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# School Behaviour Policy

## Introduction

St Mark’s Academy is committed to providing an environment where all people can feel safe, happy, accepted and integrated. It is important that an orderly framework should exist within which effective teaching and learning can take place.

Our emphasis will be on recognising and celebrating effort and success, so that all pupils feel valued. We will teach pupils to take responsibility for their own actions and to accept the consequences of their choices. We will adopt a zero-tolerance approach to bullying and any such incidents will be dealt with promptly and firmly.

The school holds an important position in the wider community, educating the young citizens of tomorrow in a way that will ensure that they take a positive and proactive role within their community in the future.

## Legislation and guidance

This policy is based on the following guidance from the Department for Education (DfE):

- Behaviour and discipline in schools
- Searching, screening and confiscation at school
- The Equality Act 2010
- Use of reasonable force in schools
- Supporting pupils with medical conditions at school

It is also based on the special educational needs and disability (SEND) code of practice.

In addition, this policy is based on *Schedule 1 of the Education (Independent School Standards) Regulations 2014*; paragraph 7 outlines a school’s duty to safeguard and promote the welfare of children, paragraph 9 requires the school to have a written behaviour policy and paragraph 10 requires the school to have an anti-bullying strategy. This policy also complies with our funding agreement and articles of association.

## Aims

- To encourage good behaviour and respect for others within and outside of the school
- To promote self-discipline and proper regard for authority among pupils
- To state what is expected of pupils
- To state what is expected from parents and carers
- To provide guidance on possible rewards and sanctions
- To ensure that staff are seen to be fair and consistent

## Who was consulted?

The school Senior Leadership Team worked with the school council to agree what constitutes good behaviour and to develop this policy, in consultation with parents, pupils and staff. All pupils are consulted at the beginning of each academic year on the rules, rewards and sanctions.

## Relationship to other policies

This Policy is linked to the following policies:

- Child Protection and Safeguarding
- Anti-bullying
- Exclusions
- Equality
- Home-School Agreement

## Scope and publication

This policy is publicised to all parents, pupils and staff in writing at least once a year. The policy is also provided to all staff in the Staff Handbook; is available on the school website and on request. This policy can be made available in large print or other accessible formats if required.

The School Rules, at Appendix A of this policy, as well as the tariff of Rewards and Sanctions, at Appendix B of this policy, are printed in each pupil's are also included in posters in each classroom.

## School Rules

The following is a summary of the School Rules:

We believe any incidents of behaviour which fall below the standards expected at St Mark's should be dealt with as soon as possible. More serious matters may take time to investigate and it may be necessary to take professional advice. The following principles apply:

1. It is important there is a clear structure of behaviour
2. Pupils should see the framework as fair and consistent, and one which balances their rights as individuals with the wider responsibilities of the school for ensuring an orderly environment where teachers can teach without disruption and distraction
3. Self-discipline is a fundamental aim underpinning this policy – our aim is for pupils to be able to self-manage, rather than requiring behaviour management or a strong climate of control.
4. Rewards are more powerful than sanctions. Good behaviour, positive attitudes and achievement should always be recognised and rewarded
5. Sanctions are used to reinforce the policy. The sanction should be related to the individual and the seriousness of the incident. Parents should be kept informed, especially where the incident is serious or where misconduct is persistent.

The School Rules are set out in full at Appendix A.

## Conduct

Pupils are expected to be polite and show consideration towards each other, school staff and others. Pupils are required to assist the school with tackling bullying and to follow the school's Anti-bullying Policy.

Pupils, whether in or out of school, are expected to have:

- Respect for others: their feelings, opinions, cultures, limitations including any differences.
- Respect for themselves: pride in their own achievement and that of others in the school, high standards of behaviour and dress, and the desire to produce their best work at all times.
- Respect for the environment: their own, the school's and other people's property and the community in which we live.
- Respect for the future: the belief that we can all make a difference by our contribution to the local, national and global community.

