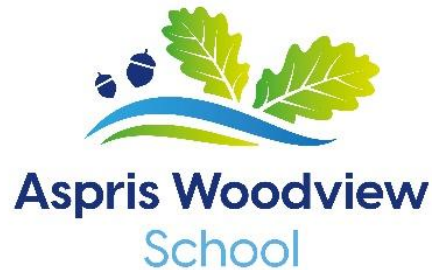


Aspris



Woodview School

Suspensions and Permanent Exclusion procedure.

September 2026-2027

aspris.com

Aspris Woodview School, Crockenhill Road, Orpington, Bromley, BR5 4EP
Headteacher: Nicola Craig nicolacraig@aspriscs.co.uk

Suspensions and ending placement.

What is an exclusion

Suspension

- A suspension is where a child is temporarily removed from school. They can only be removed for up to 45 school days in one school year, even if they have changed school.
- If a child has been suspended, schools should set and mark work for the first 5 school days.
- If the suspension is longer than 5 school days, the school must arrange suitable full-time education from the sixth school day, e.g. at a student referral unit.

Permanent exclusion

Woodview School does not permanently exclude students and if it is deemed Woodview School is not able to meet the behavioural needs of a student and/or it is to the detriment of other students within school then the process of ending a placement will start.

The Law

- All suspensions are covered by primary legislation, regulation and statutory guidance. The most used and referred to is the 2012 Exclusion Guidance.
- The guidance, which must be adhered to by everyone involved in the suspension process. It also makes clear that disruptive behaviour can usually be an indication of unmet needs, and schools should try to identify this need before moving towards a suspension.

Reduced timetables

- While reduced timetables have their part to play when managing with disruptive students and addressing 'identified needs', the guidance makes clear that they should be used only in 'very exceptional circumstances' to meet an individual's needs and should not be regarded as a long-term solution.
- Reduced timetables cannot be initiated without written notification to parents and without their written consent.
- They must be subject to a time limit and reviewed weekly.
- A pastoral support programme or alternative provision must be put in place.

Unlawful suspension

- Sending students home to 'cool off'.
- Arranging for parents / carers to collect their young people early so 'they do not get into any further trouble'.
- 'They are not having a good day'.
- All these scenarios are unlawful, regardless of whether they occur with the agreement of parents/carers.
- Any suspension of a student, even for a short period of time, must be formally recorded and will form part of the school's official suspension statistics

Responsibility

- The decision to suspend, in whatever form it takes, can only be initiated by the Head of School/Head Teacher who must notify the parent or carer of the reasons for the suspension and the length of time it will be in force.
- The 2015 Government White Paper, *Education Excellence Everywhere*, states that "Schools should have financial penalties imposed if they have illegally excluded (suspended) a child".

Ending placement

- Ending a placement at Woodview School follows a systematic process.
- The local authority, parent/carers and the Head of School can initiate the process of a placement ending.
- Before a final decision has been made to end a placement the following must take place:
- An emergency professionals meeting to include parents/carers must be called to discuss the current difficulties and reasons behind why the placement is in jeopardy.
- An EHCP Review will take place, early if needs be, to ascertain an up-to-date review of education, health and care needs.
- Following on from the above meetings; additional strategies and resources must be considered before a final decision is made to end the placement.
- The additional strategies and resources will be trialled for a period of four weeks to enable a 'fair' opportunity for any new strategy or resource to help support the student.
- After the four-week period; another meeting will be held with parents/carers and professionals where a final decision will be made as to the suitability of the placement.

Summary

- Woodview School will only consider suspensions in the most extreme of circumstances. These include:
- Unprovoked physical and/or sexual assault upon a student and/or member of staff.
- Physical assault that has resulted in serious injury to a student and/or member of staff.
- Behaviour exhibited by a student that places students and/or staff at significant risk of harm.
- Weapons that have been brought into school with the intent of causing harm to others.
- The use of weapons during the physical assault.
- Damage to the school premises that has resulted in an area being unsafe and/or is unusable until repairs are undertaken.
- Dangerous behaviour in school vehicles that has placed other students and staff at risk of significant harm.
- Bringing drugs and/or alcohol onto school premises.
- Using drugs and/or alcohol on school premises.
- If it is deemed a student arrives to school under the influence of drugs and/or alcohol.
- The behaviour, age and cognitive understanding, severity of attachment needs will all be considered when and if issuing fixed term exclusions.
- Every effort and behaviour strategy and the consideration of alternative options such as reduced times tables and/or outreach education will be considered as an alternative to suspension.
- Woodview School will not permanently exclude students. If it is deemed a student's behaviours are such that they place themselves at significant risk or risk significant harm towards others, albeit physically and/or emotionally both staff and/or peers, then the process of serving notice on a student will be given. This is only after all additional means of support have been taken by Woodview School to ensure the safety of the student, their peers and staff have been taken and evidenced they have not worked.
- We will ensure all procedures and regulations are correctly implemented and adhered to

Local Procedure Review History:

Date Reviewed	Reviewer	Summary of revisions