Suspension & Exclusion Policy

Overley Hall School

Approved by:	Support & Scrutiny Board	Date: 1st September 2026
Next review due by:	1st September 2027	

Introduction 3
Aims 3
Legislation 4
Definitions. 5
Process 5
Monitoring 9
Links with other policies. 10

Introduction

Due to the nature of our children/young people's (learners) difficulties and the associated challenging behaviours that they can exhibit, we understand that the behaviour of our learners may at times be challenging and disruptive or potentially dangerous to learners or staff.

Overley Hall School have a no exclusion policy and work tirelessly to ensure that all our learners remain happy and safe. We have risk assessments, impact risk assessments and Positive Support Plans (PSP's) to support each learner's behaviour more effectively.

At times when the learner is demonstrating through their behaviour that they are not happy at Overley Hall School or that Overley Hall School is not meeting their escalating needs the senior management will work alongside parents and Local Authorities to ensure a suitable next placement is found.

Aims

Overley Hall School aims to ensure that:

- Learners in school are safe and happy
- No learner becomes NEET (not in education, employment or training)

A note on off-rolling

Our school is aware that off-rolling is unlawful. Ofsted defines off-rolling as:

> "The practice of removing a pupil from the school roll without a formal, permanent exclusion or by encouraging a parent to remove their child from the school roll, when the removal is primarily in the interests of the school rather than in the best interests of the pupil."

We will not suspend or exclude learners unlawfully by directing them off site, or not allowing pupils to attend school:

- Without following the statutory procedure or formally recording the event
- Due to poor academic performance
- Because they haven't met a specific condition, such as attending a reintegration meeting
- By exerting undue influence on a parent to encourage them to remove their child from the school

Legislation

This policy is based on statutory guidance from the Department for Education (DfE): Suspension and permanent exclusion from maintained schools, academies and pupil referral units in England, including pupil movement

It is based on the following legislation, which outlines schools' powers to exclude pupils

- The Independent School Standards: Part 6, 32 (3)a.
- Section 51a of the Education Act 2002, as amended by the Education Act 2011
- The School Discipline (Pupil Exclusions and Reviews) (England) Regulations 2012

In addition, the policy is based on:

- Part 7, chapter 2 of the Education and Inspections Act 2006, which sets out parental responsibility for excluded learners
- Section 579 of the Education Act 1996, which defines 'school day'
- The Education (Provision of Full-Time Education for Excluded Pupils) (England) Regulations 2007, as amended by The Education (Provision of Full-Time Education for Excluded Pupils) (England) (Amendment) Regulations 2014
- The Equality Act 2010
- Children and Families Act 2014
- The School Inspection Handbook, which defines 'off-rolling'

This policy complies with our funding agreement and articles of association.

Definitions.

Suspension – when a learner is removed from the school for a fixed period. This was previously referred to as a 'fixed-term exclusion'.

Permanent Exclusion: Exclusion is the formal sending home of a learner from school for disciplinary reasons permanently. Overley Hall will not exclude a learner on a temporary basis.

Parent/carer – any person who has parental responsibility and any person who has care of the child.

Managed move – when a learner is transferred to another school permanently. All parties, including parents/carers and the admission authority for the new school, should consent before a managed move occurs.

Process

'Time out'

In exceptional circumstances where the safety of learners is deemed at risk either physically, sexually or emotionally by a learner, the Head Teacher, after consultation with senior management may provide education for the young person away from those at risk. This may help to prevent further harm or injury and give all concerned time for their anxieties to reduce.

'Reintroduction"

If the behaviours continue upon planned reintegration over a period of time, then Overley Hall will seek to call a meeting of concern. with the placing authority(s) and parents, where appropriate.

'Meeting of Concern'

A meeting of concern will include the placing authority(s) and parents, where appropriate. During this meeting a multiagency approach will explore all avenues that may include seeking assessment, advice and support from the local authority 'Challenging Behaviour Team', Psychological services, CAHMS or others. The multidisciplinary team will also explore an array of strategies, including the possibility

of providing additional staffing (See Behaviour Support Policy). School will seek advice from its Speech and Language Therapist, Occupational Therapist and Clinical Psychologist to ensure the needs of the learner are met as well as is possible in such difficult circumstances.

‘Monitoring’

We will endeavour to keep the learners’ parents, social worker and placing authority informed of the situation. Behaviours will be closely monitored to try to identify whether there are any causal factors that may have been missed so that further support and intervention can be given to reduce the need for further action.

