



**The Lowry Academy**

The best in everyone™

Part of United Learning

**BEHAVIOUR  
POLICY  
September 2023**

## Behaviour Policy 2023

<b>Approved / Accepted by</b>	Adopted template from United Learning by The Lowry Academy (UL Academy School)  The Local Governing Board		
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## **Expectations**

“This policy sets out how the academy will promote good behaviour, self-discipline and respect, prevent bullying, ensure that students complete assigned work, and regulate the conduct of students.

In applying this policy, the academy will take into account its duties under the Equality Act 2010 regarding relevant characteristics protected by that act, notably disability. It will also take into account the needs of students with special educational needs. The academy will also have regard to its safeguarding policy where appropriate.”

## **Policy Implementation**

Behaviour of students at the Academy is a matter for the Academy as a whole, not just a select few members of staff. In addition to the Local Governing Body, Principal and Senior Leadership Team (SLT), all members of staff and parents have important responsibilities.

**The Governing Body** will endeavour to:

- use their best efforts to ensure that students have an environment in which they can succeed (and if students require reasonable adjustments that they get the correct support/intervention to help improve/support their behaviour)
- designate a teacher to be responsible for co-ordinating behaviour
- inform parents/carers when there are reasonable adjustments for a child
- challenge and support all staff to ensure high expectations within the Academy
- challenge the Principal and SLT on suspensions data each academic term.

**The Principal/SLT** has responsibility for the day-to-day management of all aspects of the Academy’s work, including the behaviour of all students. The Principal/SLT will keep the LGB fully informed on students’ behaviour. The Principal will work closely with other members of SLT and the chair of governors. SLT will ensure that all staff adhere to the behaviour policy and implement effective systems for keeping records of all reported incidents, reporting to governors and parents/carers when required.

**All Staff** are to implement the Academy Behaviour Policy consistently and fairly throughout the Academy by setting the standards required to promote positive behaviour. All staff will be trained in the policy and given scenarios to talk through and raise any questions.

**Students** are responsible for behaving responsibly and respectfully in all areas of Academy life, including in lessons, around the Academy site and when representing the Academy. This includes travelling to and from the Academy.

**Parents/Carers/Guardians** are responsible in ensuring that home and the Academy are working together to ensure that there are high expectations each day within the Academy. Parent/Carers/Guardians can always contact the Academy should they feel that their child needs more support with their behaviour.

## **Behaviour expectations**

The Lowry Academy is committed to delivering a culture of respect linked with positive attitudes to learning. The Academy believes that excellent behaviour should allow learning that is aspirational and allows students in the Academy to be the best they can be. As an academy, we have responsibility to teach our students values and good character.

We will do this by rewarding excellent behaviour with praise and tangible rewards and by imposing consistent and clear sanctions for unacceptable behaviour. Students feel safe with boundaries, and it is the job of all staff within the Academy to implement consistently applied routines and demonstrate high expectations in every lesson, every day. The Academy will be relentless in its expectations of the best behaviour from our students.

The Lowry Academy has at its heart a firm commitment to putting the needs of students first. To ensure that students can be the best they can be, it is vital that policies and practice within the Academy promote an environment conducive to learning, ensuring high academic achievement for all students, irrespective of their differing needs. So that this is achievable students are asked to:

- Arrive in the Academy and at lessons punctually and prepared to learn. Students arriving late to the Academy will be required to undertake an after-academy detention. For one incident of lateness to academy in a week students will receive a 1-hour afterschool detention. If a student is late again in the same week, they will receive an additional 1-hour after-academy detention. Any further incidents of lateness to academy in the same week will result in the student being placed in the Reflection room for 24-hours including a 1-hour after academy detention.
- Comply with the Academy uniform – failure to comply with the Academy’s uniform policy will result in students being placed in the Reflection room for 24 hours or until the uniform issue is resolved. All Academy uniform is available to be purchased or loaned from our on-site Student Services. Students will only be placed in the Reflection room if they refuse to correct their uniform or refuse to be loaned academy uniform. Students can be sent home to correct uniform.
- All students are expected to arrive to the Academy fully equipped with a suitable bag which is large enough to hold their class books. They are also expected to have a pencil case, 2 black pens, 2 green pens, pencil, rubber, ruler.
- Students who fail to be equipped and purchase the right equipment will be placed in the Reflection room if they refuse to rectify.
- Students are requested to adhere to standards commonly accepted by society: be polite and courteous.
- All students are expected to treat staff and others with respect. Students are expected to comply with reasonable requests or instructions made by staff on the first time of asking.
- Students are expected to have regard to their own safety and that of others.
- All students are expected to move purposefully and safely around the Academy keeping to the left-hand side.
- All students are expected to move between lessons within 4 minutes. Failure to do so will result in being placed in the Reflection room.
- Any antisocial behaviour by students inside or outside the building may result the student being placed in the Reflection room or being issued with a fixed term suspension.
- The Academy provides a secure and safe environment for students and all students are expected to remain on site throughout the Academy day. Students are expected to leave the Academy grounds at the end of the day unless participating in extra-curricular activities.