### **Pupils are required to observe the following basic rules in the classroom:**

- All lessons must start and finish punctually. Pupils will only be allowed to leave the classroom, once the end of lesson bell has been rung.
- All staff will be at the door to meet and greet pupils with a smile.
- Staff at the classroom door, will encourage pupils to move along to the next lesson.
- Pupils should be correctly dressed before entering the classroom. Ties should be done up to the neck and should be an appropriate length with the logo below the knot. Top buttons should be fastened.
- Pupils enter the class and stand behind a chair until invited to sit by a member of staff. The member of staff only invites pupils to sit once there is a quiet, controlled and positive atmosphere.
- Pupils should place planners and basic equipment on the desk.
- A register should be taken within 10 minutes of the start of the lesson. Pupils should be called, with the response: 'Yes Sir/Miss'.
- At the end of the lesson all pupils should stand in silence behind chairs to be dismissed in an orderly manner.

The school has a Code of Conduct which sets out in detail the expectations of conduct for staff, Local Governing Body members and visitors to the school.

## Pupil support

The school recognises its legal duty under the Equality Act 2010 to prevent pupils with a protected characteristic from being at a disadvantage. Consequently, our approach to challenging behaviour may be differentiated to cater to the needs of the pupil.

The school's Special Educational Needs Coordinator will evaluate a pupil who exhibits challenging behaviour to determine whether they have any underlying needs that are not currently being met.

Where necessary, support and advice will also be sought from specialist teachers, an educational psychologist, medical practitioners and/or others, to identify or support specific needs.

When acute needs are identified in a pupil, we will liaise with external agencies and plan support programmes for that child. We will work with parents to create the plan and review it on a regular basis.

## Pupil support systems

We have the following pupil support systems in place at this school:

- Coaching time with a tutor each morning
- Student support service and hub, helping to remove barriers to learning
- Progress leaders, who act as head of year
- School nurse – attends once a week and for meetings with parents
- School Safety office r- PC Hirsh
- Student wellbeing coordinator – manages therapeutic provision
- Visiting school therapists
- Family liaison team – worker and social worker
- Mentoring by various members of staff and peer mentors
- External organisations; e.g. Catch 22, My Futures
- Looked After Children coordinator
- Special Educational Needs Team with SENDCO and TAs

## Rewards and sanctions

### Rewards

We believe that rewards can be more effective than punishment in motivating pupils. Positive behaviour management may be defined as the strategies the school employs to promote a well ordered, purposeful school community. These strategies underpin the Behaviour Policy. It is the school policy to recognise, acknowledge and reward individual achievements by pupils.

The following are examples of areas considered to be worthy of individual recognition

- Consistently improved standards of work;
- Good or outstanding pieces of work;
- Effort in class or for homework;
- Outstanding effort or achievement in extra-curricular activities;
- Service to the school or local community.
- Showing the Academy values of Love, Hope and Trust.

The foundation for the achievement of good behaviour will involve praise, rewards, and sound relationship between teachers and pupils. We may reward pupils in the following ways:

- verbal praise by staff
- approving signs/acknowledgments
- class rewards and certificates
- personalised letters to parents
- celebration assemblies involving parents
- special privileges
- gold stars
- values postcards
- credits/merits/prizes

## Sanctions

The school understands that the use of sanctions must be reasonable and proportionate to the circumstances of the case and that account must be taken of a range of individual pupil needs in determining the appropriate use of such sanctions, including the pupil's age, any special educational needs or disability and any religious requirements affecting the pupil.

We understand that it is important for sanctions to be used consistently and for teachers and other staff to make it very clear to the recipient why a sanction is being applied.