‘Notice to quit’

Overley Hall prides itself on having an ethos of ‘non-exclusion’, however if a learners’ behaviour is felt to be putting others persistently at serious risk, a decision may be taken after serious consideration by the Proprietor, Head Teacher and Head of Care to serve notice to quit (9 weeks). This notice will only be given as these behaviours may be indicative that Overley Hall is not able to fully meet the young person’s needs. The school will assist wherever possible to ensure a suitable and appropriate placement is sought and that the transition to the new placement is smooth and as seamless as possible.

Overley Hall School will work hard to ensure the learner is educated during this notice period as efficiently as is possible and will continue to offer education which is appropriate, accessible and will meet the individual special educational needs of the young person during this difficult period.

Overley Hall will place emphasis on keeping its learners safe from harm and expects local authorities to act promptly when such a decision has been made. Overley Hall has an open-door policy and would welcome Education, Social Care and Health professionals to monitor/support such difficult circumstances. It is the responsibility of the placing authority to find a suitable placement that is better equipped to meet the needs of the learner within the 9-week notice period.

Overley Hall will do everything within its power not to exclude following the 9-week notice period if a suitable placement has not been identified. The placing authority will however have been fully informed that Overley Hall has stated that it feels it cannot meet the needs of the young person.

During this time Overley Hall will try to reduce any anxiety the learner may have due to autism by paying particular attention to the:

- Environment – people, volume, lighting, familiarity, safety, access, stimulation, activity, seating, resource availability, predictability of those within the room,
- Social demand – brought about by language, communication, expectation
- Changes
- Transitions
- Sensory needs and intolerances
- Supporting the learner by staff who have very positive, trusting relationships with them

In exceptional circumstances, Overley Hall School may reduce the period of Notice to Quit. This could happen in the event of:

- Sustained serious injury to learners and/or staff
- Where the learner is at serious risk from self-harm

In all cases, transitions to the learners' new placement will be carried out with sensitivity and the needs of the learner seen as paramount.

Roles and responsibilities

Headteacher

Only the headteacher, or acting headteacher, can issue a Notice to Quit. The headteacher will only issue this notice as a last resort.

A decision to quit will be taken only:

- If allowing the learner to remain at the school would seriously harm the education or welfare of themselves or others.

Before deciding whether to issue a Notice to Quit the headteacher will:

- Consider whether all alternative solutions have been explored.

Informing parents

If a learner is at risk of being served 'A Notice to Quit' the headteacher will inform the parents/ Local Authority/ Social Worker as early as possible. This will enable the team to work together to consider what factors may be affecting the learner's behaviour, and what further support can be put in place.

Informing the Support & Scrutiny board

The headteacher via the Head Teachers Report will notify the board once per term of any Notices to Quit that have been issued including the circumstances and reasons.

Informing the local authority (LA)

The headteacher will work alongside the LA to support the learner whilst a new placement is found.

Informing the learner's social worker and/or virtual school head (VSH)

The headteacher will contact the learner's social worker and/or virtual school head as soon as possible and work alongside them to support the learner until a new placement is found.

The local authority (LA)

The LA will arrange suitable full-time education following the 'Notice to quit' period.

Monitoring and analysing Notices to Quit

The Support & Scrutiny (SAS) board will challenge and evaluate the data on the school's use Notice to Quit.

The SAS board will consider:

- How effectively and consistently the school's Behaviour policy is being implemented
- The school register and absence codes
- Interventions in place to support learners at risk of notice being given
- Any variations in the rolling average of Notices to Quit, to understand why this is happening, and to make sure they are only used when necessary
- Timing of Notices to Quit, and whether there are any patterns, including any indications which may highlight where policies or support are not working
- The characteristics of Notices to Quit, and why this is taking place

School registers

A learner's name will be removed from the school admission register when the learner leaves Overley Hall School to another provision/setting. A note will be made of where the learner has moved to.

Monitoring

If any Notices to Quit have been given within a term the Headteacher will report to Support and Scrutiny Board Members through the Headteacher's Report.

The school will collect data on the following:

- Attendance and permanent Notice to Quit
- Managed moves, transfers to other rooms on site
- Anonymous surveys of staff, learners, Support & Scrutiny Board members and other stakeholders on their perceptions and experiences

The data will be analysed every term by Dee Marshall (Assistant Head) and will report back to the Headteacher who will report in her Headteachers report.

The data will be analysed from a variety of perspectives including:

- By class
- By age group
- By time of day/week/term
- By protected characteristic

The school will use the results of this analysis to make sure it is meeting its duties under the Equality Act 2010. If any patterns or disparities between groups of learners are identified by this analysis, the school will review its policies in order to tackle it.

This policy will be reviewed by Bev Doran/ Liz Hyner every one year. At every review, the policy will be approved by the Support & Scrutiny board.

Links with other policies.

Child Protection and Safeguarding Policy
Behaviour Policy
SEN policy and information report