



**ST MARY'S
COLLEGE**



Pupil Suspension Policy

Name of policy	Pupil Suspension Policy
Status	Reviewed September 2022
Reviewed by	Pastoral Governors

Introduction

The suspension of a student is a very serious matter. It is not a step which the school takes lightly and is the consequence of a serious breach of school discipline which is in place to promote good behaviour, self-discipline and respect; essential to ensure that all students are able to benefit from the opportunities provided by the school.

Each and every particular situation will always be thoroughly investigated and judged on its own merits.

The sanctions will be taken seriously with reference to Keeping Children Safe in Education April 2014. However, as a general guide the following behaviour will normally be deemed so serious as to warrant suspension being considered as the appropriate punishment.

Behaviour for which suspension will normally be the appropriate sanction.

1. Physical assault against pupil / adult.
2. Verbal abuse / threatening behaviour against pupil / adult.
3. Bullying.
4. Racist abuse.
5. Sexual misconduct.
6. Drug and alcohol related incident.
7. Damage to school or personal property.
8. Theft.
9. Persistent disruptive behaviour.
10. Other.

1. Physical assault against pupil / adult:

INCIDENT	RESPONSE
Fighting	Fixed Term Suspension
Violent behaviour	Fixed Term Suspension
Wounding	Fixed Term Suspension
Obstruction and jostling	Fixed Term Suspension
Extreme or repeated acts of violence.	Permanent exclusion
Violence against a member of staff/pupil	Permanent exclusion

2. Verbal Abuse / threatening behaviour against pupil / adult

INCIDENT	RESPONSE
Threatened violence	Fixed Term Suspension
Aggressive behaviour	Fixed Term Suspension
Swearing	Fixed Term Suspension
Homophobic abuse and harassment	Fixed Term Suspension
Verbal intimidation	Fixed Term Suspension
Carrying an offensive weapon and /or bringing an offensive weapon into school.	Fixed Term or Permanent exclusion depending on the seriousness of the incident.

3. Bullying

INCIDENT	RESPONSE
Verbal	Fixed Term or Permanent exclusion depending on the seriousness of the incident
Physical	Fixed Term or Permanent exclusion depending on the seriousness of the incident.
Homophobic and racist bullying	Fixed Term or Permanent exclusion depending on the seriousness of the incident.

4. Racist Abuse

INCIDENT	RESPONSE
Racist taunting and harassment	Fixed Term or Permanent exclusion depending on the seriousness of the incident.
Derogatory racist statements	Fixed Term or Permanent exclusion depending on the seriousness of the incident.
Racist graffiti	Fixed Term or Permanent exclusion depending on the seriousness of the incident.
Swearing that can be attributed to racist characteristics	Fixed Term or Permanent exclusion depending on the seriousness of the incident.

5. Sexual Misconduct

INCIDENT	RESPONSE
Sexual abuse	Fixed Term or Permanent exclusion depending on the seriousness of the incident.
Sexual harassment	Fixed Term or Permanent exclusion depending on the seriousness of the incident.
Sexual assault	Fixed Term or Permanent exclusion depending on the seriousness of the incident.
Lewd behaviour	Fixed Term or Permanent exclusion depending on the seriousness of the incident.
Sexual Bullying	Fixed Term or Permanent exclusion depending on the seriousness of the incident.
Sexual Graffiti	Fixed Term or Permanent exclusion depending on the seriousness of the incident.

6. Drugs and Alcohol related incident

INCIDENT	RESPONSE
Possession of illegal drugs	Fixed Term or Permanent exclusion depending on the seriousness of the incident.
Inappropriate use of prescribed drugs	Fixed Term or Permanent exclusion depending on the seriousness of the incident.
Drug dealing	Fixed Term or Permanent exclusion depending on the seriousness of the incident.
Smoking	Fixed Term or Permanent exclusion depending on the seriousness of the incident.
Alcohol abuse	Fixed Term or Permanent exclusion depending on the seriousness of the incident.
Substance abuse	Fixed Term or Permanent exclusion depending on the seriousness of the incident.