### **Uniform**

The Academy website has clear details of what uniform is expected. Academy shoes must be plain black and polishable. Trainers / canvas shoes are not acceptable student footwear for lessons. Students socks must be black. Acceptable examples are on the Academy website.

Any student wearing trainers will need to change these for academy shoes. Students are expected to have a suitable school bag capable of holding their class books, revision guides, lesson equipment and PE kit.

Skirts and black trousers are part of our uniform, they must be formal and smart. Skin-tight trousers, jeans, jeggings or leggings are not acceptable. Students will be sent home to change should they arrive in the incorrect uniform, or they will be placed in The Reflection room. Hoodies are not to be worn at any time. During colder weather students should wear a suitable outdoor coat when outside the academy building.

Girls' skirts will be of knee length and must be the pleated. Check version available from our supplier.. Skirts must not be rolled up, students will be asked to unroll their skirts if they arrive to school with them rolled up. If preferred, girls can wear black trousers, but they must be formal and smart in appearance.

The following is banned and not acceptable uniform:

- Hoodies or non-academy jumpers - students should wear coats in cold or wet weather.
- Shoes with any coloured piping or logos, boots or trainers
- Patterned tights
- Scarves, hats and gloves
- Any shaven head, pattern, unnatural colouring or evident hair extensions
- Any shaven or partially shaven eyebrows
- Any visible make-up
- Any nail varnish or acrylic nails
- Any facial piercing or visible body piercing (for example, nose, lip, tongue or belly button)
- Multiple ear piercings
- False eye lashes

Any student wearing the above items will be asked to remove them. Failure to do this will result in the student being placed in the Reflection room or sent home to resolve.

### **Mobile Phones and Electrical Devices**

Students are not allowed to use mobile phones or smart watches anywhere on the Academy site, including outside at break, lunch or after academy. A real focus for us as an Academy has been to ensure the very best climate for learning, so that students are fully prepared for lessons and any distraction is eliminated. This decision has not been taken lightly and we have completed significant research into this. Mobile phones should be 'switched off and away' at all times, any phone seen or heard will be confiscated (this includes phones on display in shirt or blazer pockets). If a mobile phone is confiscated by a member of the academy staff, parents will be contacted and asked to collect the phone at their convenience. All mobile phones will be stored securely on site and passed directly to a collecting parent via student services.

### **Graduated Approach**

At The Lowry Academy there is a graduated response to behaviour issues,:

- Tier 1: Academy and classroom-wide systems for all children and adults.

- Tier 2: Specific interventions for identified groups such as those with speech, language and communication needs, literacy difficulties (both strongly co-morbid with behaviour issues), transition for those with known behavioural difficulties or those deemed vulnerable.
- Tier 3: Individualised approach for a small number of children with provisions such as SENCO involvement, one to one support from The Intervention manager, back to classroom strategy support, education psychology / speech and language therapy / occupational therapy, behaviour plans, positive handling plans.

## **Prohibited items and searches**

### **The law relating to searches**

Academies have the statutory power to undertake a search of a student or their possessions (without their consent) if there are reasonable grounds to believe that the student may be carrying a dangerous or banned substance or object, e.g. a weapon or illegal drug, or any other item which might pose a serious risk to the safety of that student and/or others. The specific items which can be searched for without consent are specified on page 11 of the DfE's [Behaviour and Discipline in school Guidance](#) with more detailed information provided in [Screening, Searching and Confiscation – advice for Headteachers, staff and governing bodies](#). This includes “any item banned by the academy rules which has been identified in the rules as an item which may be searched for” (“Specific Banned Items”).

The screening and searching advice details what should be done with items that have been confiscated during a search, including the circumstances under which the police should be involved, and when the use of force can be applied.

