



Bright Fields School

Suspension Policy

(BFS-027)

A part of SofiNo Education Group Ltd

Version 2

Policy Owner:	Headteacher, Bright Fields School
Approved By:	Proprietor, SofiNo Education Group Ltd
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Applies To:	Bright Fields School, Retford
Policy Status:	Active

1. WHAT IS SUSPENSION?

Suspension means that a student is not allowed to attend school and must remain at home during school hours under supervision.

There are two types of suspension:

- Fixed-term suspension (up to 45 days per academic year)
- Permanent exclusion (removal from roll)

2. WHO CAN SUSPEND?

Suspension may only be authorised by the Head Teacher or a delegated senior leader.

The Head Teacher must inform the Chief Operations Officer of any suspension decision.

3. REASONS FOR SUSPENSION

Suspension is used as a last resort in exceptional circumstances.

Reasons may include:

- Serious or premeditated violence
- Drug or alcohol misuse
- Bullying or discriminatory abuse
- Possession of offensive weapon
- Behaviour posing risk to safety or education

4. PROCEDURE FOR FIXED TERM SUSPENSION

The Head Teacher will review evidence, consult relevant parties, and notify parents/carers.

A formal letter will outline duration, reasons and rights of representation.

Work will be set during the suspension period.

Provision will be arranged from day 6 if required.

5. RETURN TO SCHOOL MEETING

A reintegration meeting will be held involving parents/carers and staff.

Support strategies and behavioural expectations will be agreed.

6. PERMANENT EXCLUSION

Permanent exclusion will only be considered for serious or repeated breaches.

The Chief Operations Officer must be consulted before final decision.

7. TERMINATING A PLACEMENT

In rare circumstances, a placement may be ended if needs cannot be met.

Decisions are made collaboratively with the Local Authority and professionals.

8. REFERENCES AND LEGAL CONTEXT

Includes Education Act 2002, Equality Act 2010, and DfE guidance on exclusions.