



# GREENWOOD ACADEMIES TRUST

## Mablethorpe Primary Academy Pupil Behaviour and Exclusions Policy

**This policy should be read in conjunction with the  
Mablethorpe Primary Academy Restorative Practices Policy  
September 2022**

<b>Document Owner</b>	Shona Hodgson Principal
<b>Version</b>	1
<b>Effective From</b>	01/09/2022
<b>Next Review Date</b>	31/08/2024

## Table of contents

1. Policy overview.....	3
2. Encouraging positive behaviour.....	3
3. Equality .....	3
4. Reasonable force .....	3
5. Searching and confiscation .....	4
6. Managed moves to another school.....	4
7. Non-compliance with the Academy uniform policy.....	4
8. Behaviour off site.....	5
9. Suspensions and exclusions .....	5

### Policy overview

The aim of this policy is to ensure that all Mablethorpe Primary Academy (MPA) pupils learn in a safe and secure environment where high standards of behaviour support good learning.

This policy, along with our Restorative Practices and Relationships policy outlines the behaviour that we expect from all of our pupils and the sanctions that will be consistently enforced if pupils do not meet these expectations.

The policy is based on the good practice guidance outlined in the Department for Education's guidance on behaviour and discipline and is in line with the legal duties set out in Schedule 1 to the Education (Independent School Standards) Regulations 2014. 2.

### Encouraging positive behaviour

High standards of behaviour and discipline are expected inside and outside of each Academy and classroom.

Positive behaviour and work is rewarded through

- Staff congratulating pupils

- Dojo point collection
- whole class rewards
- Star of the week certificates/ assemblies
- Attendance certificates and awards
- All children who have not needed a sanction or an intervention to tackle an issue which then had to be shared with parents, receive a positive behaviour certificate 6 times a year.

All staff are accountable for implementing high expectations and for challenging behaviour which prevents effective teaching and learning. All staff are also expected to support all pupils appropriately to achieve high standards of behaviour, work and dress. These expectations are clearly explained as part of their new class induction. Any pupils joining mid-year also receive this induction.

All this information is available on our website and is reflected in our Home School Agreement.

MPA seeks the support of parents in upholding the standards in our Academy and values a partnership with home.

MPA will take appropriate action under this policy and their behaviour protocol where a pupil's behaviour falls below the standards expected and adversely impacts on the Academy or any member of the MPA community.

Sanctions include losing playtime or lunchtime playtimes. The number lost will depend on the severity of the action. If this sanction is required, the incident is logged on our CPOMs system and parents are informed as to the reason for the sanction.

If there is disruption to learning due to behaviour incidents, the pupil may be asked to work outside the classroom or with a member of the SLT in a different room. Again the amount of time this is required will depend on the severity of the incident. If this sanction is required the incident is logged on our CPOMs system and parents are informed as to the reason for the sanction.

If this disruption continues and the sanction has to be repeated, the pupil will be placed on a behaviour plan which will be agreed with parents. If the actions in this plan do not result in an improvement in behaviour, support from outside agencies such as the Lincolnshire Behaviour Outreach service will be requested alongside the implementation of a Pastoral Support plan.

#### Equality In accordance with the Equality Act 2010,

MPA will make reasonable adjustments to the application of the policy where the behaviour is due to a reason related to a child's special educational needs or disability, thereby ensuring that children with SEND are not placed at a disadvantage or unlawfully discriminated against. Staff seek to identify the underlying cause of any unacceptable behaviour, for example an unmet special educational need, and to put in place measures to address the cause, ensure that the pupil receives appropriate support and prevent the behaviour re-occurring. Staff will also seek to identify any 'triggers' for pupils displaying challenging behaviours to prevent the challenging behaviour persisting or worsening. Academies will work closely with all parents/carers of children with behaviour difficulties.

### Reasonable force

Where it is necessary to prevent a pupil from

- causing injury or damage to the property of any pupil (including him or herself) • prejudicing the maintenance of good order and discipline at our Academy
- reasonable force may be used by a member of staff.

The use of reasonable force is a last resort and alternative strategies will be adopted wherever possible, for example contacting the parent or the police for support. Reasonable force will never be used as a sanction and the degree of force used will be the minimum needed to achieve the necessary result.

MPA will communicate with parents where serious incidents involving the use of force been used. It will be up to the Principal's discretion to decide on the need to report, depending on the severity of the incident.

### Searching and confiscation

In addition to the general power to use reasonable force described above, Principals and authorised staff can use such force as is reasonable, given the circumstances, to conduct a search for the following 'prohibited items':

- knives or weapons
- alcohol
- illegal drugs and paraphernalia
- stolen items
- tobacco and cigarette papers
- e-cigarettes
- fireworks
- pornographic images
- any article that has been or is likely to be used to commit an offence, cause personal injury (whether physical or psychological) or damage to property.

