



Cherry Tree  
EDUCATION

# CHERRY TREE SCHOOL SUSPENSION AND PERMANENT EXCLUSIONS POLICY

DATE AGREED / REVIEWED: SEPTEMBER 2017, SEPTEMBER 2018,  
SEPTEMBER 2019, SEPTEMBER 2020, SEPTEMBER 2021, SEPTEMBER  
2022, SEPTEMBER 2023

DATE OF NEXT REVIEW: SEPTEMBER 2024

HEADTEACHER SIGNATURE:

MANAGEMENT COMMITTEE CHAIR SIGNATURE:

ALL STAFF MUST HAVE ACCESS TO THIS POLICY, AND SIGN TO  
CONFIRM THAT THEY HAVE READ, UNDERSTOOD AND WILL  
ADHERE TO ITS CONTENTS.

# Cherry Tree Suspension and Permanent Exclusions Policy

## Policy Principles

Although Cherry Tree is an independent school this policy is written with consideration of the 'Suspension and Permanent Exclusion from maintained schools, academies and pupil referral units in England, including pupil movement Guidance for maintained schools, academies, and pupil referral units in England September 2023

The law allows Headteachers to exclude or suspend a pupil for up to 45 days in a school year. However, due to the reasons pupils are referred to Cherry Tree various alternative strategies will be put in place to support the pupils and only when they have been tried and failed will the exclusion procedures be implemented. Even then, it will only be applied in terms of permanent exclusion if:

- it is in response to repeated, or serious breaches of the school's Behaviour Management Policy
- allowing the pupil to remain in the school would seriously harm the education or welfare of the pupil or of others in the school.

Cherry Tree will not exclude a pupil except as a last resort when there is no other alternative that best suits the needs of the pupil and/or the school.

All decisions on the permanent exclusion of a pupil will be made in consultation with parents, carers and the placing authority. Appeal against the Headteacher's decision may be made to the Management Committee Chair.

Before any decision over permanent exclusion is made, the Headteacher and the School Operations Manager will:

- consider all the relevant facts and firm evidence to support the allegations made and if there is any doubt whether or not the pupil actually did what is alleged, the pupil will not be excluded.
- allow the pupil to give his/her version of events.
- check whether an incident appeared to be provoked.
- consult others, if necessary, being careful not to involve anyone who may later take part in a review of the decision.

## Complaints about exclusions

If a parent / carer wishes to complain about an exclusion decision the following procedure must be followed:

The complaint must be made to the headteacher in writing within 10 days of the exclusion,

which will then be responded to by the headteacher within 10 working days. If the parent / carer is not satisfied with the response to the complaint made there will be provision for a hearing before a panel appointed by the Management Committee chair and consisting of at least three people who were not directly involved in the matters detailed in the complaint. One of these people will be the Management Committee Chair. One member of this panel will be independent of the management and running of the school. The parent / carer will be allowed to attend and to be accompanied at a panel hearing if they wish. The panel will make findings and recommendations and a copy of this will be provided to the complainant and the headteacher. The complaint findings and recommendations will be completed within 28 working days. A written record will be kept of all complaints whether they are resolved following a formal procedure, or proceed to panel hearing, regardless of whether they are upheld. All correspondence, statements and records relating to the complaint will be kept confidential except where the Secretary of State or a body conducting an inspection under Section 109 of the 2008 Act requests access to them.

All complaints will be managed in a timely manner as stated above and directed by the Department for Education 'Best Practice Advice for School Complaints Procedures' 2020. (updated 15 January 2021)

The school accepts its responsibility to maintain discipline and good conduct to secure an orderly learning environment in which teaching and learning can take place. It is appreciated that many pupils excluded from school never get back into education and risk exclusion from society later in life. Cherry Tree will ensure that all possible alternatives to exclusion have been tried.

### **Alternatives to Permanent Exclusion**

- The Headteacher or School Operations Manager will offer a pupil time out with education at home, for up to two days, if they feel that this is in the best interest of the pupil and/or his/her peers. This decision might be made for the following reasons:
- to break up a prolonged period of unacceptable behaviour, to enable a cooling-off period following an incident.
- if there has been a major trauma/incident which has taken place outside of school which might reasonably be expected to have a negative effect on the pupil's behaviour/attitude. (Absconding from home placement, criminal involvement involving loss of sleep / being held at police station)
- if the pupil is making no effort to manage his/her behaviour and this is having a detrimental effect on the education of others whilst having no perceivable benefit for his/her own education.

The decision to educate a pupil at home for a period of more than two days will not be taken unless there are major difficulties which are threatening the continued placement of the pupil. A meeting (or at the very least consultation) will take place with the pupil,

parents/carers, social workers to discuss the behaviour or attitude which is causing the problem and any underlying reasons for it.

It is considered extremely important that all those involved understand the nature of the difficulty and the modification of behaviour which will be needed for the pupil to respond positively to the placement and gain benefit from it without seriously disrupting the education of other pupils.

Where there has been a significant deterioration in the pupil's attitude and behaviour, he/she and his/her parents / carers may be asked to sign an individually worded Home-School agreement which will detail the following:

- the support that staff will provide to the pupil.
- the strategies that will be used to defuse any potential problems.
- the actions which the pupil needs to take to respond positively to those strategies.
- the support that the school expects from the parents / carers.

### **Drugs**

In the case of misuse of drugs or the incitement of other pupils to take drugs, the school recognises that, whilst, in many cases, exclusion will be the most appropriate course, permanent exclusion may make a young person more vulnerable to exposure to drugs. In this situation, a final decision will only be made after reference to appropriate specialists and social services.

### **Permanent Exclusion**

Permanent exclusion is not an option which will be undertaken unless it is felt that there is no practical alternative. This situation may be reached for any or all of the following reasons:

- the pupil has assaulted fellow pupils or staff and is considered a danger to them.
- the pupil has intentionally and seriously damaged school property.
- the pupil brings in dangerous weapons or banned items into school.
- the pupil is regularly and deliberately disruptive to school lessons and routines causing other pupils learning to be affected detrimentally.
- the pupils behaviour jeopardising the safety of others in the school.
- the pupil shows no motivation or willingness to improve his/her behavioural / educational problems.
- the school is not being supported by the carers / parents in their efforts to modify and maintain acceptable levels of behaviour.

**This policy will be reviewed annually by the Headteacher  
and or the Management Committee**