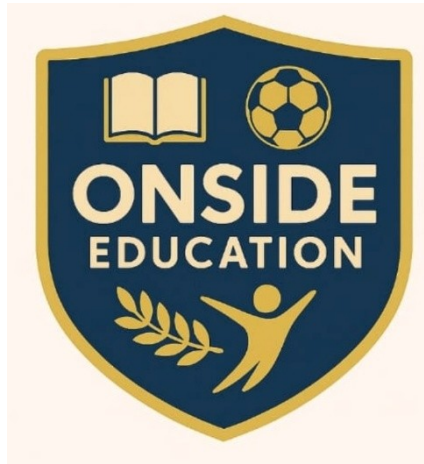




Onside Education

Suspension and Exclusion Policy

Issue Date: Sept 2025

Review Date: Sept 2026

1. Policy Statement

Onside Education is committed to maintaining a safe, respectful and inclusive learning environment where all pupils can learn, achieve and thrive.

Suspension, placement suspension and permanent exclusion are serious measures and will only be used as a last resort where:

- There has been a serious breach of the Behaviour Policy.
- The safety, welfare or education of pupils or staff is at risk.
- Reasonable interventions and support strategies have been unsuccessful.
- The continued placement of a pupil would be incompatible with the efficient education of others or the safe operation of the provision.

All decisions will be:

- Lawful
- Reasonable
- Fair
- Proportionate
- Evidence-based
- Consistent with safeguarding duties

Onside Education recognises that it operates both as:

- An independent school for pupils registered on roll with Onside Education; and
- An Alternative Provision and reintegration provider delivering commissioned placements on behalf of schools and local authorities.

This policy therefore applies differently depending upon the pupil's registration status.

2. Legal and Regulatory Framework

This policy is informed by:

- DfE Suspension and Permanent Exclusion Guidance

- Keeping Children Safe in Education (KCSIE) 2025
- Independent School Standards Regulations
- Equality Act 2010
- Children and Families Act 2014
- SEND Code of Practice

3. Registration Status and Responsibility

3.1 Pupils Registered at Onside Education

For pupils on roll at Onside Education as a registered independent school:

- Onside Education may issue suspensions.
- Onside Education may permanently exclude a pupil where lawful and appropriate.
- The Proprietor will oversee exclusion decisions.

3.2 Commissioned Alternative Provision Placements

Many pupils attend Onside Education through short-term intervention, respite or reintegration programmes whilst remaining on roll at their commissioning school.

For these pupils:

- Onside Education cannot permanently exclude a pupil from education.
- Decisions regarding formal suspension, permanent exclusion and removal from roll remain the responsibility of the commissioning school.
- Onside Education may temporarily suspend attendance at the provision.
- Onside Education may terminate a placement where it can no longer safely or appropriately meet need.

4. Principles

Before any suspension, exclusion or placement termination, consideration will be given to:

- SEND needs

- SEMH needs
- EHCP requirements
- Safeguarding concerns
- Child Protection status
- Vulnerability factors
- Equality Act duties
- Reasonable adjustments
- Previous interventions

Alternative strategies will normally be considered first, including:

- Behaviour Support Plans
- Risk Assessment reviews
- Additional staffing
- Therapeutic support
- Reintegration planning
- Curriculum adaptations
- Timetable adjustments
- Multi-agency involvement

5. Temporary Suspension

A suspension may be used where:

- Serious behavioural incidents occur.
- There is a significant risk to safety.
- A safeguarding investigation is required.
- A cooling-off period is necessary to allow planning and support.

Parents/carers will be informed immediately.

Written confirmation will include:

- Reasons for the suspension.

- Duration.
- Support arrangements.
- Return arrangements.
- Review process.

6. Placement Suspension (Commissioned Placements)

For pupils remaining on the roll of another school:

A Placement Suspension may be issued where:

- The pupil presents an immediate risk to safety.
- Behaviour significantly disrupts the provision.
- Safeguarding concerns require review.
- Placement suitability requires urgent assessment.

The commissioning school will be informed immediately and no later than the end of the same working day.

Placement suspension is a temporary measure and does not alter the pupil's registration status.

7. Permanent Exclusion (Registered Pupils Only)

Permanent exclusion will only be considered where:

- There has been a serious breach of the Behaviour Policy; and
- Allowing the pupil to remain would seriously harm the education, welfare or safety of others.

The Proprietor will review all permanent exclusion decisions.

Parents will be informed of:

- The reasons for exclusion.
- Their rights to make representations.
- Available support arrangements.

8. Placement Termination (Commissioned Placements)

Where a pupil remains on roll elsewhere, Onside Education may determine that it can no longer safely or appropriately deliver the placement.

All placement terminations will be reviewed and approved by the Proprietor prior to implementation unless immediate safeguarding concerns require urgent action.

