



End of Session Policy

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Version Control

Version	Author	Date	Changes
V 1.0	HR Director	October 2025	First draft
V 1.1	Executive Lead for Data, Security & Compliance	November 2025	Published version
V 1.2	Executive Lead for Data, Security & Compliance	December 2025	Addition of appendix I. Addition of ceasing of placements.
V 1.3	HR Director	January 2026	References to Deputy Headteacher and Executive Headteacher to be read as Managing Director and Executive Leadership Team is Central Leadership Team. All policies to be updated by July 2026.
V 1.4	HR Director	July 2026	Executive Lead for Data, Security & Compliance changed to IT Director. Executive Headteacher changed to Managing Director. Executive Leadership changed to Central Leadership Team.
V 1.5	IT Director	July 2026	Reviewed. Added Appendix I.

1. Aims

We are committed to ensuring that every learner receives an education in a safe, supportive, and caring environment.

Our provision aims to:

- Ensure that the 'end of session' process is applied fairly and consistently
- Help staff, parents/carers and learners understand the 'end of session' process
- Ensure that learners in our provision are safe and happy
- Uphold statutory safeguarding responsibilities at all times
- Supporting our commissioners

2. Definitions

End of session – when a session is ended due to a serious behaviour incident. This could be for the remainder of the session, or consecutive sessions following the incident.

Re-track – when a learner attends their scheduled sessions in another of our provisions' locations; a temporary change to their timetable in order to provide a reset and reintegrate the learner back into the classroom safely.

Cease of placement – when a learner's placement comes to an end.

Parent/carer – any person who has parental responsibility and any person who has care of the child.

3. Roles and Responsibilities

The Managing Director holds the responsibility for deciding whether to end a session.

A decision to **end a session** will be taken only:

- In accordance with the provision's behaviour policy
- Where behaviour poses a risk to the safety or welfare of others, or disrupts learning significantly
- If allowing the learner to remain in the provision would seriously harm the education or welfare of others

Before referring an end of session to the Managing Director, SLT will:

- Consider all the relevant facts and evidence on the balance of probabilities
- Where appropriate, gain the learners voice
- Consider whether this decision would impact our ability to safeguard the learner
- Consider whether the learner is entitled to Free School Meals (the commissioner would be responsible for providing this benefit to the family)
- Consider whether the learner has SEND or is especially vulnerable (e.g. has a social worker, or is a looked after child)
- Consider whether reasonable adjustments or alternative strategies can be used

The learner's views will always be heard, either directly or through an advocate.

4. Informing parents/carers

Parents/carers will be informed without delay if a learner's session is ended, with a clear explanation of:

- The reason(s) for ending the session
- When the learner can return to the provision
- Next steps (e.g. re-track session, reflection session, reintegration meeting)
- The right to request to join a meeting online

5. Informing the commissioner, *and where applicable*, social services

As the commissioner has full responsibility of the learner and their safeguarding arrangements, they will be informed immediately, with a clear explanation of:

- The reason(s) for ending the session
- Confirmation of whether the decision will affect national curriculum tests/exams
- When the learner can return to the provision
- The date of any reintegration meetings; allowing the commissioner to attend
- Who is responsible for checking the welfare of the learner while not attending any provision

6. Cancelling a decision

A decision to end a session may be reviewed and cancelled if new evidence comes to light or if it is deemed that the decision was not appropriate. Parents/carers, relevant staff, and where applicable the local authority, will be informed of the cancellation without delay.

7. During the process

Throughout the process, SLT will remain in contact with the parent/carer, commissioner, and where possible, the learner. They will explain the next stage of the process (e.g. reintegration), and any actions that need to be taken.

8. Reintegration

Following an end of session, a reintegration meeting will be scheduled with the Designated Safeguarding Lead (DSL) to help the learner return to the classroom successfully. This may include:

- A clear behaviour support plan
- Mentoring or increased pastoral support
- Reasonable adjustments for learners with SEND

Learners will always be welcomed back positively and reminded that they are a valued part of the provision community.

9. Behaviour Support Plans

A behaviour support plan will be implemented in the following circumstances:

- 3 restrictive positive handling incidents throughout one term

- 2 end of sessions throughout one term
- 2 off-site direction sessions throughout one term

The behaviour support plan will be implemented in conjunction with the learner and their parent/carer, and will be reviewed bi-weekly by the pastoral team.

10. Cease of placement

A placement may only be ceased as a last resort. Reasons for this may include, but not limited to:

- The provision being unable to meet the learner's needs.
- Risks to the safety of the learner, staff, or provision's assets.