The school has a range of disciplinary sanctions that may be implemented as appropriate and these are set out in full as a tariff system at Appendix B of this policy. Sanctions include:

- Teacher and other staff detentions – 15 to 45 minutes
- Head of Department Detention - 1 hour
- Progress Leader Detentions – 1 hour
- Senior Leadership Team Detention – 1.5 hours
- Referral to departmental Holding Room – during lesson time only
- Banned List – pupils will not be allowed to attend enrichment activities or trips
- Referral to Internal Exclusion Centre (IEC) for 1 or more days
- Fixed Term Exclusion – for 1 day or more
- Permanent Exclusion

In all cases of misconduct, including those outside of the school, the Headteacher will consider whether the police or the local authority's school inclusion coordinator should be notified of the disciplinary action taken. The police will always be informed where the pupil's behaviour is criminal or poses a serious threat to a member of public.

Where behavioural issues give cause to suggest that a child is suffering or is likely to suffer significant harm, the school's child protection procedures will be followed.

## Beyond the school gate

This policy applies to all pupils at St Mark's Academy when they are in school, and in some circumstances, at the discretion of the Headteacher, when they are out of school and during half term and holidays.

In particular our policy covers any inappropriate behaviour when pupils:

- are taking part in any school organised or school related activity
- are travelling to or from school
- are wearing school uniform
- are in some way identifiable as a pupil within our school or CST
- behaviour could have repercussions for the orderly running of the school
- pose a threat to or affects the welfare of another pupil or member of the public
- could adversely affect the reputation of the school or the Trust.

The school is committed to ensuring our pupils act as positive ambassadors for us. Taking the above into account, we expect the following:

- Good order on all transport (including taxis) to and from school, educational visits or learning opportunities in other schools.
- Good and sensible behaviour near the railway tracks, maintaining the integrity of equipment, including the lift; keeping a safe distance from barriers and obeying warning signals with endangering oneself or pupils.
- Good behaviour on the way to and from school.
- Positive behaviour, which does not threaten the health, safety or welfare of our pupils, staff, volunteers or members of the public.
- Reassurance to members of the public about school care and control over pupils in order to protect the reputation of the school.
- Protection for individual staff and pupils from harmful conduct by pupils of the school when not on the school site.

The same behaviour expectations for pupils on the school premises apply to off-site behaviour.

## Exclusions

Permanent or fixed-term exclusion are possible sanctions for a breach of this policy. The school will follow government guidance on exclusions, unless there is good reason to depart from it. The school aims to operate within the principles of fairness and natural justice.

Please refer to the school's Exclusions Policy for further details on exclusions, including the school's approach, procedures, and reviews.

## Searching pupils

School staff can search pupils with their consent for any item.

The Headteacher and staff members authorised by the Headteacher have a statutory power to search pupils or their possessions, without consent, where they have reasonable grounds for suspecting that the pupil may have a prohibited item. Prohibited items are:

- knives and weapons
- alcohol
- illegal drugs
- stolen items
- tobacco and cigarette papers
- fireworks
- pornographic images
- any article that the member of staff reasonably suspects has been, or is likely to be, used to commit an offence, or to cause personal injury, or damage to the property of, any person (including the pupil).
- any item banned by the school rules which has been identified in the rules as an item which may be searched for.

Searches will be conducted in such a manner as to minimise embarrassment or distress. Any search of a pupil or their possessions will be carried out by a staff member of the same sex; and there must be a witness (also a staff member) and, if possible, they should be the same sex as the pupil being searched.

There is a limited exception to this rule. The Headteacher or an authorised staff member can carry out a search of a pupil of the opposite sex and /or without a witness present, but only where they reasonably believe that there is a risk that serious harm will be caused to a person if the search is not conducted immediately and where it is not reasonably practicable to summon another member of staff.

Searches without consent can only be carried out on the school premises or, if elsewhere, where the member of staff has lawful control or charge of a pupil, for example on school trips in England or in training settings.

Staff may confiscate, retain or dispose of a pupil's property as a disciplinary penalty where it is reasonable to do so. For example, alcohol, fireworks, tobacco or cigarette papers may be disposed of. These items will not be returned to the pupil.

## Phones and other electronic devices

When an electronic device, such as a mobile phone, has been seized by a member of staff, that staff member can examine data or files and delete these where there is good reason to do so.

There is **no need to have parental consent** to search through a young person's mobile phone.

