



Suspension and Exclusion Policy

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Staff member responsible:	Mark Loveday
Role:	Headmaster
Revised On:	Sept 2025
Ratified by governing board:	18 th December 2025
Review Due:	Sept 2026

We have a whole school approach to safeguarding, which is the golden thread that runs throughout every aspect of the school. All our school policies support our approach to safeguarding (child protection). Our fundamental priority is our children and their wellbeing; this is first and foremost.

(In our school the pupils are referred to as students. Therefore the using the term 'child' or 'student' is interchangeable in this policy as is appropriate and the age range of the students at Frewen College is from 7 – 19)

Scope: All who work, volunteer or supply services to our school have an equal responsibility to understand and implement this policy and its procedures both within and outside of normal school hours, including activities away from school. All new employees and volunteers are required to state that they have read, understood and will abide by this policy and its procedural documents and confirm this by signing the *Policies Register*.

Legal Status: Complies with The Education (Independent School Standards) (ISS) (England) Regulations currently in force and the National Minimum Standards (NMS) for Residential Special Schools (RSS) (DfE: September 2022).

Monitoring and Review: These arrangements are subject to continuous monitoring, refinement, and audit by the Headmaster.

Suspension and Exclusion Policy

Ultimate sanctions at Frewen College are Suspensions and Permanent Exclusions. Neither sanction is used lightly. Only the Headmaster has the power to suspend or exclude a child from school. Suspension or exclusion is used in response to serious or persistent behaviour that has implications for the safety and wellbeing of others in the School community, is a serious violation of the school rules, or for behaviour that is detrimental to the School's good reputation in the local or wider community. If the Headmaster suspends or excludes a child, the parents will be informed, giving reasons for the suspension or exclusion. At the same time, the Headmaster makes it clear to the parents that they can, if they wish, appeal against the decision to the Governors. The school informs the parents how to make any such appeal.

Serious Offences and Suspensions and Permanent Exclusions

Serious offences are those that may have a significant impact on the individual pupil or others in the school. Examples include (but are not limited to):

- extreme or persistent bullying, racism or harassment;
- stealing;
- extreme or persistent violence, actual or threatened, against a pupil or member of staff;
- sexual abuse, assault or activity;
- smoking, illegal drugs or drug paraphernalia (possession and/or use) or alcohol (consumption or possession)
- significant vandalism;
- going out of bounds;
- persistent misbehaviour when normal disciplinary measures have failed;
- carrying an offensive weapon.

Procedure to be followed

- Parents must be informed by phone as soon as operationally possible and followed up by letter within one school day.
- Parents must be notified of their right to appeal.
- In the case of Suspensions, Frewen College will endeavor to provide work to be sent home.
- In the case of Suspensions, arrangements will be made for a return to school interview that includes the parents/carers.
- In the case of Suspensions, a support plan may, at the school's discretion, be put in place on the child's return to school. This will be discussed at the return to school meeting as appropriate.

All cases of suspension will be treated in the strictest confidence on a need-to-know basis and are not to be discussed outside the school.

Responsibilities of the School

If the School commences an investigation which has led to a suspension or to permanent exclusion the Headmaster will inform the parents as early as possible. This will ideally be done by telephone and the telephone call will be followed by a letter within one school day. The letter will include information about:

- the nature of the offence and the results of any investigation to date;
- that the sanction of a fixed term temporary exclusion or permanent exclusion may be imposed;

- the parents' right to state their case to the Headmaster and if that is not satisfactory then to the Board of Governors within one calendar week of the date of the suspension/exclusion letter and whom they should contact to do this.

If the School decides (after completing the investigation or as a result of new evidence and further investigation) that it is necessary to extend a suspension or to convert it into a Permanent Exclusion, the Headmaster will write again to the parent with the reasons for this decision. The decision to exclude a pupil permanently will be taken (a) as a last resort when a wide range of strategies for dealing with disciplinary offences has been employed to no avail; or (b) if an exceptional 'one-off' offence has been committed. Parental co-operation forms part of the contract between the school and all the parents. The correspondence will be easily intelligible and in plain English.

Appeals

If parents or guardians wish to appeal the exclusion then they must do so in writing to the Chairman of Governors, in writing, within one calendar week of the letter notifying the parents or guardians of the suspension or exclusion. For a suspension, the Chairman of Governors may establish an Appeal Panel to consider the appeal.

For a permanent exclusion, the Appeal Panel will normally convene within three calendar weeks of the receipt of the letter requesting the appeal. The parents or guardian may bring a representative to the meeting. The Panel may call for any further information it requires. No evidence or argument shall be presented to the Panel in the absence either of the parents or guardian or their representative, or in the absence of the Headmaster. At the conclusion of the hearing, the Panel shall retire to consider what recommendation it may make. The Panel may recommend:

- The exclusion is confirmed
- The exclusion is rescinded
- The exclusion be rescinded and replaced with an alternative sanction.

However, the final decision will always rest with the Chair of Governors, who may or may not accept the recommendations of the panel.

The recommendation shall be discussed with the Headmaster prior to being communicated to the parents or guardian. Every child has a right to confidentiality – it will be kept in the strictest confidence and only disclosed to those who need to know. We appreciate that such sensitive matters must be dealt with in confidence. If the School decides (after completing the investigation or as a result of new evidence and further investigation) that it is necessary to extend a suspension or to convert it into a permanent exclusion, the Headmaster will write again to the parents with the reasons for this decision.

Frewen College:

- requires all staff to use positive strategies for handling any unacceptable behaviour by helping children find solutions in ways that are appropriate for their ages and stages of development;
- acknowledges that such solutions might include, for example, acknowledgement of feelings, explanation as to what was not acceptable and supporting children to gain control of their feelings so that they can learn a more appropriate response;
- ensures that there are sufficient resources and activities available so that children are meaningfully occupied without the need for unnecessary conflict over sharing and waiting for turns;
- supports each child in developing self-esteem, confidence and feelings of competence;
- avoids creating situations in which children receive adult attention only in return for unacceptable behaviour;
- explains the effect of unacceptable behaviour.

When children behave in unacceptable ways, we help them to understand the outcomes of their actions and support them in learning how to cope more appropriately. We provide opportunities for children to learn how to interpret and cope with feelings, listening to them and offering the necessary support to enable them to verbalise their own frustrations, hurts and disappointments. Corporal punishment, which is strictly forbidden at Frewen College, is a criminal offence.