Only the Principal/Headteacher<sup>1</sup> or a member of academy staff authorised by the Principal/Headteacher, can undertake the search of a student and there must be a witness (also a staff member). The person carrying out the search should be the same sex as the student being searched, as, ideally should be the witness. There is a limited exception to this rule (where a search can be carried out on a student of the opposite sex and / or without a witness) only where the Principal or authorised member of staff reasonably believes that there is a risk that serious harm will be caused to the person if the search is not conducted immediately and where it is not reasonably practicable to summon another member of staff.

Any searches of a student's own person or of their possessions must be carried out with due consideration for the student's personal dignity, health and safety, the academy's Safeguarding policy, United Learning staff-student relations guidance, and the academy's own Equal Opportunities policy. There may be rare instances where a child with a specific SEND diagnosis requires a different approach. For example, the academy may refrain from searching, unless in an emergency, if a child is tactile defensive or has a sensory sensitivity which means that a search may significantly escalate a situation. This would mean dealing with the situation in a different way, bespoke to the needs of the child.

Any such searches must always be viewed as a last resort, when other methods of investigation and communication have failed and only if absolutely necessary, such as in extreme situations where leaving a student with such a suspected item could pose risks to others (or to that student). It is hoped that in the great majority of instances, there will be no need for a search to be carried out.

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Any staff authorised to carry out searches must have had sufficient training to enable them to carry out their responsibilities.

#### Searches without Consent

The following items are banned in academy and students may be searched for them without their consent and without the consent of their parents:

- Weapons – or any object that could be used with the intention of harming another person
- Alcohol and/or drugs
- Fireworks
- Cigarettes and/or smoking materials such as electronic vapes
- Lighters and matches
- Mobile phones that are heard or visible
- iPods or headphones that are visible
- Aerosols
- Hooded sweatshirts
- Jewellery (except watches)
- Piercings (except one discrete pair of ear studs)
- Make-up
- Nail varnish
- Chewing gum
- Energy drinks / soft drinks (water and fruit juice are permitted)
- any article that the member of staff reasonably suspects has been, or is likely to be, used:
  - i) to commit an offence,
  - ii) to cause personal injury to, or damage to the property of, any person (including the student).

Members of staff can use such force as is reasonable given the circumstances when conducting a search for knives or weapons, alcohol, illegal drugs, stolen items, tobacco and cigarette papers, fireworks, pornographic images or articles that have been or could be used to commit an offence or cause harm. Such force **cannot** be used to search for other items that a academy has decided to ban under its behaviour policy. However physical resistance by a student to a search for those latter items can itself be subject to behavioural sanctions.

Before a member of staff carries out a search without consent, the member of staff must reasonably suspect that the student has the prohibited item in his/her possession. Only staff members authorised by the [Head Teacher/Principal] may carry out searches without consent.

Where an item prohibited by this behaviour policy is seized as the result of a search and it is an electronic device such as a mobile telephone, the member of staff who seized the item may inspect the data on it, if he/she thinks that there is a good reason to do so. For this purpose, the member of staff has a good reason if he/she reasonably suspects that the data or file on the device in question has been or could be used to cause harm, to disrupt teaching or break the academy rules. The Academy also reserves the right to inspect data on any electronic device which is confiscated by a member of staff. The academy is entitled to retain the device if it contains material which has been or could be used to cause harm to disrupt teaching or break the academy rules.

Academy staff can seize any prohibited item found as a result of a search and can also seize any item, however found, which they consider harmful or detrimental to academy discipline.

When deciding what to do with a prohibited item, the academy will act in line with statutory guidance issued by the Department for Education.

#### Searches with consent

The academy may search students with their consent for any item. A student's possessions can only be searched in the presence of the student and another member of staff, except where 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.

#### Extent of search

The person conducting the search may not require the student to remove any clothing other than outer clothing. 'Outer clothing' means clothing that is not worn next to the skin or immediately over a garment that is being worn as underwear but 'outer clothing' includes hats; shoes; boots; gloves and scarves. 'Possessions' means any goods over which the student has or appears to have control – this includes bags, lockers and desks.

It is a condition of having a locker in academy that the student gives their consent to it being searched.

Any formal complaints about searches should be made in accordance with the academy's usual complaints policy.

#### Confiscation of articles

Academy staff have the power to confiscate property from students under their general right to discipline contained in s91 of the Education and Inspections Act 2006.