Placement termination will only occur following:

- Consultation with the commissioning school.
- Consultation with parents/carers.
- Review of safeguarding concerns.
- Review of risk assessments.
- Consideration of reasonable adjustments.
- Consideration of alternative support arrangements.

No placement will be terminated without a clear plan identifying how the pupil will continue to access suitable education.

9. Safeguarding Considerations

The Designated Safeguarding Lead (DSL) will be involved in decisions where:

- Safeguarding concerns are present.
- Child-on-child abuse is alleged.
- Sexual harassment or harmful sexual behaviour is involved.
- Exploitation risks are identified.
- Mental health concerns contribute to behaviour.

Safeguarding concerns will never be treated solely as behavioural issues.

10. Reintegration Following Suspension

Following any suspension or placement suspension, a reintegration meeting will normally be held involving:

- The pupil
- Parent/carer

- Relevant staff
- Commissioning school (where applicable)

The meeting will:

- Review the incident.
- Identify unmet needs.
- Agree support arrangements.
- Update behaviour and risk management plans.
- Establish clear expectations moving forward.

11. Recording and Monitoring

All suspensions, placement suspensions, exclusions and placement terminations will be recorded.

Records will include:

- Incident details
- Evidence considered
- Safeguarding considerations
- Communications
- Outcomes
- Support arrangements
- Reintegration plans

The Proprietor will monitor patterns and trends to ensure decisions remain fair, proportionate and non-discriminatory.

12. Complaints and Representations

Parents/carers may raise concerns through the Complaints Policy.

All representations will be considered fairly, promptly and in accordance with natural justice principles.

13. Review

This policy will be reviewed annually or sooner where:

- Legislation changes.
- Statutory guidance changes.
- Serious incidents occur.
- Inspection findings require amendment.

Appendix 1. 1. Suspension / Exclusion Letter Template

Onside Education – Suspension Notification Letter

Date:

Parent/Carer Name:

Address:

Dear [Parent/Carer Name],

Re: Suspension of [Student Name]

I am writing to inform you that [Student Name] has been issued with a **fixed-term suspension** from Onside Education.

Reason for Suspension

The decision has been made following the following incident(s):

[Insert clear, factual description of behaviour]

This behaviour is considered a serious breach of the Behaviour Policy.

Duration of Suspension

- Start Date:
- End Date:
- Total Days:

[Student Name] is expected to return to provision on: **[Return Date]**

During the Suspension

For the first 5 days:

- You are responsible for ensuring your child is not in a public place during school hours without a valid reason
- Work will be provided to support continued learning

Reintegration Meeting

A reintegration meeting will take place:

- Date:
- Time:
- Location:

This meeting is essential to support a successful return.

Next Steps

Following this incident:

- Behaviour support strategies will be reviewed
- ILP targets may be updated
- Additional SEMH support may be implemented

Right to Respond

You have the right to discuss this decision. If you wish to do so, please contact:

[Contact Name / Email]

We remain committed to supporting [Student Name] to re-engage positively with their learning.

Yours sincerely,

[Name]

Programme Director

Onside Education

Appendix 1A

Suspension Notification Letter (Registered Pupils Only)

Onside Education

Date: _____

Parent/Carer Name: _____

Address: _____

Dear [Parent/Carer Name],

Re: Suspension of [Pupil Name]

I am writing to inform you that a decision has been made to suspend **[Pupil Name]** from Onside Education.

Reason for Suspension

The decision follows the following incident(s):

[Insert clear factual summary]

The behaviour is considered a serious breach of the Behaviour Policy and has resulted in a suspension being issued in accordance with the Suspension, Placement Suspension and Exclusion Policy.

Duration of Suspension

Start Date: _____

End Date: _____

Number of School Days: _____

Expected Return Date: _____

During the Suspension

Work will be provided to support continued learning.

Parents/carers are responsible for ensuring that their child is appropriately supervised during the suspension period.

Reintegration Meeting

Date: _____

Time: _____

Location: _____

The purpose of this meeting is to:

- Review the incident.
- Identify support needs.
- Agree expectations.
- Plan for a successful return.

Right to Make Representations

You have the right to discuss this decision and provide any information you believe should be considered.

Please contact:

Name: _____

Position: _____

Telephone: _____

Email: _____

Yours sincerely,

Head of Provision

Onside Education

Appendix 1B

Placement Suspension Notification Letter (Commissioned Placements)

Onside Education

Date: _____

Parent/Carer Name: _____

Commissioning School: _____

Dear [Parent/Carer Name],

Re: Temporary Suspension of Placement for [Pupil Name]

I am writing to inform you that **[Pupil Name]'s placement at Onside Education has been temporarily suspended** pending review.

This is a temporary suspension from attendance at Onside Education and **is not a formal school suspension or exclusion**. The pupil remains on roll at their commissioning school.

