

SUSPENSION AND EXCLUSION POLICY

REFERENCE:	TBS.V01 – 09/2025
OWNERSHIP:	AP Lead
AUTHORISED BY:	Emma Draper (Director)
REVIEW:	Annually – September 2026

PURPOSE

The purpose of this policy is to outline Churchwood Forest School AP 's approach to time-limited removal from Churchwood Forest School AP sessions and to proposing a placement pause/end to the commissioning school/LA; it also sets the interface with the commissioner's statutory suspension/exclusion procedures and the procedure to be taken when a suspension is to take place.

SCOPE

This policy applies to Churchwood Forest School AP, this includes all employees who work within Churchwood Forest School AP as well as contractors, volunteers and visitors.

SAFEGUARDING COMMITMENT

As an organisation that prioritises the safeguarding of children and all vulnerable people, The Churchwood Forest School AP is committed to providing a safe environment across all we do by actively adopting strategies that embed a culture of zero tolerance for abuse of any kind.

RESPONSIBILITIES

Provision Lead – holds the authority to implement time-limited removal from Churchwood Forest School AP sessions ensuring all decisions are fair, and proportionate to the seriousness of the behavioural incident; any statutory suspension/exclusion decisions rest with the commissioning school/LA.

All Staff - responsible for implementing the provision's behaviour policy consistently, employing a range of preventative and de-escalation strategies, and promptly reporting significant behavioural concerns. **Parents/carers** - responsible for their child's conduct during a suspension and for engaging with the provision to support their child's successful re-integration.



Education Leadership Team/Directors - maintains oversight, ensuring the policy is adhered to, and is responsible for reviewing Churchwood Forest School AP removal decisions and agreeing referral/escalation to the commissioner where a statutory suspension/exclusion may be required. Upholding the principles of natural justice and the best interests of all pupils.

DEFINITIONS

For the purpose of this policy, a time-limited removal from Churchwood Forest School AP sessions refers to the temporary removal of a pupil from the provision for a specified number of school days, or parts of school days, due to a serious breach or persistent breaches of the behaviour policy.

A placement closure is the most severe disciplinary sanction, meaning a placement pause or end (the pupil remains on the roll of the commissioning school). Any decision to end a placement is taken by Churchwood Forest School AP with input from the commissioner and with welfare/education continuity planned. This decision is taken only in response to a serious breach or persistent breaches of the behaviour policy where allowing the pupil to remain would seriously harm the education or welfare of the pupil or others. In this circumstance we will always do our best to work closely with commissioners and families to ensure a strong alternative can be found.

POLICY

Suspension and Exclusion

Statutory exclusions are a matter for the commissioning school/LA. In Churchwood Forest School AP, where behaviour presents immediate risk or serious disruption, the Provision Lead may authorise a time-limited removal from Churchwood Forest School AP sessions while a risk/support review is completed with the commissioner. Churchwood Forest School AP uses restorative and reintegration approaches and documents reasonable adjustments/SEND considerations. Prior to their reintegration, Churchwood Forest School AP staff will facilitate a 'restorative conversation'. By using a restorative method, it is hoped that the young person will realise the impact of their actions, have a better understanding of another person's perspective and have a more positive outlook going forwards.

Suspensions

- Before deciding that a suspension is necessary, staff should consider all other suggested sanctions and interventions. The decision to suspend is one that the Provision does not

take lightly and will be sanctioned only when all other routes to supporting a young person have been exhausted or when a young person exhibits behaviour that would lead to harm if they remained with us.

- Decisions must consider reasonable adjustments (Equality Act 2010) and the pupil's SEND/vulnerability; removal should be last resort after de-escalation and support.
- Only the Provision Lead (or in their absence, a member of the Education Leadership Team/Directors) is authorised to implement a time-limited removal from Churchwood Forest School AP sessions. The commissioning school/LA retains authority over any statutory suspension/exclusion and will lead the legal process and coding/records. Before a decision is made, the Provision Lead should speak to a member of the Education Leadership Team/Directors if possible. This is so that a dialogue can take place to establish whether there are any other options available. If it is not possible to contact an Education Leadership Team/Directors member before the young person is required to leave site, the Provision Lead must speak to an Education Leadership Team/Directors member before a decision is taken on the length of the suspension.
- The Provision Lead and Education Leadership Team/Directors member (both Designated Safeguarding Leads) should also consider any child protection concerns that may impact the notification and enactment of a suspension. Same-day contact will be made with the commissioning school/LA DSL and parents/carers; police/social care contacted where threshold is met.
- Removal from Churchwood Forest School AP sessions must be formally recorded by Churchwood Forest School AP, with same-day notification to parents/carers and the commissioner and a reintegration plan agreed. "Sending home" without the above process is unlawful; seek alternative, safer arrangements on-site where possible.
- Daily welfare checks should be made during periods of suspension.
- Staff must follow the steps in the Suspension Flow Chart to ensure that all suspensions follow the correct legal process.