#### Disposal or retention of articles confiscated from students

The academy will follow the Department for Education guidance 'Screening Searching and Confiscation - advice for headteachers, staff and governing bodies' (<https://www.gov.uk/government/publications/searching-screening-and-confiscation>) in deciding what to do with confiscated items.

#### **Drugs**

The Academy policy on drugs applies to all Academy and Academy-related activities whether on or off site. This includes the journey to and from academy. The word 'drugs' used in this policy does not just mean illegal drugs. It extends to alcohol, tobacco products, volatile substances and legal highs. The Academy will monitor and deal with any drugs issues promptly and be proactive in trying to prevent any future drugs incidents. Students will receive drugs education as part of the PSHE programme and the academy will also involve outside agencies such as drugs education charities. Any incidents will be reported to the governors for their consideration.

Any student found to be involved in a drugs-related incident will be disciplined in accordance with the academy's behaviour policy. The sanction is likely to include permanent or fixed term suspension from academy. Dealing with illegal drugs will, except in exceptional circumstances, lead to permanent exclusion.

Using illegal drugs will, except in exceptional circumstances lead to exclusion which may be permanent. Sometimes, it will also be necessary to involve the police. The academy will discuss this and take advice as necessary.



### **Confiscation of drugs**

Any drugs found will be confiscated by staff who will dispose of them in accordance with guidance issued by the Department for Education.

Similarly, any drugs-related paraphernalia such as needles will be disposed of in a prudent manner. The academy may carry out searches for drugs in accordance with this policy.

### **Parental involvement**

Usually the academy will inform parents/carers when their child has been found to be involved in drugs but where there are potential safeguarding issues the academy must act in the best interests of the child which may mean a decision not to inform parents/carers. Such a decision will be taken very seriously and usually with the benefit of legal advice.

### **Bullying**

Bullying is behaviour by an individual or group, repeated over time, that intentionally hurts another individual or group either physically or emotionally. It may involve an imbalance of power between the perpetrator and the victim. Bullying will not be tolerated at the Academy. Students who feel they are being bullied either in or outside the Academy can report it to any member of staff. This also applies to parents/carers who are encouraged to report any incidents of bullying to the Academy where a thorough investigation will take place. Any student seen to be the perpetrator of bullying (as defined by the definition above) will be sanctioned according to the behaviour and anti-bullying policy at the Academy.

[Anti Bullying Policy.](#)

### **Sanctions**

To uphold the highest standards of behaviour, The Lowry Academy operates a Disruption Free Learning System. This is based on the following principles:

- every student has the right to learn in a disruption free classroom
- teachers have the right to teach in a disruption free classroom
- students are either in lessons learning or they are not
- students arrive to lessons fully equipped
- students will make excellent progress in every lesson, every day.

The Academy does not tolerate disruption to learning or defiance; these behaviours can compromise the learning of other students or compromise the safety of students and staff. Students therefore have a responsibility to ensure that they conduct themselves in a safe and compliant manner that allows themselves and other students to be both safe and able to learn. Students were consulted on what defines disruption to learning and defiance and they produced a list of behaviours that students will receive warnings for:

Warnings given for the following	Immediate referral to the Reflection room
<p>Low-level disruption</p> <p>Calling out</p> <p>Off-task chatter</p> <p>Talking over a teacher (or after a countdown)</p> <p>Distracting others</p> <p>Bickering or unkindness</p> <p>Rudeness</p> <p>Physical contact</p> <p>Refusal to follow instructions</p> <p>Shouting</p> <p>Refusal to work</p> <p>Throwing an object</p> <p>Leaving seat without permission</p> <p>Eating in class (including chewing gum)</p> <p>Use or sound of mobile phone / headphones (items will be confiscated)</p> <p>Damaging equipment or property</p> <p>Swinging on chair</p> <p>Turning around on seat</p> <p>Failing to sit up straight and pay attention</p> <p>Head on the desk or in your arms</p> <p>Not facing the speaker</p> <p>Not completing independent work in line with Academy expectations.</p> <p><b>Anything that slows down learning</b></p>	<p>Lateness to lesson (After the late bell)</p> <p>Questioning 'why?' a warning has been given</p> <p>Fighting</p> <p>Play fighting during social time</p> <p>Abusive or offensive language</p> <p>Dangerous or violent behaviour</p> <p>Highly disruptive behaviour</p> <p>Truancing on or off-site</p> <p>Inappropriate hair cut (or hair colour)</p> <p>Lack of correct uniform - trainers, trousers, skirts (when offered option to correct)</p> <p>Refusing to remove unacceptable piercings</p> <p><b>Anything that is dangerous or causes risk</b></p>

