



Trinity Academy Suspension & Exclusion Policy

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1. Introduction

Trinity Academy recognizes the importance of maintaining a safe and conducive learning environment for all students. This comprehensive Suspension and Exclusion Policy serves as a guide for ensuring that disciplinary measures are administered with fairness, transparency, and adherence to legal requirements. By establishing clear procedures and protocols, the school aims to uphold its commitment to promoting positive behavior and fostering a culture of respect and accountability among students.

2. Purpose

The primary purpose of this policy is to provide a framework for managing student behavior that may necessitate suspension or exclusion from school premises. Through this policy, Trinity Academy seeks to uphold the principles of fairness, proportionality, and the protection of the rights and welfare of all individuals involved in disciplinary proceedings. By outlining clear guidelines and procedures, the policy aims to ensure consistency and equity in the application of disciplinary actions.

3. Statutory Requirements

Trinity Academy operates within the legal framework established by relevant legislation, including but not limited to the Education Act and the Equality Act. All disciplinary actions are carried out in strict compliance with statutory obligations, ensuring that the rights of students and staff are upheld and protected. By adhering to statutory requirements, the school demonstrates its commitment to promoting a safe, inclusive, and equitable learning environment for all.

4. Policy Development

The development of this policy involved extensive consultation with key stakeholders, including school staff, students, parents, and external partners. Feedback and input from stakeholders were carefully considered to ensure that the policy reflects the values, ethos, and priorities of Trinity Academy. By engaging in a collaborative and

consultative process, the school ensures that the policy is informed by diverse perspectives and meets the needs of the entire school community.

5. Definitions

In order to provide clarity and consistency in the application of disciplinary measures, key terms and concepts are defined within this policy. By establishing clear definitions, the policy aims to facilitate a common understanding among all stakeholders regarding the processes and procedures related to suspension and exclusion. Definitions include:

- **Board Of Directors':** These include the executive director, members of the board of directors, major shareholders (with at least 5% of shares owned) and Founders.
- **Principal:** The head of Trinity Academy, responsible for authorizing suspensions and exclusions.
- **Disciplinary Tribunal:** The body responsible for reviewing suspension and exclusion cases, composed of appointed members from the school community. Including but not limited to: Board of Directors, administrative staff, teaching staff, residential staff and students
- **Suspension:** Temporary removal of a student from school for a specified period.
- **Exclusion:** Permanent removal of a student from school.

6. Authority to Suspend or Exclude

The authority to suspend or exclude students rests solely with the Principal or a member of the Board of Directors'. Such decisions are made in accordance with established procedures and legal requirements. The Directors, Principal or designated senior staff administrative member acting on the Directors' or principal's behalf exercises this authority judiciously, considering the circumstances of each case and the best interests of the student and the school community as a whole. All suspension or exclusion letters (printed or electronic) must bear the signature of a Director or the Principal and the seal of the school on it.

7. Decision to Suspend or Exclude

The decision to suspend or exclude a student is reached following a comprehensive assessment of the situation. This assessment includes gathering evidence, evaluating mitigating factors, and considering the severity of the infraction. The Principal or designated senior staff member carefully weighs all relevant factors before making a decision, ensuring that the disciplinary action is proportionate, fair, and in accordance with school policies and legal requirements.

- A student may be suspended for one or more fixed periods, up to a maximum of 45 school days in a single academic year or excluded permanently. Suspensions may also be 'indefinite', depending on factors, such as- severity of offence, presentation of new evidence, decision to consult relevant authorities etc.
- Permanent exclusion is a serious decision and typically follows a series of interventions and strategies that have been attempted without success. However, there may be exceptional circumstances where permanent exclusion is warranted for a 'first' or 'one-off' offense, such as instances of violence, sexual misconduct, or possession, use, or distribution of prohibited items endangering the health and safety of others.
- Thorough investigations are conducted, evidence is reviewed, and students are given an opportunity to provide their version of events.
- Written records are kept, and guidance may be sought from external agencies or authorities where appropriate, including involvement of social workers.

8. Alternatives to Suspension or Exclusion

Trinity Academy is committed to exploring alternative disciplinary measures aimed at addressing behavioral issues while minimizing the need for suspensions or exclusions. These alternative measures may include counselling, restorative justice practices, or individualized support plans. By offering alternatives to suspension or exclusion, the school seeks to promote positive behavior and provide students with opportunities for growth and development. Physical & Corporal punishments such as- spankings, beatings, floggings, physical torture; are to not be utilized by any member of staff to any child. Any staff who engages students in Corporal punishments would immediately be in breach of their contracts and permanently excluded from the school.

9. Behaviour Related to a Protected Characteristic

In accordance with the principles of equality and non-discrimination, all disciplinary actions are conducted without bias or prejudice based on protected characteristics. Trinity Academy ensures that students with disabilities receive reasonable accommodations and that interventions are tailored to address underlying needs. By addressing behavior related to protected characteristics in a fair and equitable manner, the school upholds its commitment to diversity, inclusion, and social justice.

10. Action Following Suspension or Exclusion

Upon suspending or excluding a student, the principal ensures that parents or carers are promptly notified of the decision. This notification includes providing details of the reasons for the suspension or exclusion, the length of the disciplinary action, and information about parents' rights to appeal. By keeping parents informed and involved in the process, the school promotes transparency, accountability, and parental engagement.

11. Informing Parents and Carers

Parents and carers receive comprehensive information regarding any suspension or exclusion involving their child. This information includes written notification of the decision, details of their rights to appeal, and avenues for seeking support or clarification. By providing clear and timely communication to parents and carers, the school ensures that they are fully informed and empowered to participate in the disciplinary process.

12. Cancelling Suspensions and Permanent Exclusions

Only the Principal and Board of Directors' reserve the authority to review and potentially cancel a suspension or permanent exclusion that has already been initiated. This decision may be made following a thorough reassessment of the circumstances surrounding the disciplinary action. Factors such as new evidence, mitigating circumstances, or changes in the student's behavior may influence the decision to cancel the suspension or exclusion. By maintaining the flexibility to reconsider disciplinary decisions, Trinity Academy demonstrates its commitment to fairness, accountability, and continuous improvement in disciplinary practices.

13. Reintegration Meeting

Following the end of a suspension, all students are required to attend a reintegration meeting, accompanied by a parent or guardian. This meeting serves as an opportunity to discuss the circumstances leading to the suspension, identify strategies for preventing future incidents, and reintegrate the student back into the school community. The meeting may also involve other relevant stakeholders, such as external agencies or support services, to ensure a holistic approach to the student's well-being and behavioral development. By facilitating reintegration meetings, Trinity Academy supports students in making positive choices and rebuilding relationships within the school environment.

14. Conclusion

Trinity Academy is committed to maintaining a safe, inclusive, and supportive learning environment for all students. Through the implementation of this Suspension and Exclusion Policy, the school upholds its responsibility to address instances of misconduct while promoting fairness, transparency, and accountability in disciplinary processes. By working collaboratively with students, parents, staff, and external partners, Trinity Academy seeks to foster a culture of respect, responsibility, and mutual support, ensuring that every student has the opportunity to thrive academically, socially, and emotionally.

This suspension and expulsion policy will be periodically reviewed and revised as necessary to ensure its effectiveness and compliance with legal requirements.
