



FARNEY CLOSE SCHOOL

Suspension & Exclusion Policy

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Approval Level	☐ Governing Body ☒ Principal to Determine
Signed	
Role	Principal
Date Approved	

Farney Close School acknowledges its duty of care to safeguard, protect and promote the welfare of children and is committed to ensuring safeguarding practice reflects statutory responsibilities, government guidance and complies with best practice. This knowledge has informed the writing of this policy.

The children of Farney Close have been an active part in the creation, review and future updates of this policy.

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Children and young people can be excluded permanently or for one or more periods of suspension to a maximum of 45 days per academic year. Only the Principal, or Vice Principal when the Principal is absent, can authorise exclusions.

Why do children and young people get excluded from Farney Close School (FCS)?

Children and young people will only be excluded when they have breached the school's behaviour policy seriously or persistently and where allowing them to remain in school would seriously harm the education or welfare of the children and young people or others in the school.

The following is a broad, structured outline regarding the type of incidents that may bring about either a suspension or permanent exclusion from the school. Before any sanctions set out in these guidelines are given, there will be a full investigation by the Principal into any alleged incident. Each case will be treated on its individual circumstances. Should the decision be made that Farney Close is no longer able to meet the presenting needs of children and young people, then a managed move to another provision would always be preferred to avoid exclusion. This may mean that we support the young person accessing education at home rather than attending our site; due to safety reasons.

Drugs and Substance Abuse

- Any children and young people found to be using, carrying or selling hard drugs e.g. Cocaine, Heroin, Crack-Cocaine, LSD, Ecstasy, will be immediately permanently excluded and reported to the Police.
- Any children and young people using, carrying, or selling soft drugs, such as Cannabis, will be suspended and reported to the Police on the first occasion. Before consideration is given to the young person returning to school, a meeting will be held to discuss circumstances of the suspension. Any further incident will result in immediate permanent exclusion.

Solvent Abuse. **NO AEROSOLS ARE ALLOWED ON THE SCHOOL SITE.** Any Children and young people found abusing any solvent or toxic substances will be immediately suspended. Any further incidence is likely to result in permanent exclusion, particularly if it is felt that the young person is putting themselves, or others, at risk.

Refusal to take prescribed medication

- Naturally the school makes every attempt to persuade the young person to take their medication. However, if after all attempts have been made and there is still no success, the young person will be suspended until they are either able to comply with the prescription recommendations, or the school has been informed by a Doctor that the young person no longer needs the prescribed medication.
- Persistent refusal may result in permanent exclusion.

Violence and Aggression

Each case will be treated individually. However, it must be noted that any serious assault to either a young person or a member of staff, will result in at least a suspension. A permanent exclusion may also be considered dependent upon the seriousness of the attack or injury. In all cases the school will consider whether or not to inform the Police, though victims have the right to do so without consulting the school. Our ultimate decision will be based on ensuring the safety of each child and adult that attend FCS.

Bullying, Extortion, Intimidation and Discrimination

If a young person fails to respond to adult intervention on these issues over a period of time, an initial suspension will be made. A meeting will be requested by the school with the parents/carers and a representative of the Local Authority, to devise a course of action that will hopefully support and help the young person stop such behaviour. Persistent reoccurrence of such behaviours could lead to permanent exclusion on the grounds of health and safety or the young person's refusal to modify their behaviour.

Criminal Behaviour or Damage to Property or Vehicles.

- Frequent incidents of damage to property by a young person, or any damage exceeding £100 will be likely to be referred to the Police with a view to a charge of Criminal Damage being sought by the school.
- Incidents of persistent or substantial damage to property by a young person who then fails to respond to the above sanctions is likely to result in a suspension or permanent exclusion.

- An incident of substantial damage to property by a young person is likely to result in a suspension or permanent exclusion.
- Actions that are of a criminal nature, for example assault, theft, misuse of social media.

Theft

Any young person involved in the theft of property at the school or another young person's personal property will either be: -

- Seen by Senior Members of Staff and be expected to repay the full replacement cost of the goods stolen if damaged or unable to return them.
- Reported to the Police.
- suspended or permanently excluded, depending on the nature of the offence.

Arson

All incidents of arson will be reported to the police and are extremely likely to result in permanent exclusion.

Children and young people placing themselves and/or others at risk through:

- Sexualised activity.
- Disregard for personal safety.
- Disregard for the safety of others.
- Repeated absconding.
- Inappropriate use of social media to the detriment of themselves or others.

Will be seen by the Principal, the Vice Principal, Head of Care or Head of Education and parents/carers will always be informed and may be asked to attend a meeting to discuss the situation.

Where necessary, the matter will also be reported to the young person's Local Authority, West Sussex Social Care (via the integrated front door) and the Police.

Repeated incidents or incidents of a serious nature, where children and young people place themselves in dangerous and vulnerable situations, are likely to result in a suspension or permanent exclusion.

Children and young people who have a continual detrimental effect on the life of the school

- Children and young people who have been monitored and are seen to be unwilling to cooperate with the basic routines, requests and expectations of the school, and who have failed to respond to support and intervention, are likely to be suspended whilst a meeting is convened with parents and other agencies to discuss the young person's placement.
- Before any decision regarding suspension or exclusion is made, the matter will be fully discussed by the Principal, Vice Principal and Governors' representative on site.

