

Suspensions, Alternative Provision and Placement Review Policy

Roselyn House School

2026 – 2027



Approved by:	Jack Birkenhead	Date: 17/07/2026
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1. Aims

Due regard has been given to relevant Department for Education guidance regarding exclusions and suspensions. At Roselyn House School, we are mindful that many of our students have had negative previous school experience and have been subject to exclusion. The school is committed to providing positive experiences to our students and recognises that many behaviours are a form of communication. We recognise that, as part of their needs, some of our students present with challenging and socially unacceptable behaviours. We aim to support young people who present a wide range of unacceptable behaviours and manage this within the school setting wherever it is safe and appropriate to do so. These include violent or aggressive behaviour, damage to property, and disruption to the education of self and others. However, at times we recognise that a student may require time out of the formal school setting.

These occasions will be:

- Kept to a minimum.
- Reported formally to parents/ carers and other agencies and the LEA.
- Monitored and evaluated against the individual's attendance/ behaviours and Learning Support Plan.
- Provided with appropriate schoolwork or provision to keep up their education.
- Managed in accordance with the school's Child Protection and Safeguarding Policy and Keeping Children Safe in Education (KCSIE) 2026, where any welfare, child protection or safeguarding concerns arise.

Legal Framework

This policy has due regard to:

- Department for Education Guidance: Suspension and Permanent Exclusion (latest version)
- Keeping Children Safe in Education 2026
- Equality Act 2010
- Independent School Standards Regulations

- Children Act 1989 and 2004
- SEND Code of Practice

2. Definitions

Suspension - A suspension is a formal disciplinary sanction where a pupil is temporarily not permitted to attend the school site. The pupil remains on roll and education continues to be provided.

Alternative Provision - Where a pupil remains on roll but accesses education away from the main school site. This is not a suspension unless formally recorded as such.

Placement Review - A multi-agency review conducted where there are concerns that the school may no longer be able to meet a pupil's needs safely or effectively.

Termination of Placement - The ending of a placement through agreement with the placing authority and in accordance with contractual and statutory requirements.

3. SEND, Disability and Equality Considerations

Roselyn House School recognises that all of our pupils have identified special educational needs and disabilities (SEND), including social, emotional and mental health needs (SEMH). Prior to making any decision regarding suspension, the school will consider whether the behaviour may be linked to a pupil's SEND, disability, mental health needs, trauma history, communication difficulties or other vulnerabilities. The school will also consider whether reasonable adjustments, additional support, risk management strategies or alternative interventions have been implemented where appropriate.

Decisions regarding suspension, alternative provision or placement review will be made in accordance with the Equality Act 2010 and the school's duties to avoid discrimination, advance equality of opportunity and support pupils to access education safely and successfully.

Where behaviour is considered to be a manifestation of a pupil's SEND, disability or identified vulnerabilities, the school will work with parents/carers, placing authorities and relevant professionals to review support arrangements, risk assessments and provision alongside any disciplinary response.

4. Suspensions and Exclusions

Any decision preventing a pupil from attending the school site for disciplinary reasons will be formally recorded as a suspension. The school will not use informal exclusions

or request that parents/carers keep pupils at home without formally recording and communicating the decision.

Roselyn House School is committed to avoiding permanent exclusion wherever possible through early intervention, multi-agency planning and personalised support. Where the school determines that it can no longer safely or appropriately meet a pupil's needs, a placement review will be undertaken in partnership with parents/carers, the placing authority and relevant professionals.

If, after concerted efforts it is understood that the individual cannot benefit from the opportunities provided, the school will recommend that a more suitable placement is sought. Meanwhile, we will try to ensure that education continues, although this may well be off-site.

At times, some individuals exhibit extreme behaviours which prevent the individual and/or others from receiving their education. In these cases, the Headteacher may implement a formal suspension where this is necessary to maintain the safety and welfare of pupils and staff whilst an incident is investigated. Any such decision will be recorded and managed in accordance with the school's Behaviour Policy, safeguarding procedures and relevant Department for Education guidance.

In line with Roselyn House School's Behaviour Policy, with regard to alleged assault by a student on another student or member of staff, a formal suspension or agreed alternative provision arrangement may be put in place. Police may be involved and further investigation may be required by them and/or by the Headteacher, as appropriate. Police involvement does not automatically determine the school's disciplinary outcome, and the school may undertake its own risk assessment and internal investigation where appropriate. The Local Authority, parents/carers and any other relevant agencies will be informed.