7. Damage to school or personal property

(includes damage to school or personal property belonging to any member of the school community)

INCIDENT	RESPONSE
Vandalism	Fixed Term or Permanent exclusion depending on the seriousness of the incident.
Arson	Fixed Term or Permanent exclusion depending on the seriousness of the incident.
Graffiti	Fixed Term or Permanent exclusion depending on the seriousness of the incident.
Deliberately setting off the fire alarm	Fixed Term or Permanent exclusion depending on the seriousness of the incident.

8. Theft

INCIDENT	RESPONSE
Stealing school property	Fixed Term or Permanent exclusion depending on the seriousness of the incident.
Stealing personal property (pupil or adult)	Fixed Term or Permanent exclusion depending on the seriousness of the incident.
Stealing from local shops on a school outing	Fixed Term or Permanent exclusion depending on the seriousness of the incident.
Selling and dealing in stolen property	Fixed Term or Permanent exclusion depending on the seriousness of the incident.

9. Persistent disruptive behaviour

INCIDENT	RESPONSE
Challenging behaviour	Fixed Term or Permanent exclusion depending on the seriousness of the incident.
Disobedience	Fixed Term or Permanent exclusion depending on the seriousness of the incident.
Persistent violation of school rules	Fixed Term or Permanent exclusion depending on the seriousness of the incident.
Blatantly defying a member of staff.	Fixed Term or Permanent exclusion depending on the seriousness of the incident.
Extreme appearance	Fixed Term or Permanent exclusion depending on the seriousness of the incident.
Refusal to engage in reconciliation after an incident	Fixed Term or Permanent exclusion depending on the seriousness of the incident.

10. Other

Includes incidents which are not covered by the categories above, but this category should be used sparingly.

IT MUST BE RECOGNISED AND NOTED THAT:

1. Behaviour which leads to a fixed term suspension may lead to a permanent exclusion depending upon gravity or if it is repeated.
2. Certain examples of behaviour described above will actually qualify as "criminal". In some cases, the school will have to involve external agencies such as the Police and/or Social Services.
3. Any of the above examples of pupil behaviour which are 'school related' will merit the above sanctions even where they happen outside school hours and off school premises.

4. The school reserves the right to add to the above list should the need arise. It must be remembered that the above are only broad guidelines and cannot cover every situation where suspension may be the correct sanction.

FIXED TERM SUSPENSION PROCEDURE

Incident



Statements written by pupils involved and witness statements including staff unless there is potentially police or social service involvement



Statements collated by Head of Year



Investigation by Assistant Head teacher



Vice Principal



Decision by Mr Fitzpatrick, CEO

In the event of Mr Fitzpatrick being unavailable, Mrs Stead Head of School to decide on course of action.

If pupil is to be excluded, then:

- An suspension letter to be given by hand to the pupil.
- An suspension letter to be sent by first class post to parents.
- An suspension letter to be kept on file (Headteacher's PA) copies to Head teacher / Assistant Head teacher / HOY / Form Tutor.
- Original statements to be kept in file with Headteacher's PA / copy in student's file.



Suspension.



Post-Suspension Meeting with parents and students on date in letter.
Decision by Mr Fitzpatrick or relevant Senior staff to allow pupil to return to normal schooling / extend suspension / make fixed term suspension permanent.



Pupil to be placed in the Pastoral Centre on return from an suspension.
In addition to being placed on Post Suspension report for one week in the first instance to ensure proper re-integration.

If unsuccessful referred back to Assistant Head teacher for one further week of report.

Internal Suspension

Students may be placed in the Pastoral Centre when internally excluded.

This can be a temporary serious sanction whilst fixed-term suspension is considered or as an alternative to a fixed term suspension whilst recognising that there has been a serious breach of the behaviour code.

Internal Suspension Aims

To serve as serious sanction whilst fixed term suspension from school is considered as a last resort.

To challenge poor behaviour by removing the students from social interaction with his and her peers and from their normal daily timetabled lessons.

To support the student on reflection of their behaviour.

To ensure that learning continues.

Procedures

The decision to place a student in Internal Suspension rests with the Assistant Head teacher following consultation with Head of Year who has collected and presented appropriate statements / evidence.

A record will be kept of each Internal Suspension in the pastoral administration office. They will send a letter to parents and a copy to the HOY for the pupil file and relevant statements will be kept in the pupils file.

Records will be analysed at HOY meetings and at SLT Pastoral Meetings.