MPA does not encourage the use of force but a member of staff may use reasonable force to carry out a search for a prohibited item as listed above. Where a member of staff reasonably suspects that a pupil is in possession of a prohibited item and the pupil refuses to cooperate with a search of their person or their property, MPA may treat this as a disciplinary matter and apply an appropriate sanction. In dealing with the confiscation or disposal of items found following a search, the Academy will have regard to the DfE's guidance on searching and confiscation. (Searching, screening and confiscation - Advice for Headteachers, school staff and governing bodies, July 2022.) Any cigarettes or e-cigarettes confiscated in the Academy may be destroyed.

### Managed moves to another school

Where a pupil is at risk of permanent exclusion, a managed move to another school may be considered. A managed move is a voluntary agreement between schools, parents/carers and a pupil, for that pupil to change school or educational programme under certain circumstances. If the pupil's parents do not agree to a managed move, the Principal will record this in writing.

### Non-compliance with the Academy uniform policy

The Academy uniform, as detailed in an Academy's uniform policy, should be worn by all pupils. Where a pupil attends the Academy without the correct uniform, the Principal or someone authorised by the Principal, may send the pupil home to change his/her clothes to comply with uniform rules. Parents will be notified and the time allowed will be no longer than is necessary for clothes to be changed. This will not amount to an exclusion and the absence from the Academy will be recorded as authorised. However, if the pupil continues to breach uniform rules to avoid school, the pupil's absence may be recorded as unauthorised. In addition, a persistent breach of uniform rules may give rise to disciplinary sanctions being imposed.

### Behaviour off site

Where pupils misbehave on the way to or from MPA, near the MPA premises or in circumstances in which the MPA considers it reasonable to impose sanctions for behaviour outside of school, this policy will apply and the pupil will be disciplined by MPA.

In deciding whether to apply sanctions and the appropriate level of sanction, MPA will take into consideration

- the severity of the misbehaviour/breach of this policy
- the extent to which MPA's reputation has been affected
- the effect that the behaviour has had or may have on other pupils or members of the MPA community
- the extent to which the behaviour has implications for the orderly running of MPA and its duty to uphold discipline
- whether the behaviour occurred when the pupil was identifiable as a pupil of MPA.

### Suspensions and exclusions

This policy and all MPA processes relating to exclusions are informed by Suspension and Permanent Exclusion from maintained schools, academies and pupil referral units in England, including pupil movement - Guidance for maintained schools, academies, and pupil referral units in England - July 2022 ("DfE Guidance").

For serious incidents of poor behaviour or persistent breaches of this behaviour policy, the Principal may resort to either a fixed term suspension or permanent exclusion. MPA is fully aware of its duties not to discriminate against, harass or victimise pupils due to their sex, race, disability, religion or belief, sexual orientation or because of pregnancy or gender reassignment. For disabled pupils, MPA will make reasonable adjustments to its policies and practices to ensure disabled pupils are not placed at a substantial disadvantage compared to their non-disabled peers.

All suspensions and exclusions are monitored by the Academy and the Education Directors who report on a termly basis to the Standards Committee of the Greenwood Academies Trust Board. Where an excluded pupil is due to sit an external examination e.g 11+ and SATS suitable arrangements will be made to

ensure the pupil can still sit the examination. Before taking a suspension or an exclusion decision, the Principal of the Academy will also have due regard to the following (in accordance with the DfE Guidance):

- for groups with high exclusion rates (pupils with SEN, pupils eligible for Free School Meals, looked after children, pupils whose ethnicity is Gypsy, Roma, Travellers of Irish Heritage or Black Caribbean) any extra support required to identify and address the needs of the pupil
- what additional support or alternative placement may be required for a pupil with a Statement of SEN/EHC Plan or a looked after child
- that the permanent exclusion of a pupil with a Statement of SEN/EHC Plan or a looked after child should, as far as reasonably possible, be avoided. The decision to suspend or exclude will only be taken for a disciplinary reason and all decisions will be formally recorded.

In line with the DfE's SEND Code of Practice, if MPA has concerns about the behaviour, or risk of exclusion, of a child with additional needs and a pupil with an EHC plan it will, in partnership with others (including the local authority as necessary), consider what additional support or alternative placement may be required. This will involve assessing the suitability of provision for a pupil's SEN.

Where a pupil has an EHC plan, MPA will consider requesting an early annual review or interim/emergency review. For those pupils who are SEND-K, a co-production meeting (professionals and families meeting) will be arranged to discuss the additional support and strategies which may need to be considered.

### Suspensions

If a decision is taken to exclude a pupil for a fixed term (suspension)

- the parent is contacted by the Principal as soon as possible and the decision is confirmed in writing.

The letter will outline any relevant incident(s), the reason for the exclusion and the duration of the fixed term exclusion.

The parents' right to make representations about the suspension or request a meeting of the Academy Advisory Council's Disciplinary Committee is highlighted as appropriate.

- a meeting is set up for the parent/carer and pupil to attend on return from a suspension with a senior member of staff.

