Nurture Education Trust

Suspension and Cessation Policy

Date policy last reviewed: 18/03/2026

Signed by:

Mark Anderson	Head of Centre	Date	18/03/2026
Emma Culley	Chair of Trustees	Date	18/03/2026

Contents:

Statement of intent

Legal framework

Roles and responsibilities

Grounds for suspension and cessation of placement

The Head of Centre's power to suspend and give notice on placement

Factors to consider when suspending or excluding a pupil

Duty to inform parents

EHCP Emergency Review to consider placement

Reviewing suspensions and cessation of placement

Reaching a decision

Monitoring and review

Statement of intent

At Nurture Education Trust, we understand that good behaviour is essential for promoting a high-quality education.

Amongst other supportive interventions to improve behaviour, the school recognises that the exclusion of pupils may be necessary where there has been a serious breach, or consistent breaches, of the school's Behaviour Support Policy. A cessation of placement of a pupil may also be required in instances where allowing the pupil to remain in school would be damaging to the education and welfare of themselves or others; in all cases, excluding pupils will only be used as a means of last resort.

The school has created this policy to provide clarity on when the school's right to exclude a pupil may be exercised, and to ensure that our procedures are fair and promote natural justice.

1. Legal framework

This policy has due regard to all relevant legislation and guidance including, but not limited to, the following:

- Keeping Children safe in Education 2026 (KCSIE)
- Education Act 2002
- Education and Inspections Act 2006
- Education Act 1996
- The Education (Independent School Standards) Regulations 2014
- The European Convention on Human Rights (ECHR)
- Equality Act 2010
- DfE (2015) 'Special educational needs and disability code of practice: 0 to 25 years'
- DfE (2018) 'Mental health and behaviour in schools'

This policy operates in conjunction with the following school policies:

- Behaviour Support Policy
- Anti-bullying Policy
- Pupil Code of Conduct
- SEN Policy
- Safeguarding Policy

2. Roles and responsibilities

The LA will be responsible for:

- Arranging suitable full-time education for any pupil of compulsory school age who is subject to a cessation of placement, in coordination with the school.
- Reviewing and reassessing pupils' needs in consultation with their parents where they have an EHCP plan and a cessation of placement takes place, with a view to identifying a new placement.

The trustee board will be responsible for:

- In conjunction with the Head of Centre, ensuring arrangements are in place to allow for a prompt review of all cessation of placements, where necessary.
- Ensuring that where a cessation of placement education support and safeguarding responsibility remains for 28 days.
- Where a cessation of placement/suspension would result in a pupil missing an examination or test, considering the cessation of placement/suspension before

this date.

- Considering whether it would be appropriate for a pupil to be permitted onto the school premises to sit the examination or test.

The Head of Centre will be responsible for:

- Applying the civil standard of proof when establishing the facts in relation to a cessation of placement/suspension.
- Complying with their statutory duties in relation to pupils with SEND when administering the cessation of placement/suspension process, as outlined in the SEND Policy.
- Considering any contributing factors that are identified after an incident of poor behaviour has occurred, e.g. if a pupil has suffered bereavement, bullying or has a mental health issue.
- Considering what extra support may be needed to identify and address the needs of individual pupils, particularly pupils:

    With SEND

    Who are eligible for FSM

    Who are LAC

    From certain ethnic groups
- Engaging effectively with parents in supporting the behaviour of pupils with additional needs.
- Instigating a multi-agency assessment to assess the behavioural issues of vulnerable pupils when necessary.
- Arranging and attending an emergency EHCP meeting with the EHCP co-ordinator with the pupil and their parents.
- Determining whether a notice of a cessation of placement will be given due to a serious breach of the schools Behaviour Support Policy.
- Ensuring any decision for a cessation of placement is lawful, rational, reasonable, fair, and proportionate.
- Complying with the requirements of the Equality Act 2010 when deciding whether to exclude a pupil.
- Ensuring they have considered their legal duty of care when sending a pupil home following a cessation of placement/suspension.
- Notifying a pupil's parents without delay where the decision is taken to suspend/ begin the process for a cessation of placement of the pupil.
- Organising suitable work for excluded pupils where necessary.
- Considering problems, e.g. safeguarding concerns, that may be caused by a temporary suspension, e.g. inadequate supervision of the pupil during the

suspension.

3. Grounds for suspension or cessation of placement

The school will only suspend or consider a cessation of placement for a pupil where it is absolutely necessary, and where all other possible supportive action as detailed in the school's Behaviour Support Policy have failed to be successful.

The following examples of pupil behaviour may underline the school's decision to suspend or action a cessation of placement for a pupil:

- Physical assault against a pupil
- Physical assault against an adult
- Verbal abuse or threatening behaviour against a pupil
- Verbal abuse or threatening behaviour against an adult
- Use, or threat of use, of an offensive weapon or prohibited item
- Bullying
- Discriminatory abuse, e.g. racist, homophobic, biphobic, transphobic or ableist abuse

The above list is not intended to be exhaustive, and it will remain at the discretion of the Head of Centre to determine if a cessation of placement is an appropriate action in response to an incident or series of incidents.

