



St. Anselm's College
Edmund Rice Academy Trust

Suspension Policy

Version 1.5

Mission Statement:

Our Catholic Community offers a learning environment for us to develop our God given talents and to recognize Christ amongst us. We respect the dignity of God's creation and, inspired by Gospel values, seek to serve one another.

Document Owner:	Headteacher / Deputy Headteacher Pastoral
Committee:	Student Welfare and Development
Frequency of Review:	Annually
Ratification by Governors:	Spring Term 2026

Definition:

The term suspension here refers to both internal and external suspension. External suspension covers both fixed term suspensions and permanent exclusions.

St Anselm's College has a set of general rules and regulations which are designed in order that the College may be a safe, happy and caring place where members of the community show consideration, concern and respect for each other, mindful of the College's Mission Statement. The expectations regarding behaviour both in and out of the classroom are to be found in the Behaviour Management Policy.

All pupils are expected to comply with these rules. Severe or consistent breaches of regulations may result in the pupil's place at the College being at risk.

The purpose of the suspension policy is to set out a list of the types of behaviours that could merit suspension and to outline the procedure which would precede a suspension.

External Suspension/Permanent Exclusion Offences:

A non-exhaustive list of the types of behaviour that could merit external suspension/permanent exclusion includes the following, regardless of whether they took place within the College or outside the College grounds or school time:

- Behaviour which in the Headteacher's reasonable opinion leads her to believe that removal of the pupil from the school is in the best interest of the College or of the pupil
- Physical assault against pupils or adults
- Verbal abuse/threatening behaviour against pupils or adults
- Bullying
- Racist abuse
- Abuse against sexual orientation or gender reassignment
- Abuse relating to disability
- Damage to property
- Theft
- Bringing offensive weapons into school, e.g. knives, guns (incl. imitations), sharp implements
- Bringing banned substances, such as alcohol, drugs (including 'legal highs') into the College, or substances believed to be banned substances
- Persistent breaches of the College's requirements regarding appearance and uniform
- Contravention of the College's Acceptable ICT Use policy
- Behaviour which brings the College into disrepute
- Persistent vaping
- Persistent disruptive/antisocial behaviour
- Selling
- Truancy
- Persistent failure to comply with College sanctions e.g. detentions, lunch duties etc.

This list is not exhaustive and is intended to offer examples rather than be complete or definitive.

Procedure:

A fair and thorough investigation will be held into the allegations against an individual pupil. The investigation will normally be carried out by a member of the Senior Leadership Team or a Head of Year.

The pupil will be informed of the allegation and the evidence relied on by the member of staff investigating the incident in an interview and will be given a chance to respond to these allegations.

The pupil will be removed from class whilst the investigation is underway. Parents may see a copy of their own child's statement, but not the statements of other boys. Parents will be informed of the incident and of the steps taken. The parents of the victim, if applicable, will also be informed. It is not College policy to outline details of the sanctions imposed. The Headteacher, or one of her deputies, will weigh up the evidence presented to him/her and decide on an appropriate length of suspension. Evidence may be used from cameras where there is dispute over breaches of the College's Behaviour Management Policy. The evidence may be shown to the Police in cases of damage to College property by students of the College or may be used in the College's internal disciplinary system or where there is an appeal as a result of a either a fixed term or permanent exclusion.

Internal Suspension

The sanction is used in response to misdemeanours that are serious but that do not warrant a fixed term suspension.

The parents of a pupil in receipt of an internal suspension will be informed either by letter or phone call in advance of the sanction. The day begins at 8.50am with a meeting with the pupil concerned and a parent/carer. The concerns regarding the pupil's behaviour are outlined to the parent/carer.

The pupil is made aware of where they went wrong and the steps necessary to repair the harm done. A Restorative Justice meeting may be convened at a later date, if it is deemed appropriate. The pupil is then expected to carry out the work set by their teachers for that day, under the direct supervision of a member of staff but in isolation from his peers. Lunch and break times are also supervised at different times to the rest of the College. The pupil is free to go home at 4:30pm. Additional activities, such as collecting litter, emptying recycling bins or admin tasks may be expected from the end of the school day until 4:30pm.

Fixed Term Suspension

The parents will be requested to remove the pupil by a member of the Senior Leadership Team, who will arrange a time for collection, and ensure that appropriate work is taken home. The College appreciates that this is a difficult time for parents/carers and will endeavour to ensure that a member of staff is available to explain the circumstances that have led to the decision being made.

A Restorative Justice meeting may be convened at a later date, if it is deemed appropriate. A letter with details of the suspension will also be sent.

Suspension letters will contain all of the information required regarding length of suspension, start and finish dates, details of the work provided, and date and time of the reintegration meeting. The right of appeal or otherwise will also be outlined. There is no right of appeal for fixed term suspension of up to five days.

The length of suspension will vary according to the circumstances and nature of the offence; but will generally not be longer than a week.

If a suspension exceeds five days, the College is required to provide alternative education arrangements from the sixth day. Parents/Carers will be notified with details of the provision.

Parents/Carers are required to attend a reintegration meeting following a period of fixed term suspension. The date and time of the meeting will be notified in the suspension letter.

Permanent Exclusion

A permanent exclusion is when a pupil is no longer allowed to attend a school (unless the pupil is reinstated). The decision to exclude a pupil permanently should only be taken:

- In response to a serious breach or persistent breaches (See list above) of the school's behaviour policy
- Where allowing the pupil to remain in school would seriously harm the education or welfare of the pupil or others such as staff or pupils in the school

This is always a last resort. Details of procedures surrounding permanent exclusion are contained in the publication 'Suspension and permanent exclusion from maintained schools, academies and pupil referral units in England, including pupil movement' August 2024. The College will follow these guidelines and work closely with the LA on issues surrounding permanent suspension.

Reporting a Permanent Exclusion Informing the Governing Body

Within one school day, the Headteacher, or in her absence one of her deputies, must inform the Chair of the Disciplinary Committee within the Governing Body of:

- The Permanent exclusion
- Suspensions which would result in the pupil being excluded for more than five school days.
- Suspensions which would result in the pupil missing a public examination.

Details of suspensions are presented to the Governing Body at the Student Wellbeing & Development Committee termly meeting.

Confidentiality

Suspension cases should be treated by all parties in the strictest confidence. However, confidentiality cannot and therefore should not be guaranteed to any witness or party whose evidence may be relied upon.

The names of those in receipt of fixed term suspension are removed from the lists supplied to Governors at termly meetings.

The policy should be read in conjunction with publication 'Suspension and permanent exclusion from maintained schools, academies and pupil referral units in England, including pupil movement' August 2024.