If an electronic device that is prohibited by the school rules has been seized, and the member of staff has reasonable grounds to suspect that it contains evidence in relation to an offence, the member of staff will give the device to the police as soon as possible. Material that is suspected to be relevant to an offence will not be deleted before giving the device to the police.

If the staff member does not find any material that they suspect is evidence in relation to an offence, and decides not to give the device to the police, they will decide, in consultation with the Headteacher, whether it is appropriate to delete any files or data from the device, or whether to retain the device as evidence of a breach of school discipline.

## Use of reasonable force

All school staff have the power to use reasonable force to prevent pupils:

- committing an offence
- injuring themselves or others
- damaging property and
- to maintain good order and discipline in the classroom.

The Headteacher and staff members authorised by the Headteacher can use such force as is reasonable when searching a pupil without consent for prohibited items except where the search is for an item banned by the school rules.

When restraint is used by staff, this is recorded in writing and in serious cases, the parents of the pupil will be informed. Force is never used as a form of punishment.

The restraint record should include the following information:

- the name(s) and the job title(s) of the member(s) of staff who used reasonable force
- the name(s) of the child(ren) involved
- when and where the incident took place
- names of staff and child(ren) who witnessed the incident
- the reason that force was necessary
- behaviour of the child(ren) which led up to the incident
- any attempts to resolve the situation

- the degree of force used
- how it was applied
- how long it was used for
- the child's/children's response and the eventual outcome
- details of any injuries suffered by either staff or child(ren)
- details of any damage to property
- details of any medical treatment required (an accident form will be completed where medical treatment is needed)
- details of follow-up including contact with the parents/carers of the child(ren) involved
- details of follow up involvement of other agencies, police, social services.

Child witnesses may also be asked to provide a written account if appropriate. A copy of this entry will be kept on the child's file and retained in line with school guidelines.

### **Malicious allegations against staff**

Where a pupil makes an accusation against a member of staff and the accusation is shown to have been deliberately invented or malicious, the Headteacher will consider whether to take disciplinary action in accordance with this policy. Where such an allegation is made, appropriate support will be provided to the member of staff(s) affected.

### **Bullying**

If bullying is suspected or reported, the incident will be dealt with immediately by the member of staff who has been approached and the school's Anti-bullying Policy will be followed.

### **Partnership with parents/carers**

Parents/carers are expected to sign the Home-School Agreement and are encouraged to work with the school to ensure that their children contribute to the maintenance of a safe and secure learning environment. Parents/carers are required to use their best endeavours to ensure that their children's behaviour does not prevent others from learning effectively.

Parents/carers are entitled to an explanation of actions taken by the school, particularly the application of sanctions and the treatment of anti-social behaviour.

Parents do not have the legal right to withhold permission for detentions and are expected to co-operate with the school to ensure that pupils can return home safely at a later time.

### **Multi-agencies and external advice**

Where it becomes clear that a child is having ongoing difficulties in managing their behaviour, there are a wide range of strategies which are used to support pupils, they include:

- behaviour cards/reports to enable celebration of good behaviour
- increased communication between home and school
- intervention and pupil support plans
- support from the SENCo (Special Educational Needs Coordinator), identified teaching assistants, teachers
- small group work or 1:1 support in self-esteem, emotional literacy.
- referral to external agencies e.g. CAMHS
- mentoring in school

### Monitoring, evaluation and review

The Principal will evaluate the impact of this policy by collecting and analysing data by year group:

- number and range of rewards for good behaviour each term
- sanctions including fixed-term and permanent exclusions – number of, and analysis of behaviour
- number of detentions and analysis of behaviour
- instances of bullying and action taken.

Prior to any review of the policy, feedback will be sought from the school council, pupils, staff and parents on the effectiveness of the policy.

This effectiveness of this policy will be reviewed at least once a year by the Local Governing Body. The policy will be reviewed every year by the Trust.