Pupils can be suspended on a fixed-period basis, i.e. up to 45 school days within an academic year. Similarly, a cessation of placement can be considered following a suspension at an emergency EHCP review where further evidence is presented.

In all cases, the Head of Centre will decide which option either fixed-period suspension or cessation of placement depending on what the circumstances warrant.

The Head of Centre will decide if an offence warrants police involvement if there is a belief criminal activity may have taken place.

4. The Head of Centre's power to suspend or action a cessation of placement

Only the Head of Centre has the power to suspend or request a cessation of placement from the school.

The Head of Centre is able to suspend pupils from the premises where their behaviour is disruptive during lunchtime. All lunchtime suspensions will be counted as half of a school day.

The Head of Centre is able to consider a pupil's disruptive behaviour outside of the school premises as grounds for suspension or cessation of placement, in accordance with the school's Behaviour Support Policy.

Any decision made to begin the cessation of placement of a pupil will be lawful,

proportionate, and fair, with respect to the school's wider legal duties, including the EHCP Review. At all times, the Head of Centre will take into account their legal duties under the

Equality Act 2010 and the ‘Special educational needs and disability code of practice: 0 to 25 years', ensuring that they do not discriminate on any grounds, e.g. race, sex, disability, and will not increase the severity of a pupil's suspension on these grounds.

When sending a pupil home following a suspension or cessation of placement, the Head of Centre will ensure that they exercise their duty of care at all times and will always inform the pupil's parents and EHCP co-ordinator.

The Head of Centre will apply the civil standard of proof when responding to the facts relating to a suspension or request an emergency EHCP for a cessation of placemen, i.e. that ‘on the balance of probabilities' it is more likely than not that the facts are true or the school can no longer meet the needs of the student.

The Head of Centre will not issue any ‘informal' or ‘unofficial' suspensions e.g. sending a pupil home to ‘cool off', regardless of whether the parents have agreed to this.

The Head of Centre will not use the threat of suspension or cessation of placement as a means of instructing parents to remove their child from the premises.

All suspensions and exclusions will be formally recorded on the management information system Bromcom.

5. Factors to consider when suspending a pupil

A suspension will only be imposed instantly if there is believed to be an immediate threat to the safety of staff and pupils in the school or the pupil themselves.

When considering the suspension or exclusion of a pupil, the Head of Centre will:

- Ensure an appropriate investigation and evidence-recording process is carried out.
- Allow the pupil the opportunity to present their case, accompanied by a member of staff or a parent if requested.
- Give adequate consideration to contributing factors that are identified after a case of poor behaviour has occurred, e.g. the pupil's SEN needs, or if the pupil's wellbeing has been compromised, or they have been subjected to bullying.

The Head of Centre will consider what extra support may be available for all eligible pupils with SEND, whose suspension rates are higher, to reduce their risk of a cessation of placement.

Where any member of staff has concerns about a student's behaviour, they will report this to the Head of Centre, who will instigate a multi-agency assessment to determine whether the behavioural issues might be a result of educational and mental health needs, or other needs and vulnerabilities..

If the pupil continues to endanger the physical or emotional wellbeing of other pupils or staff, despite exhausting the Behaviour Support Policy process, then suspension or cessation of placement may be considered.

In accordance with the Equality Act 2010, under no circumstances will a pupil experience a suspension or cessation of placement without following the process outlined in the school's Behaviour Support Policy.

Where a pupil is subject to cessation of placement because of a SEN related need that could not be met at the school, detailed records will be kept highlighting that these pupils are closely tracked and showing that the school has a close relationship with the pupil's next destination.

The Head of Centre will work in conjunction with the parents of any pupil with additional needs to establish the most effective support mechanisms.

6. Duty to inform parents

The Head of Centre will inform the parents of a pupil under investigation for an incident that may result in suspension or cessation of placement as soon as is reasonably practical.

When a decision is made to suspend or start the process of cessation of placement, the Head of Centre will immediately inform the parents, in person or by telephone, of the period of the suspension or the reasons to initiate an emergency review for a cessation of placement and the reasons.

The Head of Centre will inform the pupil's parents via written communication of the following:

- The reason(s) for the suspension or reason for cessation of placement
- The length of the suspension or cessation of placement timeframe and process
- The arrangements to allow the pupil to work at home, where appropriate
- The pupil's rights to enter the school premises during the suspension or 28 day notice period following a cessation of placement agreement at Emergency EHCP Review.
- Their right to raise any representations about the suspension or reasons for cessation of placement to the trustee board.
- Relevant sources of free, impartial information

If the Head of Centre has decided to suspend the pupil for a further fixed period following their original suspension, or to inform the EHCP Co-ordinator about decision for cessation of placement, they will notify the pupil's parents without delay and issue an updated communication.