To ensure that this happens, we have an internal exclusion area (The Reflection room), which will accommodate those students who disrupt learning. The following will happen:

- First warning – C1: The teacher will caution the student verbally and ensure the student is reminded of expectations that are clearly displayed in each classroom.
- Reflection room referral – C2: If a student disrupts learning a second time, the teacher will notify 'On Call' and the student will be picked up by a member of staff and taken to The Reflection room. The student will then spend a full working day in the Reflection room (for example, if a student is sent out P3, they will remain in Reflect until the end of P3 the following day). Students will remain in The Reflection room on the day that they are removed from lesson for an additional 1-hour at the end of the academy day.

There are a number of things that will happen once a student has been sent to the Reflection room. The following is a simplified version of the process:

- Reflection room staff will inform the parent/carer of the Reflection room referral by text message, depending on the reason for the referral a follow up phone call may be made by the referring member of staff later that day to clarify the reasons for the Reflection room referral.
- The student hands over their mobile phone before entering the Reflection room.
- The student completes a reflection sheet, Values and 'The Lowry Way'.
- Once the above has been completed the student will begin their learning in the Reflection room. This will either be in the form of a live or pre-recorded lesson for the United Learning student curriculum website or through the use of revision guides and practise books. Students will follow a timetable of lessons to ensure coverage of the whole curriculum.
- The Reflection room referral is logged by a member of staff on Arbor and Reflection room database sheet.
- The student will complete a 1-hour afterschool detention.
- Students who are unable to complete a detention on the day will either complete the detention the following day or will be placed in The Reflection Room for break and lunch time the following day.

If the student does not engage with any of the above expectations, the parent/carer will be contacted, and the student will be given an additional sanction or we may support the child through an Off Site Direction to help the student with their next steps. When returning from a fixed period suspension students will complete the day in The Reflection room.

Students that refuse to attend the Reflection room or cause disruption while in the Reflection room may be sent to a partnership academy for an Off-site respite (OSR). Failure to attend this will result in unauthorised absences which may lead to fixed penalty fines.

Through early intervention and support the Academy will seek to identify and support those with additional needs. For example, students with special educational needs (SEND), looked after children (LAC), and those who are identified as vulnerable / on the Child Protection Register.

### **Detentions**

Note that 24 hours' notice of a detention is no longer required. Parental permission is not required when issuing detentions. Providing that:

**Staff have considered:**

- the welfare of the child
- whether the child has caring responsibilities
- whether parents should be informed of the detention, any travel arrangements and that the child has a means to get home safely.

**The permitted times for detentions are:**

- any academy day when the student does not have permission to be absent
- weekends but not those at the beginning and end of half term holidays
- teacher training days.

Set out which staff may give detentions. Lunch-time detentions in the Reflection room allow a reasonable time for the child to eat, drink and use the toilet.

**The power to discipline beyond the academy gate**

The behaviour policy can extend to activities outside the academy day and off the academy premises when the student is:

- taking part in any academy organised or academy related activity
- travelling to or from academy
- wearing academy uniform
- in some other way identifiable as a student at the academy.
- Cyber bullying

Even where the four conditions above do not apply, the behaviour policy can extend to any misbehaviour which could have repercussions for the orderly running of the academy, pose a threat to another student, or member of the public, or could adversely affect the reputation of the academy.

**Rewards**

House Points are awarded by staff directly to students for:

- Attendance
- Achievement
- Attitude to learning
- Effort
- Homework
- Improvement
- Helpfulness
- Extra-Curricular

**Additional opportunities to offer praise to students include:**

- Individual effort or attainment in a learning activity
- Sustained effort or attainment in a subject
- Improvement in attitude, attendance or achievement
- Taking part in assembly
- Regular involvement in Academy sport team/ event
- Regular attendance at any voluntary club
- Acts of kindness, thoughtfulness or generosity
- Excellent manners
- Any other positive act that deserves positive recognition

## **Use of social media**

The Following provisions apply to all forms of social media and they apply to the use of social media for both academy purposes and personal use that may affect the academy, students or staff in any way.