Any decision to cease a placement will be made in full consultation with the commissioner and, where applicable, relevant social care teams.

11. Remote access to meetings

Parents/carers can request that any meeting be held remotely. If the parents/carers do not express a preference, the meeting will be held in person.

In case of extraordinary or unforeseen circumstances, which mean it is not reasonably practicable for the meeting to be held in person, the meeting will be held remotely.

Remotely accessed meetings are subject to the same procedural requirements as in-person meetings.

The DSL should make sure that the following conditions are met before agreeing to let a meeting proceed remotely:

- All the participants have access to the technology that will allow them to hear, speak, see and be seen
- All the participants will be able participate fully
- The remote meeting can be held fairly and transparently

The meeting will be rearranged to an in-person meeting without delay if technical issues arise that can't be reasonably resolved and:

- Compromise the ability of participants to contribute effectively, or
- Prevent the meeting from running fairly and transparently

12. Monitoring arrangements

The provision will collect and analyse data on:

- The use of end of session data
- Attendance and absence patterns
- Characteristics of learners most affected (e.g. by age, SEND, protected characteristic)

This analysis will be reviewed termly by the Central Leadership Team to ensure fair, consistent, and lawful application of the policy.

13. Links with other policies

This policy is linked to our:

- Behaviour policy
- Safeguarding and Child Protection policy
- SEND policy

END OF SESSION PROCEDURE

ALL END OF SESSIONS & RE-TRACK Appendix I - End of Session Flowchart

DECISION TIME

In discussion with the Designated Safeguarding Lead;

- Do you have a concern regarding the family or family home?
- Is the child entitled to free school meals?



WHERE APPROPRIATE, COLLECT THE CHILDS VOICE

Whilst it may not always be appropriate, if circumstances allow, collect the views of the child.

END OF SESSION

NO

YES

RE-TRACK

DISCUSS WITH SL&G GROUP

Only the Managing Director can end a session.

You should have the full picture available prior to proposing an end of session.

- The reason for ending the session
- Proposed length of time out of the provision
- Which strategies have already been tried
- If Re-Track has been considered



INFORM PARENTS/CARERS

Prior to the end of the PM session, guardians must be informed.

- Reason for ending the session
- Length of time
- Right to request reconsideration

You should explain the next steps, and schedule a meeting.



INFORM THE LOCAL AUTHORITY OR COMMISSIONER & WHERE APPLICABLE, SOCIAL WORKER

Contact the commissioner, providing them with a detailed explanation & request transport adaptations.

- The reason for ending the session
- Confirmed length of time out-of-provision
- Confirmation if national curriculum tests or public exams are affected
- How we will reintegrate the young person into our provision



RE-TRACK

Prior to re-integration, learners should complete a re-track session to reflect on their behaviours.



RE-INTEGRATION

Prior to the child returning to our provision, a satisfactory reintegration meeting must be held with a D/DSL, the parent/carer and the child. Where possible, you must accommodate any online meeting request. Prior to the child returning, ensure that the individual risk assessment, transport risk assessment (if applicable) and targets are updated.



INFORM PARENTS/CARERS

Prior to the end of the PM session, guardians must be informed.

- Reason for off-timetable direction
- Length of time
- Explanation of re-track

You should explain the next steps, and schedule a meeting.



INFORM THE LOCAL AUTHORITY OR COMMISSIONER

Contact the commissioner, providing them with a detailed explanation.

- The reason for off-timetable direction
- Confirmed length of time off-timetable
- Confirmation if national curriculum tests or public exams are affected
- What the next steps are

Should the session be offsite, request that the commissioner rearranges transport for each affected day.



ARRANGEMENTS

It may be suitable for learners to participate in re-track sessions off-site, or in an alternative area of the provision.

REFLECTION & BEHAVIOUR AGREEMENTS

Whilst the learner is off-timetable, a reflection pack should be carried out, ensuring that the young person is able to provide their voice on the incident, and reflect on the behaviours displayed. Following a reflection, the young person should be able to agree to abide by our Behaviour policy.



RETURN TO TIMETABLE

Prior to the child returning to their usual timetabled sessions, ensure that the young persons individual risk assessment, transport risk assessment (if applicable) and targets are updated.

Inform the class teacher & support staff of any necessary adjustments.



END OF SESSIONS SHOULD ONLY BE CARRIED OUT WHERE A LEARNER HAS BEEN THE PERPETRATOR IN A SERIOUS BEHAVIOUR INCIDENT, OR IS NOT SAFE TO BE WITHIN THE PROVISION.