. The law does not allow for extending a fixed-period suspension or 'converting' a fixed-period suspension into a permanent exclusion.

If a /young person has been suspended for a fixed period, schools must take reasonable steps to set and mark work for the first 5 college days. This may include the use of Virtual Learning Platforms.



**'Adapted provision'** (where a learner is educated away from their normal learning groups in the form of an adaptation) College must record, report and monitor this in line with their behaviour procedure and code of conduct.

**Permanent exclusion:** Permanent exclusion means that the learner may no longer attend the college and is removed from the site's register. In the Aspris Education Division, this is only for extreme unsafe behavior where there is no other option and must be approved by the Regional Director and reported up in line with Aspris policy to the Chief Operating Officer.

There is **no** provision for college to implement an 'informal suspension': (i.e. When a young person is sent away from the college premises, and where this is not officially recorded as a suspension – e.g. where a learner is sent home for "regulation" or "wellbeing" period).

It is **unlawful** for a young person to be 'informally suspended' from college, even where the young person's parent/s or carer/s agree to or request the suspension

In all cases, including suspending a student for a short period of time, such as half a day, the formal exclusion process must be followed

The use of Interim Reduced Timetables is permitted in line with college procedures. This must be in line with English, Welsh and Scottish guidance and broadly follow the following criteria:

- They should not be used to manage a learner's behaviour
- Reasonable adjustments may also be required, particularly when the learner has a disability
- There is a specific need for a learner – for example, a medical condition prevents them from attending full-time education and a part-time timetable is part of a planned re-integration
- It is in the learner's best interests

It is on a temporary basis, stating when they're expected to return to college full time. It must not be a long-term solution.

It is unlawful for a learner to be 'informally excluded' or 'off rolled' from college, even where the learner's parent/s or carer/s agree to the exclusion.

## Legislation

This procedure is informed by the relevant national legislation and statutory guidance across Wales to ensure that suspensions and permanent exclusions are managed lawfully, proportionately and in the best interests of pupils and learners. It incorporates the Education (Independent School Standards) Regulations 2014, as well as national guidance including the DfE's Suspension and Permanent Exclusion Guidance (2023) in England, Welsh Government's Exclusion from Schools and PRUs (2019) and Scotland's

Included, Engaged and Involved Part 2 (2017). It also reflects wider legislative duties under the Children Act 1989, Human Rights Act 1998 and Equality Act 2010, along with safeguarding obligations outlined in Keeping Children Safe in Education and Working Together to Safeguard Children. Aspris is committed to upholding these responsibilities through Promoting Positive Behaviour Policies in accordance with our ALN specialism and modalities and expects each school or college to have local procedures that reflect this framework, ensuring decisions are fair, well-evidenced and consistent with our inclusive and aspirational ethos that all achieve their potential.

## Use of Exclusions including Reporting, Monitoring and Follow up

The use of suspension and permanent exclusions will always be considered as a last resort, where no other reasonable resolution has proved, or is reasonably likely to prove effective. When a learner is suspended temporarily, they will be marked as absent using Code E.



Where a college has concerns about the behaviour, or risk of suspension, of a young person with additional needs, an EHCP (England) or Statement of Special Educational Needs and Individual Development Plan (Wales) or is a child looked after (CLA) it should, in partnership with others (including the local authority as necessary), consider what additional support or alternative placement may be required. This should involve assessing the suitability of support for a learner's ALN. Where a young person has an EHCP, Co-ordinated Support Plan or Statement of Special Educational Needs and Individual Development Plan, college should consider requesting an early annual review or interim/ emergency review.

Suspensions may only be authorised by the Principal and must in every case be given approval by the Regional Director, and in the case of permanent exclusion, the Chief Operating Officer (Education).

When a pattern of repeated suspensions emerges for a learner, the Principal, in partnership with the Regional Director, should implement a graduated response before considering a permanent exclusion or end of placement. Any decision to end a placement must be escalated to the Regional Director and shared with the Chief Operating Officer.

With regard to any exclusion, no individual should receive less favourable treatment as a consequence of his or her disability, gender, gender reassignment, sexual orientation, age, colour, ethnic origin, culture and religious beliefs (protected characteristics)

Before deciding whether to suspend or exclude a learner, the Principal will:

- Consider all relevant facts and evidence, including whether the incident(s) leading to the suspension/exclusion were provoked.
- Apply the civil standard of proof (i.e., 'on the balance of probabilities' it is more likely than not that a fact is true, rather than the criminal standard of 'beyond reasonable doubt') when establishing the facts in relation to an exclusion decision. This means that the Principal should accept that an incident occurred if it is more likely that it did than it didn't.
- Review and evaluate previous responses, taking care not to overlook effective strategies that have been implemented.
- Scrutinise the pupil's Education, Health and Care (EHC) Plan or Individual Development Plan (IDP) and assess whether current support is appropriate.
- Allow the learner to provide their version of events (where appropriate).
- Consider whether an alternative, therapeutic, and restorative approach might be more effective, such as a change in provision that offers a supportive environment for emotional and behavioural development.
- Gain approval from a Regional Director before taking action if the suspension exceeds 5 days.
- Ensure that there is sufficient documented evidence to support the decision.
- In cases where permanent exclusion is being considered, this must be discussed with the Regional Director and Chief Operating Officer (COO). If required by the Local Authority contract, an emergency review will be conducted prior to finalising the exclusion.
- For Looked After Children (LAC), inform social workers of any suspensions or exclusions, including any cancellations.
- Clearly explain the decision to the learner.
- Contact the parents/carers by phone or in person as soon as the decision to exclude has been made. The decision should be explained, and arrangements for transport or collection should be discussed, ensuring an adult is available at home to receive the learner.
- Send a written letter to the parents/carers confirming the reason for the suspension/exclusion the length of the suspension, and any conditions for the learner's return.
- Inform the Local Authority (LA) or Welsh Assembly Government (WAG) in writing of the suspension/exclusion and any cancellations, including the reasons and the period of suspension/exclusion. Any meetings regarding the suspension/exclusion will also be scheduled.