Instances of prohibited social media use:

- damage to the academy or its reputation, even indirectly
- use that may defame academy staff or any third party
- use that may harass, bully or unlawfully discriminate against staff, other students or third parties
- false or misleading statements
- use that impersonates staff, other students or third parties
- expressing opinions on the academy's behalf
- using academy logos or trademarks.

Misuse of social media must be reported to Mr Fletcher and/or Mr Salmon.

Give guidelines for responsible use of social media and state that breach of the policy on the use of social media will result in disciplinary sanctions.

In line with government guidance relating to the Prevent Duty, children must be kept safe from terrorist and extremist material and suitable filtering within academy will be in place.

## **Use of reasonable force**

The Academy will follow the Department for Education's advice 'Use of Reasonable Force – advice for academy leaders, staff and governing bodies' [Use of reasonable force in schools - GOV.UK \(www.gov.uk\)](http://www.gov.uk) Members of staff at the Academy have the power to use reasonable force to prevent students from committing an offence, injuring themselves or others, to prevent damage to property and to maintain discipline. The use of reasonable force will only be used when absolutely necessary and as a last resort. Where restrictive physical intervention has been used more than once with a child, the Academy will write a positive handling plan / risk assessment and share this with the parents / carer.

## **Exclusions**

The Lowry Academy is an inclusive Academy which means that every effort is made to ensure that students are kept in the Academy and learning. Suspensions are used in the case of defiance and/or persistent wrongdoing.

In applying this policy, the academy will adhere to current legislation, including the Equality Act 2010. Acknowledge that the academy is obliged to have regard to the DfE guidance on exclusions. Section 1 makes specific reference to the Equalities Act. These duties need to be complied with when deciding whether to exclude a student. Academies must also ensure that their policies and practices do not discriminate against students by **unfairly increasing their risk of exclusion**. Provisions within the Equality Act allow academies to take positive action to deal with disadvantages, needs, or low participation affecting one group, where this can be shown to be a proportionate way of dealing with such issues.

The Principal and governing body must comply with their statutory duties in relation to SEND when administering the exclusion process. This includes having regard to the SEND Code of Practice.

The exclusion policy relates to behaviour not only in academy but also to behaviour out of academy: for example, behaviours in the community, travelling to and from academy; on academy trips; work experience placements.

### **Types of Exclusion**

Students may be suspended from the Academy for a fixed period at the discretion of the Principal /Senior Vice Principal / Vice Principal.

Students may be suspended for: *This is not an exhaustive list.*

- Failing to attend or meet the learning expectations in the Reflection room
- Any incident that compromises the physical or emotional well-being of any of the Academy staff, students or visitors.
- Any students involved in aggressive behaviour either physically or inciting/ supporting/ promoting aggressive behaviour
- Persistently disrupting the learning of other students
- Failure to meet objectives detailed on their Report Card
- Intimidation/ bullying of others
- Persistent defiance
- Damaging Academy property or the property of others. In these cases, the cost of any damage will be placed with the parent/carer and the police may be informed
- Theft
- Possession of illegal or controlled items (including chemicals, drugs, weapons)
- Students may also be suspended for other single serious incidents that occur off-site while on Academy trips or visits or while students are out of academy hours but representing the Academy by wearing Academy uniform.
- Malicious accusations against staff

Students will be provided with work to complete during the suspension period. During this time, they should not be seen in a public place during academy hours and are not allowed on site. Parents/carers are responsible for the safety of their children during times of a suspension and the Academy will not be held responsible for any incident that occurs during such sanction periods.

### **Reintegration from suspension**

Students returning from a suspension will attend a reintegration meeting with their Inclusion Leader, Behaviour Manager or SLT member and parents/carers. This is a restorative and constructive process that enables discussion about the nature of the suspension and any other contributory factors, as well as any additional support that may be beneficial from home, the Academy or external agencies to prevent further suspensions. On their return to the Academy following a suspension students will complete 24 hours in the Reflection room.

The Academy recognises that suspension / exclusion from academy is a serious matter, particularly at an Academy where many students have experienced significant disadvantage in their lives. We avoid excluding students where possible and try to achieve the correct balance between the needs of the student and the needs of the Academy community. In order to keep exclusion rates low, we use several alternatives:

#### **Off-site respite:**

students who are at serious risk of exclusion and for whom the full range of Academy interventions may not have been effective will spend a period of time, typically 5 days, at a respite placement. This is an off-site provision at another academy's internal exclusion unit. Students return from this provision to a supported approach to mainstream lessons.

