

Catch22 Independent Schools Policy

Suspensions

Catch22 Norfolk School

Contents

Education intent statement	2
1. What is the policy about?	4
2. Who does this policy apply to	4
3. Policy requirements	4
4. Definitions	8
5. Related policies	9
6. Appendices	9
Annex 1 – Equality Impact Assessment	10

This policy will be reviewed annually.

Catch22 reserves the right to amend this policy, following consultation, where appropriate.

Policy Owner:	Jamie Nielsen (Headteacher)
Queries to:	Jamie Nielsen (Headteacher)
Date created:	September 2020
Date of last review:	August 2025
Date of next review:	August 2027
Catch22 group, entity, hub:	Catch22 Education
4Policies level (all staff or managers only)	All Catch22 Education

Catch 22 Independant Schools

Education Intent Statement

Catch22's Vision:

To deliver better social outcomes through transforming public service through the 3Ps:

Place

Supporting people to find, retain, transition safely into homes and communities

Purpose

Working with people to achieve their purpose in education, employment or training

People

Building networks of people around individuals

Our Education Mission:

To enable young people to progress and succeed in sustained education, training or employment.

We do this through engaging young **people** positively with their **purpose** through learning and future life aspirations. All our pupils achieve positive outcomes, thrive and enjoy a quality education that is delivered by skilled, passionate **people** with high expectations in a **place** that is safe, high quality and appropriate.

Our schools cater for young people aged 4-16 who are outside of mainstream education, many of whom have troubled and challenging backgrounds. We embody our vision in all we do to ensure our pupils are supported fully to achieve these goals.

Our Educational Intent:

	Evidenced in this policy?
Brilliant basics, magic moments - Support pupils to gain academic qualifications, experiences and the skills needed to move successfully to the next stage in life. - Provide a values-based curriculum, working with pupils to build their spiritual, moral, social and cultural capital and personal development	ü 3.1.1; 3.1.3 ü 3.1.10
Relationships beat structures Treat pupils as individuals and help them to build bright futures in both their personal and professional lives	ü 3.1.3; 3.1.8

Things about you, built with you, are for you • Understand pupils' unique needs and help them overcome their barriers to learning • Engage pupils with a broad and rich curriculum so they can realise their ambitions • Make our pupils' voices heard and harness participation to benefit pupils and help our schools to improve.	ü3.1.1; 3.1.4; 3.1.8 ü3.1.10
Unleash Greatness • Have high aspirations for our pupils so they leave us prepared for life in modern Britain and the wider world. • Instil belief in pupils so they can progress and succeed in education, training and employment	ü3.1.8; 3.1.12 3.3 ü3.2.3; 3.4.1 ü 3.1.12
Let robots be robots and humans be human • Ensure pupils have a rounded understanding of themselves and the world around them. • Harness curiosity and nurture a love of learning. • Support and protect our pupils to be safe and feel safe online and offline.	ü 3.1.3;3.1.12 X 3.1.12
Incubate, accelerate, amplify Embrace the values of 'Rights Respecting Schools'; helping pupils thrive as individuals both as members of their school and the wider community.	ü3.1.1; 3.1.6; 3.1.8; 3.1.11; 3.2.1; 3.4.1

1. What is the policy about?

The Suspension Policy has been designed in conjunction with the Behaviour, Attendance, Safeguarding and Personal Development policies to ensure that suspensions are used as little as possible and are always used to ensure the safety of all pupils and staff at Catch22. This policy details:

- Catch22 Education's approach to suspensions within the statutory framework as defined in the Suspension *from maintained schools, academies and pupil referral units in England (September 2017)*.
- Catch22 Education's suspension statement and where Catch22 Norfolk School applies its own additional guidance and policies, which complement and reinforce the statutory guidance.

2. Who does this policy apply to?

This policy applies to all staff including the governing body, teachers, support staff, external contractors, visitors, volunteers and other individuals who work for or provide services on behalf of Catch22 Education (collectively referred to as 'staff' in this policy) as well as pupils and parents/carers.

3. Policy requirements

We believe that all members of our learning community have equal value and are entitled to the same opportunities as their peers. Suspensions from Catch22 Norfolk School are damaging to pupils' education, sense of belonging within the community, and self-esteem.

Catch22 Education is an inclusive learning community in both policy and practice. Staff will do everything they can to avoid any suspensions.

Suspensions are used sparingly and only with the consideration of safety, safeguarding and/or as part of an overall behaviour strategy. Behaviour strategies involving suspension must aim to both accommodate a culture of inclusion around the pupil; and to develop ownership and responsibility within the pupil for one's own behaviour.

Catch22 Norfolk School seeks to find productive alternatives to the suspension of pupils as well as seeking to reduce the number of incidents leading to suspension by maintaining a safe learning environment within the school.

3.1 Operational Principles

3.1.1 Only the Headteacher can exclude a pupil and this must be on disciplinary grounds.

3.1.2 A Fixed Term Suspension (FTE) from Catch22 Norfolk School can only be authorised by the Headteacher or in their absence by the Executive Principal or designated deputising teacher.