- In the event of suspensions exceeding one day, ensure that appropriate work is set for the learner and that arrangements are made for the work to be marked. This can include online pathways.
- Plan for how the learner's needs will be addressed upon their return.
- Plan a meeting with the learner upon their return, involving parents/carers if the learner is under 18 or, where applicable, involving those in Further Education.
- Record all suspensions in the Engage system within 24 hours, regardless of the duration.
- Ensure that a suspension or exclusion is not enforced if doing so would put the safety of the learner at risk.
- Where a young person lives in a children's home this will also include written notification of the exclusion to the Registered Manager of the home irrespective of the Provider of the Home.

Learners must not be suspended as a result of their additional learning needs (ALN). College should ensure that reasonable steps have been taken so that individuals are not treated less favourably for reasons related to their disability. Reasonable steps will include:

- Differentiation in the service's local Behaviour Procedures
- Developing strategies to support individual positive behaviour
- Requesting external help with the learner
- Staff training

Where reasonable adjustments to procedures and practices have been made, to accommodate a learner's needs and to avoid the necessity for suspension/exclusion as far as possible, suspension/exclusion may be justified, if there is a material and substantial reason for it.

No suspension or exclusion will be initiated without having first exhausted other strategies through the graduated response or, in the case of a serious single incident, a thorough investigation.

Learners' behaviour outside the site, on transport in, on college trips and sporting events is subject to the site's behaviour procedure. Negative behaviour in such circumstances will be dealt with as if it had taken place in college.

## Appeals, Representation and Complaints

In accordance with national guidance, appeals may be made in writing against decisions to exclude: The Regional Director (As Chair of Governors) will consider such appeals. There may be operational reasons where it is appropriate for a Regional Director from another part of the division to consider the appeals/representation.

A decision will be made within 15 college days of receiving such an appeal. Appeals can be made for one or more of the following reasons:

(a) The exclusion is permanent.

It is a fixed period suspension which would bring the child/young person's total number of school days of suspension to more than 15 in term.

(b) It would result in a child/young person missing a public examination.

(c) The sanction is felt to be disproportionate for the incident.

The sanction is felt to be discriminatory or unfair.

Any complaint in relation to an exclusion, once the representation and appeals process has concluded should be handled according to the Complaints procedure.

## Reintegration

Following any period of fixed-term suspension the Principal is responsible for working with the young person and their parents/carers to ensure a planned and carefully managed reintegration. This should be agreed at a reintegration meeting prior to the young person returning, in a formal meeting with minutes, and a follow up letter confirming outcomes sent to all relevant parties.



The purpose of the meeting, is to:

- Talk about why the individual was suspended and the steps taken to try and avoid it.
- Discuss ways in which the young person can be supported to change their behaviour.
- Seek the views of the parents/carers, learner and local authority representatives
- Agree a strategy for reintegrating the individual into college and for managing their future behaviour.
- Update any behaviour support or risk assessment plans as needed.

## Monitoring

Any suspension must be reported up using the Electronic Reporting System and Aspris Escalation processes. All suspensions/permanent exclusions will be considered at the next monthly Performance Review. Suspensions and permanent exclusions must be a fixed agenda item in weekly report to RDs and on termly Governance meetings. The Quality Team to analyse trends at the end of each term.

Regional Directors will always include a review and learning points analysis in college visit reports (as part of their monthly visiting schedule) on any occasion where a suspension/permanent exclusion has taken place in the period leading up to the visit. These are also standing agenda items of HT reports to Chair of Governors monthly and termly.

## Safeguarding

The Principal has a duty to consider any safeguarding implications where suspensions are being considered. This would include any specific requirements pertaining to that young person pertaining to a safeguarding nature and ensuring that is considered as part of the suspension arrangements.

## Multi Agency Partnership

We are committed to working with parents, carers, local authority representatives, the police and other interested parties in a positive and constructive relationship to support young people who may be at risk of suspension or permanent exclusion.

Where we have concerns about a young person's behaviour, we will seek to identify any contributory factors and intervene as early as possible, in order to reduce the need for exclusion.

We take appropriate steps to escalate concerns, including with the placing and host local authority, their allocated social worker (where appropriate) and the police.

The Virtual School head and social worker will be invited to any independent review panels of a suspension/exclusion.

## References

Education (Independent School Standards) Regulations: 2014  
 The School Discipline (Pupil Exclusions and Reviews) (England) Regulations 2012/2023  
 DfE (Current Version) Keeping Children Safe in Education  
 Welsh Government: Exclusion from Schools and Pupil Referral Units (2019 update)  
 Included, Engaged and Involved Part 2: A Positive Approach to Preventing and Managing School Exclusions  
 Welsh Government (latest version) Keeping Learners Safe

## Local Procedure Review History:

Date Reviewed	Reviewer	Summary of revisions