Following this meeting

- the pupil is reinstated
- the pupil may be placed on report or another appropriate temporary sanction or support
- behaviour support and 'reasonable adjustments' will be reviewed
- a record of the suspension and meeting is kept in the pupil's file.

In accordance with the requirements set out in the DfE Guidance, the Academy Advisory Council will arrange for a Disciplinary Committee to meet to consider reinstatement of the pupil if the suspension would bring the pupil's total

number of school days of exclusion to more than fifteen (15) in a term or if the suspension would result in the pupil missing a public exam.

If requested to do so by parents, the Disciplinary Committee must also consider the reinstatement of an excluded pupil if that pupil would be excluded from school for more than five (5) school days but not more than fifteen (15) in a single term.

Where a pupil is suspended for fewer than five (5) days in a single term, the Disciplinary Committee will consider any parental representations but will not meet and cannot direct reinstatement.

#### Decision to permanently exclude

Permanent exclusion will be a last resort and the decision to permanently exclude will only be taken by a Principal

- in response to a serious breach, or persistent breaches, of this policy and
- where allowing the pupil to remain in MPA would seriously harm the education or welfare of the pupil or others in the Academy.

The following behaviour is regarded as completely unacceptable and may result in a decision to exclude, including on a permanent basis, depending on the circumstances:

- Physical assault against another pupil
- Physical assault against a member of staff or any other adult
- Verbal abuse/threatening behaviour towards another pupil
- Verbal abuse/threatening behaviour towards a member of staff or any other adult
- Any form of bullying
- Racist abuse
- Sexual misconduct or assault
- Drug and alcohol related incidents
- Damage to property (including arson)
- Theft
- Carrying an offensive weapon
- Malicious allegations against members of staff
- Racist, sexist, homophobic or other forms of discriminatory behaviour
- Persistent, disruptive behaviour
- Serious incidents that bring the academy or GAT into disrepute
- Other (only in exceptional circumstances).

MPA will do everything possible to avoid the permanent exclusion of a Looked After Child. MPA will be proactive and work with the young person, carers, the virtual school and social workers to do everything reasonable to avoid excluding a Looked After Child.

The Education Director will be informed of any Permanent Exclusion decision.

#### Permanent exclusion processes

The processes that MPA must undertake following a decision to permanently exclude

follows precisely the DfE guidance in this area. When the Principal decides to permanently exclude a pupil, the Academy Advisory Council will arrange for a Disciplinary Committee to review the case within fifteen (15) days of the exclusion. The panel will ensure they consider the facts of the case and representations at the meeting carefully before making a decision either to uphold the permanent exclusion or to reinstate the pupil. If, following the completion of the exclusion review process, a pupil who was permanently excluded is to be re-instated, the process of re-integration will require careful planning. A reintegration plan may also involve carrying out a risk assessment and implementing measures to reduce identified risks. The Academy will formalise re-integration plans, where actions, expectations and consequences are made clear in writing and may include a parental contract. Should a further exclusion be necessary, this could be used to demonstrate that a sound integration plan was put in place and rigorously applied.

If the decision to permanently exclude is upheld, parents/carers have the right, as described in DfE guidance, to request that the decision of the Disciplinary Committee be reviewed by an Independent Review Panel. Independent Review Panels must be impartial and constituted in accordance with the detailed provisions of the DfE Guidance.

The Trust will ensure that Independent Review Panel members and clerks are suitably trained. Where requested by the parent, a SEN expert will be appointed by the Trust to advise the Independent Review Panel.

The Independent Review Panel may decide to

- uphold the Disciplinary Committee's decision
- recommend that the Disciplinary Committee considers reinstatement
- quash the decision and direct the Disciplinary Committee to reconsider reinstatement.

The Independent Review Panel's decision is final and binding on the Academy, pupil and parents. The Independent Review Panel does not have the authority to direct the instatement of a pupil.

A parent may not appeal to the Commissioner for Local Administration (the Local Government Ombudsman) about maladministration as the Commissioner's remit is limited to considering the conduct of appeal panels constituted by Local Authorities.

### Parents' responsibilities

There is a duty on parents to ensure that an excluded pupil of compulsory school age is not in a public place during school hours without reasonable justification, or a fixed penalty could be imposed by the local authority. Parents will also be warned in the exclusion letter that failing to comply with their duties in this regard may form part of a case for a parenting order to be issued by the magistrate's court. Continuing education during the exclusion period

For the first five days of a suspension, MPA will set work appropriate to the pupil's age and ability and make arrangements for this to be collected and returned for marking.

Where a pupil is given a suspension of six (6) days or longer, the MPA has a duty to arrange suitable off-site full-time educational provision from and including the



sixth day of exclusion as day one. With reference to permanent exclusions, the MPA will set work as described above for the five days following a permanent exclusion.

### Monitoring and analysis

All incidents requiring monitoring are logged on our CPOMS safeguarding system. This is monitored by our Safeguarding team, including our Pastoral team, to ensure if any additional support is needed, it can be initiated in a timely fashion.