If a pupil with SEN has been suspended, the Head of Centre will ensure that:

- Any alternative provision is arranged in consultation with the pupil's parents, who can request preferences.
- When identifying alternative provision, any EHCP plan is reviewed or the pupil's needs are reassessed, in consultation with the pupil's parents.

7. EHCP Emergency Review to Consider Cessation of Placement

The Head of Centre will delegate the responsibility to the SEN Manager to hold an EHCP

Emergency Review meeting if required to address breaches of the school's Behaviour Support Policy where cessation of placement is considered necessary.

The pupil and their parents will be requested to attend the meeting and they will be provided with the opportunity to provide their views in relation to the concerns raised.

A member of staff will be chosen by the pupil to accompany them in the meeting if requested.

At the emergency EHCP review meeting, the Head of Centre will ensure the following documents are available:

- A statement detailing the incident(s) and concerns noted against the pupil
- Any report compiled as part of an investigation.
- Any relevant correspondence, e.g. written statements
- Relevant documents from the pupil's school file
- A copy of this policy

The Head of Centre will not be required to share confidential information, or the identities of pupils or others who have provided information that has formed part of the evidence against a pupil, with parents.

The Head of Centre will decide based on the evidence presented at the meeting and representations made by and on behalf of the pupil whether further investigation is needed, or whether the concern and reason for cessation of placement has been proved or disproved on the balance of probability.

If the concern and reason for cessation is agreed, the EHCP Co-ordinator at he Emergency review meeting will start the process for finding a new placement for the pupil involved appropriate to their needs.

If the pupil's parents and EHCP Co-ordinator request a review by the trustee board, the pupil will remain suspended until the trustee board has concluded the process and then if the cessation of placement is still deemed necessary the EHCP Co-ordinator will advice the SEN Placements team to start the 28 days notice period where safeguarding responsibilities and education responsibilities still remain the responsibility of Nurture Education Trust whilst on roll.

8. Reviewing suspensions and exclusions

The trustee board will consider any representations made by the pupil's parents in regard to suspensions and exclusions that are received in writing within three working days of notification – representations made after the deadline will be considered only at the discretion of the Head of Centre..

The parents' representation will state the basis on which they are seeking a review and the resolution they want.

The trustee board will decide if a review is warranted based on the representation – a simple disagreement with the Head of Centre's decision will not typically be considered sufficient grounds for a review.

The Head of Centre will ensure appropriate arrangements are in place for the review if the pupil has SEND or the parents have any disabilities that necessitate additional facilities or adjustments.

When a review is granted, the trustee board will select a three-member panel. The members of the panel will not have prior knowledge of the details of the case or be familiar with the pupil or their parents.

The pupil's parents will be notified before the review of the chosen members for the panel, and the trustee board will consider any objections raised.

The review will take place within 10 working days of submission of the parents' representations during term time.

The chair of the panel will decide if new information provided by either side is allowed to be considered.

The panel will examine the evidence provided by both sides and the representations made and will decide if the original decision stands or whether the Head of Centre should reconsider their decision with recommendations made, e.g. to reconsider the decision and reason for cessation of placement and why the school can not longer meet the needs of the pupil.

A review meeting is a private procedure and all those involved will keep the proceedings confidential, subject to law.

In attendance at the review meeting will be the members of the panel, an appointed clerk, the Head of Centre, the pupil and their parents, and any relevant staff member requested by the pupil or their parents agreed upon by the Head of Centre.

The procedures of the review meeting will be informal, fair and follow the requirements of natural justice.

9. Reaching a decision

The panel will consider how the decision was reached and if the facts of the case were sufficiently proved – the civil standard of proof will apply.

The panel will decide if the reasons discussed at the Emergency EHCP Review for cessation of placement were proportionate to the complaints made against the pupil.

The pupil and their parents will be informed that if they are unhappy with the procedure of the review, they should raise their concern to the chair of the panel at the time and ask the clerk to note their concern.

Once all issues have been considered, the panel will reach its decision and make its recommendations, which will be communicated in writing, with justifications, to the Head of Centre and the pupil's parents by the chair of the panel within three working days of the meeting.

The Head of Centre will respond to the recommendations within 24 hours of notification.

This decision will be final.

The Head of Centre will consult with the EHCP Co-ordinator and pupil's parents before determining that the cessation of placement, and any additional arrangements e.g. any transition support, that will be provided for the pupil.

10. Monitoring and review

This policy will be reviewed annually by the Head of Centre in conjunction with the trustee board.

The next scheduled review date for this policy is: **18/03/2027**

All members of staff will be required to familiarise themselves with this policy as part of their induction programme.