3.1.3 Disruptive behaviour can be an indication of unmet needs. Where Catch22 Norfolk School has concerns about a pupil's behaviour, it will identify any causal factors and intervene early in order to reduce the use of suspension. In this situation, the school/academy will consider whether a multi-agency assessment that goes beyond the pupil's educational needs is required.

3.1.4 A pupil may be excluded for one or more fixed periods (up to a maximum of 45 school days in a single academic year). High level of fixed term suspensions will elicit a review of the provision offered and the behaviour support plan; for pupils with an EHCP this will include an interim review of their plan.

3.1.5 A fixed-period suspension can also be for parts of the school day. The legal requirements relating to suspension, such as the Headteacher's duty to notify parents, apply in all cases.

3.1.6 " suspension is a sanction used by Catch22 Norfolk School only in cases deemed as serious; a pupil may be at risk of suspension from the Academy for:

- Verbal or physical assault of another pupil or adult;
- Selling/possession with intention to deal/the use of drugs or other controlled substances;
- Behaviour that puts the pupil or others at risk of harm;
- Harmful behaviour which is deemed outside the remit of the normal range of sanctions.

3.1.7 The behaviour of a pupil outside Catch22 Norfolk School can be considered grounds for a suspension.

3.1.8 The decision to exclude a pupil will be rational, reasonable, fair and proportionate.

- It will not discriminate against, harass or victimise pupils because of sex, race, disability, religion or belief, sexual orientation, pregnancy/maternity, or gender reassignment.
- It will adhere to the SEND Code of Practice and consider the balance between Health & Safety needs with the cognitive ability of the pupils. It will endeavour NOT to exclude pupils with limited cognitive abilities, complex communication needs and social interaction difficulties.
- It will include a thorough fact-finding process to obtain views from all involved in any incidents and establish responsibilities to inform a final decision. Catch22 Norfolk School will apply the civil standard of proof rather than the criminal standard of 'beyond reasonable doubt'; i.e. 'on the balance of probabilities' it is more likely than not that a fact is true.

The Catch22 Norfolk School will exhaust all alternatives before issuing a suspension.

3.1.9 The decision to exclude will consider Catch22 Norfolk School's legal duty of care when sending a pupil home following the suspension.

3.1.10 All children have a right to education. Catch22 Norfolk School will set and mark work for pupils during the first five school days of a suspension and alternative provision must be arranged from the sixth day.

3.1.11 Catch22 Norfolk School regularly monitors the number of Fixed Term suspension to ensure that no group of pupils is unfairly disadvantaged through their use and that the underlying needs of individuals are being fully met.

3.1.12 Pupils returning from a Fixed Term Suspension are required to attend an integration or reintegration meeting accompanied by a parent/carer. This meeting will seek to establish practical ways in which relationships and harm may be repaired, further suspension can be avoided, and the pupil can modify their behaviour to acceptable standards in a partnership

agreement between pupil, parent/carers and Catch22 Norfolk School. In cases where this is not possible (e.g. parents' availability) an alternative should be arranged to avoid further absence from education.

3.2 Notification of Suspension

3.2.1 The Catch22 Norfolk School informs parents/carers of the type of suspension and the reason(s) for it without delay. This will be done on the day of the suspension being authorised by either direct telephone contact or a face-to-face meeting.

3.2.2 A written confirmation of the reason(s) for and length of the suspension will be sent to parents/carers the same day.

3.2.3 A pupil who has been excluded will have the reason for their suspension explained to them by a member of staff so that they understand why the sanction has been implemented and, where reasonable, will have the opportunity to express their views on the matter.

3.2.4 The Catch22 Norfolk School will, without delay, notify the governing board and the local authority of:

- Any permanent suspension (including where a fixed-term suspension is followed by a decision to permanently exclude the pupil);
- Any suspension which would result in the pupil being excluded for a total of more than five school days (or more than ten lunchtimes) in a term; and
- Any suspension which would result in the pupil missing a public examination or national curriculum test.

3.2.5 For a permanent change in provision, if the pupil lives outside the local authority area in which Catch22 Norfolk School is located, Catch22 Norfolk School will also notify the pupil's 'home authority' of the suspension and the reason(s) for it without delay.

3.2.6 The Local Governing Body (and the Catch22 Education Trust Board) will be informed of the number of suspension on a half termly basis.

3.3 Appeals

3.3.1 All correspondence regarding a permanent suspension from the Catch22 Norfolk School will inform parents/carers of their right to appeal to the Catch22 Education Trust Board against the decision to exclude. This will also include how they should go about doing this and how the pupil can be involved. The person who should be contacted to initiate an appeal is the Headteacher. Where relevant, alternative provision from the sixth day of a fixed-term suspension will be detailed in addition. This procedure is clearly set out in the statutory guidance.

3.4 Monitoring & Review

3.4.1 The Catch22 Norfolk School will ensure the suspension is recorded on the register, that there is a clear log of the events, and the reasons for decision are logged. This should include the excluded pupil's view of the reasons for suspension and their experience of any incidents related to the decision to exclude. In addition, it should include the experiences and views of any others involved in the decision to exclude or related events.