## **Appendix A: The School Rules**

### **ATTENDANCE AND PUNCTUALITY**

1. The pupils' first responsibility in the day is to be at their place of coaching time at the stated time when school begins, currently 08.25am. All pupils are expected to be in their coaching group or assembly by 8.30am.
2. Lateness to coaching time or lesson is failing to respect the need for an orderly atmosphere and will be dealt with as a matter of indiscipline.
3. Pupils will not be allowed out of lessons unless in an emergency or for a prearranged appointment for which they have a pass or a signed note from a member of staff or an appointment card from an outside agency. Requests to attend the toilet during lesson time will normally be refused unless there is a recognised medical condition. Pupils are aware that they are expected to make use of the toilets during break times.

### **FOOD AND DRINK**

The rules governing food, drink and gum are there to maintain a clean environment:

1. Food and drink should only be consumed in designated areas. Pupils are encouraged to eat in the canteen or the picnic area outside.
2. Pupils are not permitted to bring any juice into the Academy, including large cartons, fizzy or energy drinks onto site. Pupils may only drink water from a clear bottle around that school and in lessons.
3. Pupils must help maintain a clean, orderly environment by using the bins provided. In the canteen, they must clean their tables, plates and cutlery, stacking them in the designated area.
4. Gum should not be brought to school nor chewed anywhere in school.
5. Pupils must not bring cigarettes, tobacco, lighters, electronic cigarettes, shisha pens or matches onto the school premises. These are considered illicit items, some of which are illegal for pupils under the age of 18 to possess.
6. Those caught in the possession of items related to smoking, e.g. lighters, cigarette papers etc. or who are found smoking in or around the school, will be treated under the behaviour management procedures, which may lead to exclusions being implemented.

### **PERSONAL ITEMS INCLUDING MOBILE PHONES, TABLET COMPUTERS AND PERSONAL MUSIC PLAYERS.**

1. All personal items brought into school should be marked with a name, where practical. The school does not take responsibility for any personal property that has been left unattended or which is not permitted on site.
2. The only item of jewellery that the PE department will accept for safe keeping in a PE lesson will be a wrist watch.
3. Mobile phones are not permitted on site. Nor are tablet computers, earphones, mp3 players, portable gaming consoles or other personal electronic devices. These items, if seen, will be confiscated by staff and placed in a lockable cabinet. Parent/carers will be called to ask to collect the items on behalf of their child.

## ALCOHOL

1. Pupils are not permitted to bring alcohol on to the premises or consume alcohol on the premises.
2. If a pupil is found in possession of or consuming alcohol, parents will be contacted immediately and the pupil will be required to be taken home and a meeting will take place with a senior member of staff. It is highly likely that an exclusion will follow.
3. Pupils who have consumed alcohol before arriving to the Academy and who are intoxicated may also, receive a sanction.

## ILLEGAL SUBSTANCES

The school has a responsibility to parents and pupils to do all in our power to keep illegal substances away from the school environment. We teach pupils of the dangers associated with drugs and will give guidance to parents and pupils where a pupil is involved with drugs. However, we operate the following procedures with relation to drugs:

1. Pupils found to be supplying drugs on or near the Academy or on the way to and from school will face the risk of permanent exclusion
2. Pupils found in possession of drugs will be excluded whilst the matter is fully investigated. The sanction that follows will relate to the reasons for possession but possession could result in permanent exclusion.
3. Where the Academy suspects a pupil is in possession of any illegal substance, s/he will be invited to empty their bag and pockets in the presence of two members of staff. If s/he refuses, the parent will be contacted and the police informed.
4. If we have searched a pupil's possessions for an illegal substance, we will inform the parents of what we have done explaining the reason for our search without revealing the source of our information.

