

The College must inform the parents/carers explaining the reason for the suspension and the period of the suspension (see Section 7);
 For the first five days of the suspension the College should provide resources/activities for the learner;
 If a suspension is longer than five days the College will ensure arrangements are made for alternative education from the sixth day. Alternative education in this policy refers to suitable education that is arranged for a learner during a suspension;
 Prior to returning to College there will be a reintegration meeting planned (see Section 8).

4.2 Permanent Exclusion

A decision to permanently exclude a learner will only be taken exceptionally and as a last resort. Where the Head of College permanently excludes a learner:

The College must notify the learner’s parent/carer of permanent exclusion and the reasons for the decision (see Section 7 below);
 The College may consider offering to provide resources or activities for the first five days;
 It is the duty of the Local Authority to provide an appropriate education for the learner to begin no later than the sixth day after the exclusion;
 The responsible Local Authority will amend an EHC plan to change the placement in Section I. The Authority is also required to identify an appropriate educational placement. Parents retain the right to express their preference for a College or college in line with the Children and Families Act 2014.

5. The Decision to Suspend or Exclude

A decision to suspend or exclude a learner permanently will only be taken as a last resort:
 In response to serious or persistent breaches of the College's behaviour policy; and/or
 Where allowing the learner to remain in College would seriously harm the education or welfare of the learners/learners or others in the College including staff;

Serious breaches are those that have a significant impact on others in the learning environment. Examples include:

- Physical assault against a learner;
- Physical assault against any else in the college community;
- Verbal abuse or threatening behaviour against a learner;
- Verbal abuse or threatening behaviour against an adult;
- Use, or threat of use, of an offensive weapon or prohibited item that has been prohibited by the College;
- Extreme bullying;
- Racist, sexual or other abuse;
- Damage to property;

Policy Owner	Director of Education	Review Date:	July 2025
Policy No.	122e	Version No.	4.0

Confirmation that the responsible Local Authority has been notified of the suspension/exclusion.

The Head of College will be mindful in all communication with parents/carers that they fully understand the reasons why the decision has been made. In ensuring clear communication, the Head of College will consider any additional needs of parents/carers with whom they are discussing the suspension or exclusion.

7.2 Informing the learner's social worker

Where the learner has a social worker and is at risk of suspension or exclusion, the Head of College will contact the social worker. Where a decision is made to suspend or exclude a learner with a social worker they will be notified of the following:

The decision to suspend or exclude

The reason for the decision

The length of the suspension or the fact that the exclusion is permanent

Where the suspension or exclusion affects the learner's ability to sit a national curriculum test or public exam, the fact this will occur.

7.3 The Governors

The Head of College will without delay notify the Chair of the Governing Body of any permanent exclusion or suspension and report termly on both.

7.4 The Local Authority

The Head of College will ensure the relevant Local Authority responsible for maintaining the EHC

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