

Viking Academy Trust



Suspensions and Exclusions Policy

Approved by the Trust: Term 1 2017

Reviewed annually: Term 1

Last review date: Term 1 2026

Signed:

Chair of Trust

Suspensions & Exclusions Policy

Viking Academy Trust

Schools in the Viking Academy Trust (VAT)

These are:

- Chilton Primary School
- Ramsgate Arts Primary School
- Upton Junior School

This policy applies to the aforementioned schools.

INTRODUCTION

It is the policy of the Viking Academy Trust to try to deal with all behavioural issues in an active, positive way, employing a wide range of strategies, including those specifically designed to avoid such issues reaching the point of exclusion. (See Viking school Behaviour Policies).

Purpose of this policy:

- This policy is designed to briefly outline the Trust's approach to suspensions and exclusions within the statutory framework as defined in 'The School Discipline (Pupil Exclusions and Reviews) (England) Regulations 2012'.
- It also uses statutory guidance from [School suspensions and permanent exclusions - GOV.UK](#) 2026 and [Behaviour in Schools 2024](#)

Principles

- 1) Exclusion is a sanction used by the school only in cases deemed as serious breaches of the School Behaviour Policy. The reasons below are examples of the types of circumstances that may warrant a suspension or permanent exclusion (this list is not exhaustive):
 - Physical assault against a pupil
 - Physical assault against an adult
 - Verbal abuse or threatening behaviour against a pupil
 - Verbal abuse or threatening behaviour against an adult
 - Use, or threat of use, of an offensive weapon or prohibited item that has been prohibited by a school's behaviour policy
 - Bullying
 - Racist abuse

- Abuse against sexual orientation or gender reassignment
- Abuse relating to disability

2) A Suspension from the school can only be authorised by the Headteacher or Executive Headteacher. If none are available to authorise the exclusion a decision should be deferred until the opportunity for authorisation is available.

3) In the case of a Permanent Exclusion this can only be authorised by the Executive Headteacher and must only be done after consulting the Chair of LAB (Local Advisory Body) of the intention to impose this sanction, although the final decision rests with the Executive Headteacher.

4) The school seeks to reduce the number of incidents leading to exclusions by promoting a positive atmosphere of mutual respect and discipline within the school.

5) The school regularly monitors the number of Suspensions to ensure that no group of pupil is unfairly disadvantaged through their use and that any underlying needs of individuals are being fully met.

Notification of A Suspension

1) Parents will be notified as soon as possible of the decision to suspend a student and the reason for the suspension. This will be done on the day of the suspension being authorised by either direct phone contact or a face-to-face meeting. A written confirmation of the reason(s) for the exclusion will be sent to parents the same day.

2) In the case of a Permanent Exclusion parents will be notified by the Executive Headteacher in a face-to-face meeting.

3) A pupil who has been suspended will have the reason for their suspension explained to them by a member of staff so that they understand the nature of their misbehaviour.

4) The school will also work to put in place a programme for the pupil on their return. This will include input from staff at the school, parents, if appropriate, and any other appropriate bodies e.g. Attendance Service or the Local Authority.

Should it be decided for whatever reason that the matter needs to be put in the hands of another agency i.e. the incident leads to the discovery that there is a child protection issue, the school will continue to monitor the situation and work closely with that agency.

It is hoped that in most cases following a suspension, the child will be able to return to school and that further input will promote in them a more positive attitude and a subsequent improvement in behaviour.

5) The Chair of LAB, KCC Inclusion Officer and relevant school staff will be notified of all Suspensions the same day of the production of the exclusion letter, which they will receive a copy of; it will clearly outline the reasons for the exclusion.

Pupils Returning from a Suspension

1) Pupils returning from a Suspension may be required to attend a reintegration meeting, accompanied by a parent. This meeting will seek to establish practical ways in which further exclusion can be avoided and behaviour modified to acceptable standards in partnership between pupil, parent and school.

Permanent Exclusions

A school will usually only permanently exclude a child as a last resort, after trying to improve the child's behaviour through other means. However, there are exceptional circumstances in which the Executive Headteacher may decide to permanently exclude a pupil because of ongoing issues or even for a 'one-off' incident.

If your child has been permanently excluded, be aware that:

- the school's governing body (LAB) is required to review the Executive Headteacher's decision and you may meet with them to explain your views on the exclusion
- if the LAB confirms the exclusion, you can appeal to an independent appeal panel organised by the local authority
- the school must explain in a letter how to lodge an appeal
- the local authority must provide full-time education from the sixth day of a permanent exclusion

Appeals

All correspondence regarding an exclusion from the school will inform parents of their right to appeal to the Local Advisory Body (LAB) against the decision to exclude. This procedure is clearly set out in the statutory guidance. The person who should be contacted to initiate an appeal is the Clerk to the Trust, Mrs N Costin. Email: clerk@vikingacademytrust.com

Relationship to other school policies

The Suspension and Exclusion Policy should be read in tandem with the school's Behaviour Policy as well as other relevant school policies, particularly the Inclusion Policy, Special Educational Needs Policy and the Equality & Diversity Policy. It also has a close inter-relationship with the Anti-Bullying Policy and Attendance Policy.

Monitoring and Review

- 1) The impact of this policy will be reviewed by the Viking school's LAB
- 2) The Headteacher will provide the LAB with regular monitoring reports, which will help it to evaluate the effectiveness of the policy and procedures.
- 3) The policy and procedures will be reviewed and amended in the light of such evaluation and in consultation with representatives of all key stakeholders.

[Exclusion and suspension - Kent County Council](#)