EDLN006 | Lincs School Suspension and Exclusion

Policy and Procedure

Document Information

Document: EDLN

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1. Introduction

1.1 Legal Status

1.1.1 Kisimul has a duty under the to establish and maintain a behaviour policy for the school which promotes self-discipline, respect for others and proper regard for authority, and to make arrangements to ensure that functions are carried out with a view to safeguarding and promoting the welfare of children in accordance with the

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2. Scope

This policy and all associated procedures apply to all staff (including agency staff, volunteers and students on placement) and children, and should be read in conjunction with other safeguarding and employment policies.

3. Definitions

Exclusion involves a learner not being allowed to attend school for a defined period of time. There are two kinds of exclusion:

3.1 Fixed Period Suspension

Where a child is temporarily removed from school and is not allowed to return for a specified number of days.

3.2 Permanent Exclusion

Means a child's name will be removed from the school register and they will not be allowed to return to that school at all.

4. Roles and Responsibilities

4.1 The Chief Executive Officer

Has overall responsibility for ensuring compliance with national and local standards that are reflected in the organisation's policies.

4.2 The Headteacher

Is responsible for successful implementation of ***EDLN05 Lincs School Behaviour Policy***, and for liaising with the Group Executive Education Lead, the Managing Director and the Partnerships director where there is a possibility that this Policy may need to be used.

5. Policy

5.1 Admissions

See ***EDLN03 Lincs School Admissions Policy and Procedure***.

5.1.1 Lincs School caters for learners with severe learning difficulties, who are autistic and have behaviours that challenge, or a combination of these. Following a young person/vulnerable adult's referral to us, relevant information is sought from several different sources, including parents or persons with parental responsibility, current education residential provision, if appropriate. If the information indicates that a learner could be appropriately placed at Lincs and

School then parents and other professionals involved with the learner are invited to the provision to assess its suitability.

5.1.2 Assuming a placement is offered to a learner, then it will be on the advice of external professionals and after the assessment carried out by representatives from Kisimul Group who feel confident that the learner's needs can be met. Despite the fact that the first term is considered to be part of the assessment period, it is very unlikely that the school will change its opinion at this time, though the staffing level and interventions may require adjustment.

5.2 Managing Changes in Learners' Needs or Behaviours

5.2.1 Sometimes, under very unusual circumstances, the needs of the learner change; either because of medical reasons or due to other factors beyond our control, and it may be necessary to request that a change of school is sought. We would always act in the best interest of the learner, would give notice in line with the signed contract, and would expect parents/persons with parental responsibility or the authority to do the same, should they wish to remove the learner.

5.2.2 Only in exceptional circumstances would we send children/young people home for fixed or variable periods of time because they exhibit challenging behaviour, indeed this is the prime reason for the learner being placed at Kisimul G (n)46 (f)13.53lla rim529 (i)-46 (s)-o2.5 (he)-27 (s

7. Appeals

7.1 Process

7.1.1 Applications for a review must be made within 15 working days of the notice given to the parents/carers/ placing authority of its decision not to reinstate a learner.

7.1.2 Directors will not be involved directly in the exclusion process unless and until receipt of a notification from placing authority and/or parent(s) wishing to make representation about an appeal against a decision made by the school to exclude. Directors will then set up an Exclusion Review Panel consisting of at least 2 Directors/Group Executive Education Lead.

7.1.3 The panel review meeting will be held between 7 and 21 days after receipt of the notification of appeal. Written invitations to attend will be sent to the parent(s) and purchasing authority including details of the date, time, venue enclosing any statement or evidence to be produced at the panel review meeting.

7.1.4 The Directors will notify the Headteacher, placing authority and parent(s) of the Exclusion Review Panel's decision, with reasons, within 5 days of the meeting. If it is not possible to give a final decision (for example, if further investigation is necessary), an interim response will be given within 5 days explaining the delay and timeframe for a final decision.

7.1.5 Decisions will be based on all relevant facts, including whether or not the exclusion process was in accordance with this policy and procedure and fairly implemented.

7.1.6 The needs and interests of all other learners and staff in the school should be considered, as well as those of the excluded learner.

7.1.7 The appeal hearing will consider whether or not there was consistency in terms both of other exclusions (if any) on similar grounds in similar situations, and in terms of sanctions imposed on learner involved in that case (if relevant).

7.1.8 The Chair will welcome and introduce all parties, explain in which order the parties will be heard, and explain that there will be an opportunity for questions to be raised after each party has spoken.

7.1.9 The conduct of the proceedings is based on fairness and informality.

7.1.10 The meetings will not be recorded unless there is a good reason for it and all parties agree, but minutes will be taken.

8. Linked Documents

8.1 Kisimul Policies

8.1.1 EDLN03 Lincs School