3.4.2 The impact of the Suspensions Policy will be reviewed by Catch22 education.

3.4.3 The Headteacher will provide Catch22 Education with regular monitoring reports to inform ongoing evaluation of the effectiveness of the Suspensions Policy and the procedures within.

3.4.4 The Suspensions Policy and its procedures will be reviewed and amended beyond statutory expectations and in consultation with representatives of all key stakeholders should evaluation deem it necessary.

4. Definitions

EHCP – Education, health and care plan

SEND – Special educational needs and disability

5. Related policies

The Suspensions Policy should be read in tandem with Catch22 Norfolk School's Behaviour policy as well as other relevant school policies, particularly the Attendance Policy, Special Educational Needs Policy and the Equal Opportunities policy.

6. Appendices

N/A

Annex 1: Equality Impact Assessment

1. Summary

This EIA is for:	Suspensions Policy
EIA completed by:	Head of Personal Development, Behaviour and Attitudes
Date of assessment:	September 2020
Assessment approved by:	Education SLT

Catch22 is committed to always: avoiding the potential for unlawful discrimination, harassment and victimisation; advancing equality of opportunity between people who share a protected characteristic and those who do not; and, foster good relations between people who share a protected characteristic and those who do not.

An Equality Impact Assessment (EIA) is a tool for identifying whether or not strategies, projects, services, guidance, practices or policies have an adverse or positive impact on a particular group of people or equality group. Whilst currently only public bodies are legally required to complete EIA's under the Equality Act 2010, Catch22 has adopted the process in line with its commitment to continually improve our equality performance.

Policy owners are required to complete or review the assessment indicating whether the policy has a positive, neutral or negative impact for people who it applies to and who share one or more of the 9 protected characteristics under the Equality Act 2010.

Definitions are based on the Equality & Human Rights (EHRC) guidance.

Objectives and intended outcomes

This EIA has been completed in order to ensure that the implications and potential impact, positive and negative, of this policy have been fully considered and addressed, whether or not people share a protected characteristic.

2. Potential Impacts, positive and negative

Equality Area	Positive	Neutral	Negative	Please give details including any mitigation for negative impacts
Age Does this policy impact on any particular age groups or people of a certain age?	☐	☒	☐	The policy applies equally to all members of staff and pupils regardless of age. It is not considered that the policy includes any guidance or rules that may impact either positively or negatively on members of staff or pupils because of their age.
Disability Does this policy impact on people who have a physical or mental impairment which has a substantial and long-term adverse effect on that person's ability to carry out normal day to day activities?	☐	☒	☐	The policy applies equally to all members of staff and pupils regardless of any disability. It is not considered that the policy includes any guidance or rules that may impact either positively or negatively on members of staff or pupils because of any disability.
Gender reassignment (transsexual, transgender, trans) Does this policy impact on people who are transitioning from one gender to another (at any stage)	☐	☒	☐	The policy applies equally to all members of staff and pupils regardless of their gender at any given time. It is not considered that the policy includes any guidance or rules that may impact either positively or negatively on members of staff or pupils because of their gender.
Marriage and civil partnership Does this policy impact on people who are legally married or in a civil partnership?	☐	☒	☐	The policy applies equally to all members of staff and pupils regardless of marital status. It is not considered that the policy includes any guidance or rules that may impact either positively or negatively on members of staff or pupils because of their marital status.
Pregnancy and maternity (in work this is linked to maternity leave, non-work this is for 26 weeks after giving birth) Does this policy impact on people who are pregnant or in their maternity period	☐	☒	☐	It is not considered that the policy positive or negatively impacts on pregnant women or on staff on maternity or paternity leave.

following the birth of their child?				
Race Does this policy impact on people as defined by their race, colour and nationality (including citizenship) ethnic or national origins	☐	☒	☐	The policy applies equally to all members of staff and pupils regardless of their race, origin, colour or nationality. It is not considered that the policy includes any guidance or rules that may impact either positively or negatively in these respects.
Religion and belief Does this policy impact on people who practice a particular religion or none, or who hold particular religious or philosophical belief or none?	☐	☒	☐	The policy applies equally to all members of staff and pupils regardless of religion or beliefs. It is not considered that the policy includes any guidance or rules that may impact either positively or negatively in these respects.
Sex Does this policy impact on people because they are male or female?	☐	☒	☐	The policy applies equally to all members of staff and pupils regardless of their sex. It is not considered that the policy includes any guidance or rules that may impact either positively or negatively on members of staff or pupils because of their sex.
Sexual orientation Does this policy impact on people who are sexually attracted towards their own sex, the opposite sex or to both sexes?	☐	☒	☐	The policy applies equally to all staff and pupils regardless of their sexual orientation. It is not considered that the policy includes any guidance or rules that may impact either positively or negatively on members of staff or pupils because of their sexual orientation.

3. More information/notes

N/A