



A quick guide to Suspensions and Permanent Exclusions. A guide for Parents and Kinship Carers

When your child is suspended from School it can be a very worrying time for you and your child. We have created this guide so that you can work together with the school to make sure that your child is supported in the future.

This guide has been produced by Virtual School Kent and is designed to help you make sure that your child can overcome any difficulties they may be facing.

What is a suspension?

Suspensions (or fixed term/period exclusions) occur when a Headteacher has made a decision to remove your child from school, on a temporary basis. For a very serious incident or set of incidents the Headteacher may decide to remove your child on a permanent basis instead, known as a permanent exclusion. Every school will have a **Behaviour Policy** (sometimes known as an **Inclusion Policy** and they may also have a separate **Exclusion Policy**). If it is a KCC maintained school you will find this on the school's website. If it is an academy, it may be on their website, or you can ask for a copy to be sent to you. A pupil must only be suspended or permanently excluded on disciplinary grounds and the decision to exclude must be lawful, rational, reasonable, fair and proportionate.

The behaviour of pupils outside of school can also be considered as grounds for suspension or permanent exclusion.



Useful Information

- ◆ If your child is sent home during the school day for a disciplinary reason, it must be recorded formally as a suspension.
- ◆ The school do not need to get your permission to suspend your child but they must inform you without delay of the suspension.
- ◆ The school will phone you and send you a letter (or email you if you have selected this as a preference for communication) to explain what has happened and details of the suspension period.
- ◆ The school cannot extend a suspension even if you are unavailable to attend a reintegration meeting. Your child should still be able to return to school once their suspension is complete.
- ◆ They also have to tell KCC of any external suspension, internal suspension e.g. during lunchtime, or permanent exclusion by the end of Terms 2, 4 or 6 – depending on when it takes place.
- ◆ If your child is suspended for more than 5 days, the school must offer '*6th day provision*' from day 6 to the end of the suspension period. This must be more formalised education than just sending work home.
- ◆ A pupil can be suspended for a maximum of 45 days per academic year. If a pupil is suspended for more than 15 days in an 'old' term (i.e. Autumn, Spring or Summer) or is permanently excluded, a discipline committee made up of representatives from the school's Governing Body must meet to consider reinstatement (i.e. whether to allow your child back into school).
- ◆ If your child is permanently excluded and governors decline to reinstate your child, you have the right to request an independent review, which could result in the governors being directed to reconsider their decision.
- ◆ During the time that your child is suspended from school, your child is not allowed in a public place during school hours without a justified reason e.g. a medical appointment. If your child is seen in a public place, you may receive a penalty notice.

For further information Please refer to www.kent.gov.uk/education-and-children/schools/school-attendance/exclusion-and-suspension

What can you do?



YOU CAN:

- ◆ Help your child to understand why they are not allowed back into school – that it is their behaviour which was not acceptable. It is important to make them aware that it is their behaviour and not them that is the issue.
- ◆ Make sure that the school has provided work for your child to do whilst at home; if they haven't then please contact the school and request it. This may be online learning and / or paper based learning tasks. If your child needs support in completing the work set, then please make the school aware so that they can make arrangements to provide support for your child to catch up on any work missed when they return to school. Everyone should have high expectations for your child and missed learning can have long lasting implications. It is essential that during any period away from school, your child receives any necessary help in order for them to catch up. The school should make sure your child has the opportunity and support to enable them to reach their full learning potential.
- ◆ Attend a reintegration meeting, which is normally arranged for when your child returns to school after a suspension. If you are unable to attend on that day, your child can still return to school, but please still ask for this meeting, so that you can discuss with the school how you will all best support your child in the future.
- ◆ Let the school know if there is anything that may have led to your child being unable to follow the rules. For example, if you had noticed your child was in a 'bad mood' that morning because of something that had happened at home, or if they hadn't slept well that night etc. Communicate with the school, so that they can put support in place on the days when your child is feeling unable to manage their emotions.
- ◆ Find out how your child can access the Pastoral Support team within the school. How does your child access this support when they feel that they need to?

What can you do?







YOU CAN :

- ◆ Make sure that your child's voice is heard. What they would like to see happen or change so that they can remain happy in school? Who are the staff members in school that they trust and feel are the ones that understand them and help them the most?
- ◆ Make sure that your child knows you, school staff and any other adults that involved in their support, are all here to help and support them to try and prevent them finding themselves in a similar situation in the future. Your child needs to understand that the adults around them are there to help.

KCC Exclusion Intervention Advisors provide advice to schools, Governors, parents and support agencies on preventing exclusion and ensuring effective reintegration.

Please request support from them, by referring for a consultation. [Access to the Service \(Digital Front Door\) - KELS!](#)

The 6 principles of Nurture

-  **Whatever changes you face we are here to guide you**
-  **No matter what age, everyone is at a different stage**
-  **VSK can help you find your voice**
-  **How you behave tells us how you feel**
-  **VSK can be your safe space**
-  **Nurture helps you feel happy and healthy**



A high-quality education is the foundation for improving life opportunities and fulfilling career aspirations. The Virtual School Kent Advisory Team act as a local authority strategic leader in championing the educational attendance, attainment, wellbeing, and progress of Previously Looked After Children, Ever6 Children with a Social Worker and Children in Formal Kinship Care Arrangements within Kent education provisions; so that these young people can achieve their full potential.