**Managed moves (outgoing):**

In very rare cases, where a student fails to make improvements to their behaviour (despite ongoing support and intervention) the opportunity of a managed move will be considered. During this process, parents/carers and students will be invited to discuss a move to another academy within the catchment area. Often a fresh start at another establishment can be the key to supporting a student. A managed move is managed by the relevant Inclusion Leader and the senior member of staff in charge of Behaviour and Safety across the Academy. A managed move is typically introduced as a 6-week probationary period during which parents/carers, students, the relevant Inclusion Leader and the relevant staff member from the receiving academy meet regularly to monitor the progress of the intervention. The receiving academy reserve the right to fail a managed move with relation to their own terms and conditions. If a managed move is deemed a failure, the student may return to the Academy either on a full / reduced timetable allowing supported reintegration back into mainstream or the Principal may sanction a permanent exclusion.

**Managed moves (incoming):**

At the Academy we pride ourselves on our abilities to support all students with their education. This includes our willingness (post-exploration of circumstances) to offer students from other schools a fresh start at our establishment. As above, a managed move probationary period may last up to six weeks. If successful, based on criteria agreed through consultation with relevant parties, a student may be offered a full-time place at the Academy.

**Alternative Provision:**

When a student is at serious risk of exclusion or consistently failing to engage with the Academy, alternative provision may be considered. This could be in the form of an alternative education provider or a college placement. This may be a flexible part-time provision or a full-time one dependent on the needs of the student. Where possible, this will be done with the support of parents and Local Authority. However, under the DFE Alternative Provision Guidance 2013, the Academy may send a student without parental agreement, where it is in the best interests of the student.

**Permanent Exclusions**

The decision to exclude a student permanently is a serious one and will only be considered as a last resort. There are two main types of situations in which permanent exclusion may be considered:

- A final, formal step in a concerted process for dealing with disciplinary offences. This will follow the use of a wide range of other strategies which have been used without success. It is an acknowledgement that all available strategies have been exhausted and is used as a last resort. This would include persistent and defiant misbehaviour including bullying.
- Exceptional circumstances where it is not appropriate to implement other strategies. This could be a first or single serious incident which may include (but is not exclusive to): intimidation, bullying, serious assault, bringing drugs, knives, weapons, fireworks or other controlled or illegal items onto the Academy site.

In reaching a decision, the Principal will always look at each case on its own merits. In considering whether permanent exclusion is the most appropriate sanction, the Principal will consider the gravity of the incident or series of incidents, whether it constitutes a serious breach of the Behaviour Policy and the effect that the student remaining in academy would have on the safety, welfare and education of other students and staff.

In line with its statutory duty, these same two tests of appropriateness will form the basis of the deliberations of the Governors' Disciplinary Committee when it meets to consider the Principal's decision to exclude. This committee will require the Principal to explain the reasons for the decision and will look at appropriate evidence, such as the student's record, witness statements and the strategies used by the Academy to support the student with difficulties prior to exclusion.

The Governors will review the Principal's decision within 15 academy days of the date of the Principal's decision to exclude. Statutory Guidance on Exclusions can be found at: [www.education.gov.uk](http://www.education.gov.uk)

Any investigation will be conducted in accordance with DfE guidance so as to be fair. The other is to set out the principles that will be applied which should be as follows:-

### **Principals Decision**

The decision to exclude will be made after a review of the evidence available and will be on the balance of probabilities - i.e. is it more probable than not that the accused acted as alleged – and in response to a serious or persistent breaches of the academy's behaviour policy and where allowing the student to remain in academy would seriously harm the education or welfare of the student or others in the academy.

### **Notification**

Once a decision to exclude has been made, parents to be contacted at the earliest possible opportunity, by telephone if possible. The exclusion to be confirmed (without delay) by a letter signed by the Principal, or designated teacher in charge.

### **Role of the Local Governing Body**

The responsibilities of the Governing Body in the exclusion process include:

- the duty to consider the representations of the parents
- that the Governing Body can either uphold the exclusion or direct reinstatement (and if the latter is not practical still consider if the decision to exclude was justified)
- that the decision of the Governing Body will be given in writing and without delay and will give the reasons for the decision.
- Statutory guidance on exclusions can be found [academy-exclusion](#)