**ILLEGAL ITEMS** e.g. knives, fireworks, pointed articles, sharp articles (It must be noted that these are examples and this is not an exhaustive list)

1. Pupils should not bring into School any offensive weapons such as guns, knives, or fireworks.
2. Pupils must not bring on to the School site any item/article that is deemed to endanger the community of the School; this is in accordance with the Offensive Weapons Act 1996, Chapter 26, 139A (4) (See page 8). This act states that it is a criminal offence to bring any such item/article on to the premises of a School.
3. This also includes any item that has a blade or point and would not in normal circumstances be classed as an offensive weapon (under the above Act).
4. Pupils must not bring any play/imitation/replica firearm/knife or other play/replica/imitation weapon on to the school site.
5. If a pupil is in the possession of any such item(s) in school it will result in parents being contacted and a high likelihood of the pupil being permanently excluded from the school, irrespective of there being any intent by the pupil to use the item, sell the item, or if the item is concealed. The police will also be informed of the incident.
6. On the rare occasion where a pupil wishes to bring a dangerous item/article on to the School site that would not usually be used within the normal day-to-day circumstances, then the parents of the child must apply in writing to the Principal giving at least three working days' notice. The letter must contain the reason(s) why the pupil wants to bring such an item on to the School premises and where they intend to store it for safe keeping. Under no circumstances may an item be brought in to the School on the same day as the letter is

received by the Principal (Examples of such events where pupils may wish to bring such items on to the school premises are props for a drama production or props for speaking and listening in English, where a pupil may talk about a hobby or demonstrate how something works, e.g. fishing equipment).

## FOUL LANGUAGE

1. We do not expect pupils to use foul language.
2. Any swearing at or in the presence of staff or as a result of a reprimand from a member of staff will result in the pupil being sanctioned.
3. The school may exclude a pupil for swearing at member of staff.

## Appendix B: Tariff of rewards and sanctions

### REWARDS

We believe that rewards can be more effective than punishment in motivating pupils. Positive behaviour management may be defined as the strategies the Academy employs to promote a well ordered, purposeful school community. These strategies underpin the Behaviour Policy. It is the Academy policy to recognise, acknowledge and reward individual achievements by pupils.

The following are examples of areas considered to be worthy of individual recognition

- Consistently improved standards of work;
- Good or outstanding pieces of work;
- Effort in class or for homework;
- Outstanding effort or achievement in extra-curricular activities;
- Service to the school or local community.
- Showing the Academy values of Love, Hope and Trust.

The foundation for the achievement of good behaviour will involve praise, rewards, and sound relationship between teachers and pupils. We may reward pupils in the following ways:

- verbal praise by staff
- approving signs/acknowledgments
- class rewards
- personalised letters to parents
- celebration assemblies involving parents
- special privileges
- gold stars
- prizes
- certificates

### SANCTIONS

The Academy has a tradition of strong pastoral care. The pastoral team will discuss issues, involving parents, staff and other stakeholders where necessary. Often, a restorative approach is used and has been proven highly effective in maintaining high expectations and strong, positive relationships. The range of school sanctions which may be put in place however include:

1. Teacher and other staff detentions – 15 to 45 minutes
2. Departmental Detention - 1 hour
3. Progress Leader Detentions – 1 hour
4. Senior Leadership Team Detention – 1.5 hours
5. Referral to departmental Holding Room – during lesson time only
6. Banned List – pupils will not be allowed to attend enrichment activities or trips
7. Referral to Internal Exclusion Centre (IEC) for 1 or more days
8. Fixed Term Exclusion –for 1 day or more
9. Alternative educational provision
10. Permanent Exclusion

In all cases of serious or persistent misconduct the Academy will seek to work with parents. It is important that parents are aware of events in school and that we work in partnership to organise a strategy for improvement. The meetings that are held will focus on the pupil's behaviour and specialist services may be invited to contribute to find solutions.

## INTERNAL EXCLUSIONS

The IEC is used on a referral basis to serve as an alternative to fixed-term exclusions. Pupils are referred to the IEC in advance, through a member of the SLT, in response to an incident or set of persistent issues. The IEC provision may be for one or more days.