Placement pause or end (non-school AP)

1. Because each young person remains the responsibility of their commissioning school/LA while they are placed at Churchwood Forest School AP, Churchwood Forest School AP does not 'permanently exclude'. Instead, Churchwood Forest School AP may decide on a placement pause or end with the commissioning school/LA, who lead on any statutory

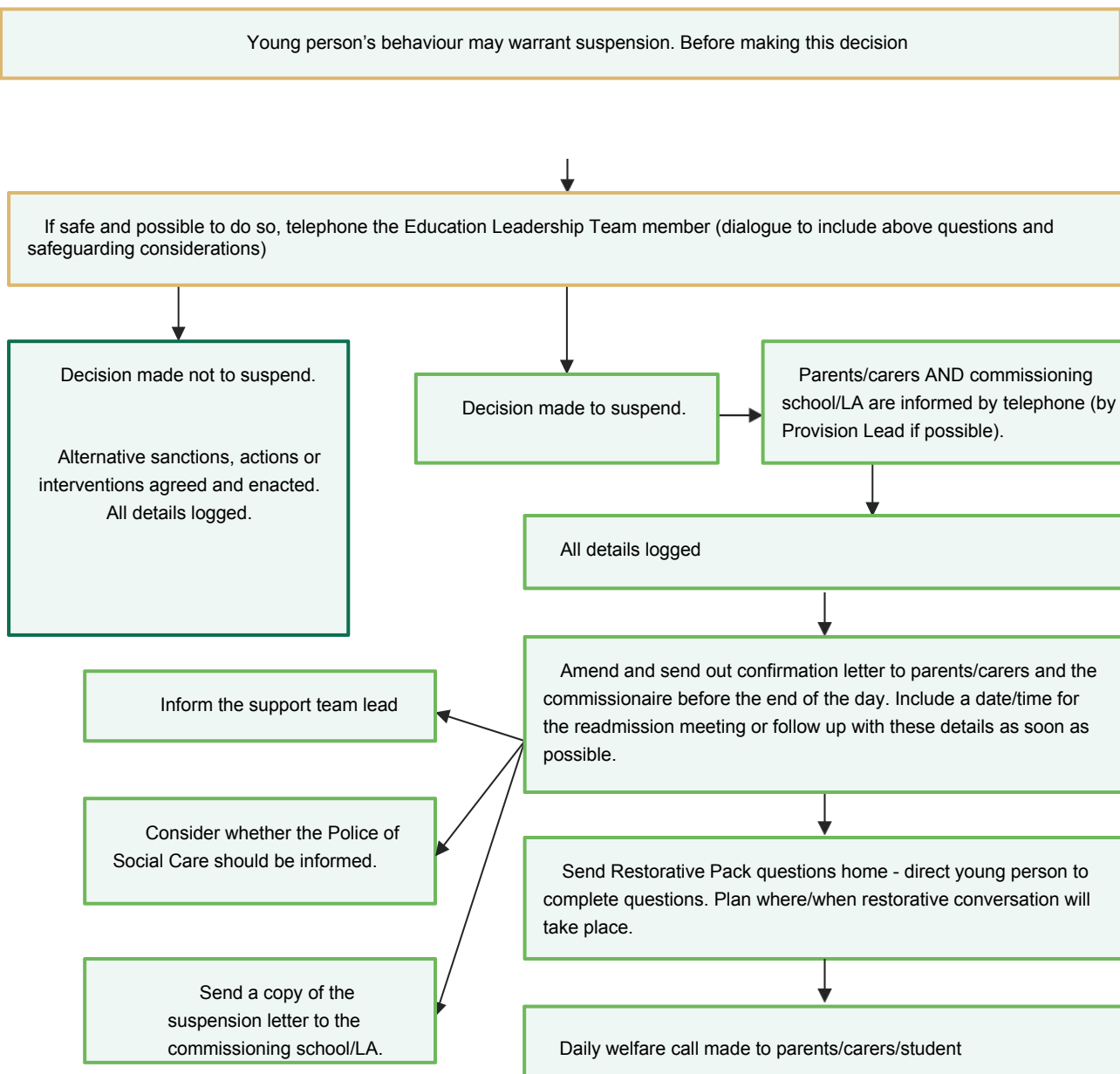
decision-making and onward arrangements.

2. Referring schools/agencies must be involved in discussions leading to any decision to close a place as the responsibility remains with them for making ongoing arrangements for that student.
3. On a case-by-case basis, Churchwood Forest School AP will be prepared to consider re-admitting a young person where it is clear that the circumstances for the original close of place have changed. Any re-admission is agreed with the commissioner, following a review of risk, support and reasonable adjustments.

Suspension Flow Chart

These steps must be followed for all Churchwood Forest School AP time-limited removals and for proposed placement pause/end; the commissioning school/LA follows the legal process for any statutory suspension/exclusion.

Please note – only the Provision Lead (or in their absence, a member of the Education Leadership Team/Directors) is authorised to implement a time-limited removal from Churchwood Forest School AP sessions. Statutory suspensions/exclusions are the commissioner's decision. .





POLICY CONTEXT

AP context (non-school AP): Churchwood Forest School AP operates as a non-school Alternative Provision (AP). Commissioning schools/LAs retain statutory responsibilities for suspensions and permanent exclusions; Churchwood Forest School AP can only implement a time-limited removal from Churchwood Forest School AP sessions and recommend a placement pause/end to the commissioner. Churchwood Forest School AP will provide same-day safeguarding and attendance information to enable the commissioner's legal processes and record-keeping.

This policy relates to the following legislative requirements, standards and internal documents:

Legislation & Standards	• Suspensions and Permanent Exclusions from maintained schools, academies and pupil referral units in England, including pupil movement (Department for Education - DfE, latest version, e.g., September 2024) • Behaviour in Schools: Guidance for Headteachers and School Staff (DfE) • Keeping Children Safe in Education (KCSIE - DfE, updated annually) • Children Act 1989 and Children Act 2004 • Working Together to Safeguard Children (multi-agency statutory guidance) • Equality Act 2010 • Human Rights Act 1998 • SEND Code of Practice: 0-25 years (DfE)
Related Forms & Documents	• Behaviour Policy • Safeguarding Policy

VERSION CONTROL

We will review our documentation regularly and we reserve the right to amend our policies and procedures at any time.

Version	Date	Change Summary	Author/ Reviewer	Approved by:
1	29/09/2025	Initial version	Mark Wrangles	
2				
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