
Kingsbrook School

'A unique service for unique young people'

Suspensions and Ending Placements

Kingsbrook School

Southburgh,

Thetford,

IP25 7TJ

31st August 2025

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Local Procedure Title	Suspensions and Ending Placements
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Local Procedure Author(s)	Ursula Castillo
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1. What is a Suspension?

- **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.
- **Permanent exclusion**
- Kingsbrook School does not permanently exclude students and if it is deemed Kingsbrook 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. .

2. 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.

3. 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.

4. Unlawful Suspensions

- 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.

5. 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”.

6. Ending a Placement

- Ending a placement at Kingsbrook School follows a systematic process.
- The local authority 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.
- Following the formal notification of a placement ending to the local authority Kingsbrook school continues to be responsible for the student’s provision for 28 days.

7. Summary

- Kingsbrook School will only consider suspensions in the most extreme of circumstances.
- 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.
- Kingsbrook 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 Kingsbrook 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.

Frequently Asked Questions		
<p>When may a suspension be considered? Behaviours that place a student, fellow peers and staff at significant risk of harm.</p>		<p>How are records of the suspension maintained, and who does this? The Head of School maintains the suspension log.</p>
<p>How are behaviour expectations communicated to children and young people? Students play an active role in the setting of targets for improving behaviour choices. Students also have social skills and emotional literacy lessons incorporated into their timetable where being able to make positive choices with their behaviour is taught. Positive behaviour choices are directly linked to the reward programme for each student, so they are aware of what they are working towards.</p>		<p>How are suspensions monitored? Suspensions are tracked via incident recording on Kingsbrook School's MIS, called Engage and also on the attendance data. Suspensions are logged in the suspension file, giving reason and action taken also noting what alternative strategies and means of support have been implemented before the decision has been made to issue the suspension.</p>
<p>Who can make the decision to exclude? The Head of School/Head Teacher can only make the decision to issue a suspension.</p>		<p>Who handles any appeals? The Head of School/Head Teacher will initially manage any appeal against a suspension. If the outcome from the appeal is not to the satisfaction of the parent/carer then the parent/carer can formally address, in writing, their objection to the Operations Director. David McNally.</p>
<p>How is the decision communicated, and who does this? Once the decision has been made that a suspension is the only viable option, the parent/carer will be telephoned by the Head of School/Head Teacher explaining the reason behind the suspension and the number of days the suspension is for. A formal letter sent by the Head of School/Head Teacher explaining the reason behind the suspension and the number of days the suspension is for will be sent on the day of the suspension.</p>		<p>What processes are in place for readmission following a suspension? A meeting will be held with the student and parent/carer at the end of the suspension, this is called a reintegration meeting. The behaviour that caused the suspension would be discussed and alternative behaviour choices would be raised. A restorative approach to the behaviour will be taken and this may well involve talking to the student or member of staff that were impacted by the negative behavioural response. Behaviour contracts may be considered.</p>
<p>How is the child/young person supported to leave the site? The parent/carer would be asked to take the student home after the reintegration meeting.</p>		<p>Who is responsible for ensuring schoolwork is provided as required? The Head of School/Head Teacher would instruct the student's class teacher to send work home.</p>

Date Reviewed	Reviewer	Summary of revisions
31/08/19	Ursula Castillo	Linked to new reward system
15/12/19	Ursula Castillo	Greater clarification upon processes and the removal of permanent exclusion from the procedure.
31/08/20	Ursula Castillo	Updated for new Academic Year 2020-2021
31/08/21	Ursula Castillo	Updated for new Academic Year 2021-2022
31/08/22	Ursula Castillo	Updated for new Academic Year 2022-2023
15/01/23	Ursula Castillo	Updated to reflect the change in terminology from Fixed Term Exclusions to Suspensions. Updated Section 4 to specify unlawful suspensions.