The IEC timetable runs from 8.30am to 3.00pm, with break held in the IEC, pupils can bring refreshments to eat) and lunch held at an alternative time to the remainder of the Academy. During lesson time pupils are expected to focus on the work provided, sitting in silence as the IEC is a highly-structured environment, with zero tolerance of talking in any way. Pupils complete both reflection work related to the reasons for their referral and on work related to their everyday curriculum. Pupils are sat at individual desks. Any pupils who fails to meet the expectations of the IEC repeat the day. If this happens on a second occasion, a fixed-term exclusion is actioned.

## EXCLUSIONS

Any misconduct leading to an exclusion may ultimately result in a permanent exclusion. Exclusions are used when:

The misconduct is such that an after school detention or other sanction such as IEC referral is not regarded as being sufficient. Examples of behaviour leading to immediate exclusion are: (It must be noted that this is not an exhaustive list).

1. Physical violence
2. Threatening behaviour to other pupils or staff
3. Deliberately setting off the fire alarm
4. Abusive language directed at staff
5. Bringing an item/article on to the school premises that is deemed to be offensive or dangerous or a replica/imitation item that could be seen as an offensive weapon or dangerous item/article.
6. Persistent bullying, including cyberbullying
7. Downloading inappropriate material from the internet

8. Distributing offensive or radicalising material either electronically or by hand
9. Taking photographs, videoing, or recording staff or pupil conversations of lessons, (except for specific educational purposes with the staff member's permission).
10. False allegations about a member of staff or false allegations that bring the Academy into disrepute.
11. Any other type of misconduct which occurs when a pupil has been repeatedly warned of the consequences of misconduct.

The governing board must consider the reinstatement of an excluded pupil who has received a fixed-period exclusion which would bring the pupil's total number of school days of exclusion to more than 15 in a term; or it would result in a pupil missing a public examination or national curriculum test.

The requirements are different for fixed-period exclusions where a pupil would be excluded for more than five but less than 15 school days in the term. In this case, if the parents make representations, the governing board must consider within 50 school days of receiving the notice of exclusion whether the excluded pupil should be reinstated. In the absence of any representations from the parents, the governing board is not required to meet and cannot direct the reinstatement of the pupil. (DFE Exclusions Guidance 2017)

### **REFERRAL TO PERMANENT EXCLUSION**

For isolated incidents of grave seriousness such as supplying illegal substances, violence towards another pupil, violence towards a member of staff (or adult visiting the school), or bringing an item/article on to the school site that is deemed to endanger the community of the School including any item that has a blade or point or any imitation/replica firearm or other replica/imitation offensive weapon, irrespective of any intent to use the item, sell the item or the item being concealed. The Principal reserves the right to exclude permanently with immediate effect.

Also, if the Academy feels that it has tried and used all its resources to bring about an improvement in behaviour, then the parents will be informed of their option for a managed move to another school or if rejected a permanent exclusion from the School. If all reasonable resources have been exhausted the School would also have the right to permanently exclude a pupil from the School without offering a managed move to another school.

If a pupil has a Statement of Educational Needs the school will inform the local authority that it will be holding an Emergency Annual Review because the pupil has been involved in an incident of grave seriousness and at the Annual Review it would be stated that in the Schools view the placement is no longer appropriate.

For other incidents, the school will try a variety of strategies to avoid permanent exclusion. The school will seek to be as inclusive in its use of strategies as possible.

The governing board must consider the reinstatement of an excluded pupil within 15 school days of receiving notice of the exclusion if: the exclusion is permanent.

## **Appeals Process**

In the case of permanent exclusions upheld by the Discipline Committee, the parent has the right to make a further appeal for their child to be reinstated to the school. In this event the Trust convenes a meeting of an independent appeals panel and this panel decides whether or not to reinstate. (See the Exclusions policy for more guidance.)

## **SAFEGUARDING**

In all cases of misconduct, including those outside of the school, the Principal will consider whether the police or the local authority's allocated officer should be notified of the disciplinary action taken. The police will always be informed where the pupil's behaviour is criminal or poses a serious threat to a member of the school community or a member of public. Where behavioural issues give cause to suggest that a child is suffering or is likely to suffer significant harm, the Academy's child protection procedures will be followed.