The young person out of school will continue to be supported by Roselyn House School and education will be provided. It may be appropriate for the young person to access alternative learning packages. Where alternative provision is arranged, the school will ensure appropriate safeguarding arrangements, attendance monitoring, curriculum access and communication with parents/carers and placing authorities.

Once the investigation is concluded by the Police or the Headteacher (not both), a meeting will be arranged within a reasonable time scale in order to discuss the outcome of the investigation.

If the investigation is conducted by the Police, the timescale is out of school's control and is governed by the Police. This can be a lengthy process.

The suspension period allows investigation and risk assessment to take place whilst maintaining the safety of all parties. It reduces the risk of further conflict, intimidation or harm. It is a system which helps keep both the alleged victim and alleged perpetrator safe from any further risk.

If there is no conviction following a Police investigation, then the young person will return to school following a Restorative Justice Meeting and be provided with supported re-integration. Reintegration arrangements may include a reintegration meeting, updated risk assessment, review of the Behaviour Support Plan and Positive Handling Plan, parent/carer involvement and liaison with relevant professionals or agencies.

If the young person is convicted, then a discussion will take place as to whether the placement is still viable for the young person or whether an alternative, individualised package should be put into place. This may consist of learning/ teaching off site and vocational placements, for example.

A student's placement at the school may be terminated if there is a change in circumstances and more suitable or alternative provision can be found. These instances will be monitored and evaluated against the Learning Support Plan. Any exclusion, suspension or placement review arising following the use of restrictive physical intervention will be reviewed alongside the pupil's relevant incident records, Restrictive Physical Intervention Policy and Behaviour Policy. The Education Authority and parents/carers will be informed formally in writing. Likewise, if the school is unable to meet the child's needs or the child has become unsafe under health and safety responsibilities, an appropriate placement review will be undertaken.

An emergency meeting would normally be convened at the school and the decision made to end the placement agreed between the School and the Authority. Both the School and Placing Authority have to follow guidelines that are outlined in the 'contract of placement' and until a student is officially removed from the roll of Roselyn House School, work and support will be provided.

At Roselyn House School, we work together as a group of professionals to support young people and follow training programmes and continued professional development in order to provide the best possible support for our students. However, we recognise that, at times, we are faced with behaviours that should not be tolerated and that may place pupils, staff or others at significant risk. We support our staff and students to feel safe and do not accept that staff training means every behaviour or situation can always be safely managed within school without additional support. There are rare situations which put staff or pupils at extreme risk and may require support from Police or other emergency services. This is a last resort at Roselyn House School but may be necessary in order to keep students, staff and the wider school community safe. Where behaviour is associated with mental health crisis, self-harm, suicidal ideation, emotional dysregulation, trauma response or other identified vulnerabilities, the school will consider appropriate support measures, safeguarding responses and risk assessments alongside any disciplinary response.

Where incidents resulting in suspension, exclusion consideration or placement review raise safeguarding concerns, a CPOMS record will also be completed and reviewed by the Designated Safeguarding Lead. Records of suspensions, placement reviews, reintegration meetings, risk assessments and associated communications will be maintained in accordance with the school's Data Protection, Information Management and Record Retention Policies.

The Headteacher has responsibility for decisions regarding suspension and placement review arrangements and will ensure parents/carers, placing authorities and relevant agencies are informed promptly.

5. Monitoring Arrangements

This document will be reviewed every year, but may be reviewed and updated more frequently if necessary. It will be reviewed by **Mr Jack Birkenhead (Headteacher)** in consultation with the wider school community. All suspension, alternative provision and placement review data and report emerging patterns or concerns to the Proprietor as part of the school's quality assurance and safeguarding arrangements.

6. Linked Policies

This policy is linked to the following policies and documents:

- Behaviour Policy
- Child Protection and Safeguarding Policy
- Restrictive Physical Intervention Policy
- Non-Attendance Protocol
- Alternative Provision Policy, where applicable
- SEND Policy
- Complaints Policy
- Anti-Bullying Policy
- Mental Health and Wellbeing Policy