Reason for Placement Suspension

[Insert factual summary]

The decision has been taken due to concerns relating to:

- ☐ Safety
- ☐ Behaviour
- ☐ Safeguarding
- ☐ Placement suitability
- ☐ Other: _____

Immediate Actions Taken

- The commissioning school has been informed.
- Relevant safeguarding considerations have been reviewed.
- Risk assessments are being reviewed where appropriate.
- Support arrangements are being considered.

Review Meeting

A placement review meeting will take place:

Date: _____

Time: _____

Location: _____

Attendees may include:

- Parent/Carer
- Pupil
- Onside Education
- Commissioning School
- Relevant Professionals

Purpose of the Review

To determine:

- Whether the placement can safely continue.
- Whether additional support is required.
- Whether changes to the placement are necessary.
- Appropriate next steps.

Further Information

For enquiries regarding this decision please contact:

Name: _____

Position: _____

Telephone: _____

Email: _____

Yours sincerely,

Head of Provision

Onside Education

Appendix 1C

Placement Termination Notification Letter (Commissioned Placements)

Onside Education

Date: _____

Parent/Carer Name: _____

Commissioning School: _____

Dear [Parent/Carer Name],

Re: Placement Termination for [Pupil Name]

Following consultation with the commissioning school and consideration of all available information, a decision has been made to end **[Pupil Name]'s placement at Onside Education.**

This decision relates solely to the placement provided by Onside Education and **does not constitute a permanent exclusion from education.**

The pupil remains on roll at:

[Commissioning School]

Reasons for Placement Termination

[Insert factual summary]

The following factors have been considered:

- ☐ Safeguarding concerns
- ☐ Health and safety risks
- ☐ Behaviour concerns
- ☐ Placement suitability
- ☐ Reasonable adjustments considered
- ☐ Alternative support arrangements explored
- ☐ Risk assessment reviewed

Consultation Undertaken

Prior to this decision, consultation has taken place with:

- ☐ Parent/Carer
- ☐ Commissioning School
- ☐ DSL
- ☐ Local Authority
- ☐ Other Professionals

Transition Arrangements

A transition plan has been agreed to ensure continuity of education.

This includes:

- Ongoing educational provision.
- Safeguarding arrangements.
- Key contacts.
- Attendance arrangements.
- Support and review arrangements.

Further Information

If you wish to discuss this decision, please contact:

Name: _____

Position: _____

Telephone: _____

Email: _____

Yours sincerely,

Head of Provision

Approved by Proprietor:

Date: _____

Appendix 2: Reintegration Meeting Template

Onside Education – Reintegration Meeting Record

Student Name:

Date of Meeting:

Staff Present:

Parent/Carer Present:

1. Summary of Incident

Brief overview of the incident leading to suspension:

2. Student Reflection

(Student voice)

- What happened?
- What were you thinking/feeling?
- What would you do differently?

3. Staff Reflection

- Impact of behaviour
- Concerns identified
- Patterns (if any)

4. Identified Needs

Tick / describe:

- ☐ SEMH support
- ☐ Behaviour regulation
- ☐ Communication/social skills

- ☐ Curriculum disengagement
- ☐ Other:

5. Agreed Actions

Area	Action	Responsible	Review Date
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Behaviour

SEMH

Academic

Attendance

6. Behaviour Expectations Moving Forward

- Clear expectations agreed with pupil
- Consequences explained
- Support strategies in place

7. ILP Link

- ✓ ILP updated: YES / NO
- ✓ Behaviour targets added: YES / NO

Details:

8. Safeguarding Considerations

- ☐ No concerns
- ☐ DSL informed
- ☐ Further action required

Details:

9. Signatures

Student: _____

Parent/Carer: _____

Staff: _____

Appendix 3: Behaviour Support Plan Template (Linked to ILP)

Onside Education – Behaviour Support Plan

Student Name:

Date Created:

Review Date:

Key Staff:

1. Background Summary

- Key needs (SEMH / SEND)
- Known triggers
- Previous behaviour patterns

2. Identified Triggers

Trigger Description

3. Early Warning Signs

Indicator	Example
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Withdrawal

Agitation

Verbal
escalation

4. Preventative Strategies

Strategy	Implementation
----------	----------------

Predictable routine	
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Check-ins	
-----------	--

Differentiated work	
---------------------	--

Regulation breaks	
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5. De-escalation Strategies

Strategy	Description
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Calm approach	
---------------	--

Time out	
----------	--

Change of activity	
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6. Response to Behaviour

Behaviour	Response
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Low-level	Reminder / redirection
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Escalation	SLT support
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Serious	Removal / safeguarding review
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7. Rewards and Positive Reinforcement

- Daily praise
- Positive calls home
- Weekly rewards (e.g. Student of the Week)

8. Targets (Linked to ILP)

Target	Success Criteria	Review
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9. Monitoring

- Recorded on Et-Aims
- Reviewed weekly
- Linked to ILP reviews

10. Safeguarding Considerations

- ☐ None
- ☐ DSL involvement
- ☐ External agency involvement

11. Review Outcome

Date	Progress Made	Changes Made
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