Temporarily keeping pupils off-site for safeguarding purposes

In rare circumstances only, the Principal (DSL) may decide to temporarily forbid a pupil from attending Farney Close on safeguarding grounds. This would not be considered an exclusion on disciplinary grounds. This may occur when:

- Separating pupils is essential, **and**
- There is no practical way to allow one or more pupils involved to remain on the school site

Should this be necessary then:

- Parents/carers and the Governing Board will be notified without delay
- The Local Authority will be notified and be responsible for arranging education for the pupil
- The pupil will be supported to reintegrate into school upon their return

What happens when a young person receives a suspension or permanent exclusion?

In all incidences of a suspension or permanent exclusion, parents will be notified immediately. Parents will also be informed in writing by first class post. The letter will include the reason for exclusion, whether it is a suspension (if so for how many school days) or permanent, the parents' right to make representation about the suspension or exclusion to the Governing Body and how this representation should be made. The parents will also be informed that for the first 5 days of suspension or exclusion (or until any alternative provision begins) parents are required to ensure that their child is not present in a public place without reasonable justification and that they may receive a fixed penalty notice if they fail to do so.

The Principal will inform the Chair of Governors of the exclusion if it is permanent or results in a children and young people being excluded for a total of more than 5 school days in a term, or any exclusion which results in the young person missing a public examination or national curriculum test. The Local Education Authority will also be notified along with the young person's funding authority.

Work will be set and sent home for the first 5 days of any suspension or exclusion.

A reintegration meeting will be held on the young person's first day back in school following a suspension. Parents will be invited to attend this meeting but it will proceed without them if they are unable to attend. This meeting will be a reflection of the incident that led to the suspension but also an opportunity for a line to be drawn on the incident and a positive reset going forward.

What happens if the Principal decides to withdraw a suspension or permanent exclusion?

The Principal may cancel a suspension or exclusion that has not been reviewed by the Governing Board. This practice is sometimes known as withdrawing/rescinding a suspension or permanent exclusion. If this occurs, then all parties will be notified in writing.

What if the parents/carers do not agree with the decision to suspend or exclude?

Parents have the right to make representations to the Chair of Governors regarding any suspension or permanent exclusion. In the case of a suspension which results in a total of less than 5 days in one term, the Governing Body is not required to arrange a meeting with parents and does not have the capacity to direct reinstatement.

In the case of a suspension which results in a total of 5 days or more in one term, parents/carers must make their appeal in writing within 5 days of receipt of the suspension notification.

In the case of a permanent exclusion, parents/carers must make their appeal in writing to the Governing Body within 15 days of receipt of the exclusion letter.

Please see refer to diagram at the end of this policy.

Termination of Placement/Managed Move

Children and young people are offered a place at Farney Close on condition of successfully completing a trial placement of at least half a term. At the end of this trial period, they will be told in writing if the placement has been successful and will continue.

The Principal can decide to end a young person's placement with immediate effect, without the need for a suspension or exclusion, providing it is within the half a term's trial period. This would be in writing to the parents and referring agencies.

When a young person cannot stay at Farney Close the school will always try to work with parents and that young person's Local Authority to arrange a managed move rather than permanently exclude them. The exception to this will come when the young person places themselves or others at significant risk. A managed move is used to initiate a process which leads to the transfer of a young person to another school permanently. This would be with the agreement of all parties.

Reference Documents

- **Department for Education Suspensions and Permanent Exclusions Guidance – July 2026**

FARNEY CLOSE SCHOOL –OVERVIEW OF SUSPENSION AND PERMANENT EXCLUSION

Principal's decision to suspend or exclude a young person

Parents/Carers notified as soon as possible by telephone followed by written confirmation detailing the reason and duration

Governing Body, Local Authority, School Social Worker, VSH to be notified as appropriate

Any permanent exclusion

Governing Body consulted and notified of decision to permanently exclude

The Governing body must meet to consider any permanent exclusion **within 15 school days** of receiving notice from the Principal

Parents may make representations in writing or in person to the Governing Body at the meeting

The Governing Body have the power to reinstate or uphold the Principal's decision

The Governing Body notify parents/carers of outcome of the Governing Body Decision meeting

Parents can appeal the decision of the Governing Body, **within 15 days** of receipt of the decision. This should be in writing outlining clear reasons for appeal. The matter will then be referred to the Board of Trustees.

When a suspension would bring a pupil's number of days out of school to more than 15 days in a term

Parents can appeal this decision **within 5 days** of receipt of notification in writing

The Governing Body must consider and decide **within 15 school days** of receiving notice from the Principal

If Parents do not make representations, the Governing Body must still consider the exclusion

When a suspension would bring a pupil's number of days out of school to between 5 and 15 days in a term

Parents can appeal this decision **within 5 days** of receipt of notification in writing

If parents make representations, the Governing Body **must** consider and decide whether to reinstate a pupil **within 50 school days** of receiving notice from the Principal

If parents don't make representations, the Governing Body is not required to meet, and cannot direct reinstatement

When a suspension brings the pupil's total of days out of school in a term to 5 or fewer

If parents make representations, the Governing body **must** consider any representations made, but it cannot direct reinstatement and is not required to arrange a meeting with parents

If parents don't make representations, the Governing Body is not required to meet, and cannot direct reinstatement

Any suspension which will result in the pupil missing a public exam or National Curriculum Test

The Governing Body **must** consider and decide **before the exam or test date** when this is 'reasonably practical' and always **within 15 school days** of receiving notice from the Principal