



**Barnsley Academy**

The best in everyone™

Part of United Learning

Barnsley Academy

# Disruption-free Learning Behaviour Policy

September 2018

<i>Policy Signed off on</i>	Date:	Date:
<i>Signed off by</i>	Name: Steve Dixon Signature: Role: Principal	Name: Nigel Robson Signature: Role: Chair of Governors

This Behaviour and Exclusions Policy applies to Barnsley Academy. All Governors and staff must abide by this policy which has been adopted in accordance with United Learning Trust.

## Contents

SECTION 1 - ACADEMY-WIDE EXPECTATIONS .....	3
SECTION 2 - ACADEMY RULES.....	4
PREPARED TO LEARN .....	4
PUNCTUALITY.....	4
ARRIVAL TO LESSONS – 52 MINUTE RULE .....	4
DETENTIONS.....	5
CORRIDOR BEHAVIOURS.....	5
MOBILE PHONES/ELECTRONIC DEVICES.....	6
CONDUCT IN LESSON .....	7
PHYSICAL EDUCATION LESSONS .....	8
FOOD & DRINK.....	8
SMOKING .....	9
BAD LANGUAGE & VIOLENT CONDUCT .....	10
BEHAVIOUR IN THE LOCAL COMMUNITY .....	10
BEHAVIOUR ON SOCIAL MEDIA .....	11
SERIOUS INCIDENTS .....	11
SECTION 3 - INTERNAL EXCLUSION – C2 SANCTION.....	12
SECTION 4 - APPENDICES.....	14
APPENDIX ONE – RESTORATIVE PRACTICE .....	14
APPENDIX TWO – BARNESLEY ACADEMY UNIFORM .....	15
APPENDIX THREE – BARNESLEY ACADEMY DETENTIONS.....	18
APPENDIX FOUR – THE LINK PROVISION .....	20
APPENDIX FIVE – SPECIALIST STUDENT PROVISIONS .....	22
APPENDIX SIX – TEAM TEACH .....	24
SECTION 5 - EXCLUSIONS .....	25
FIXED TERM EXCLUSION.....	27
FTE TARIFF LIST .....	28
PERMANENT EXCLUSION .....	29
GOVERNORS EXCLUSIONS COMMITTEE & INDEPENDENT REVIEW PANEL .....	30

## Introduction to Disruption-free Learning

We believe that Disruption-free Learning is the right of every student at Barnsley Academy. We are unapologetically ambitious for every child and our values of 'respect, pride, prepared, consideration and achieve' permeate everything that we do.

We are driven by the desire to support students achieve their full potential and leave us as well-rounded young people who can make a significant and positive contribution to their own, and wider community.

For this reason, we will not tolerate disruption or negative behaviours that are not conducive to good learning and we have developed this policy to ensure we maximise student chances of success.

This policy outlines our high expectations.

Our students deserve Disruption-free Learning every minute of every lesson.

## SECTION 1 - ACADEMY-WIDE EXPECTATIONS

Barnsley Academy has a core set of 'Academy-wide Expectations' that are displayed throughout school. These expectations should over-arch all student and staff behaviours and are reflected in all other school rules.

### **Respect**

Always show respect to everyone without exception. Respect your environment and do all you can to keep your school presentable and a safe and healthy place to be.

### **Pride**

Reflect the high expectations of the Academy in your behaviour, appearance and attitude; both in the Academy and in the local community.

### **Prepared**

Be completely prepared for your learning. Have all the correct equipment, your planner and sit correctly in your seat in a way conducive to high learning expectations. Arrive on time.

### **Consideration**

Show consideration for others in everything you do. Never behave in a way which has a negative impact on your own learning or that of others; never behave in a way which has a negative impact on the feelings of others.

### **Achieve**

Aspire to be the 'best version of you' in absolutely everything you do. Try your hardest, be determined and never give in.

## SECTION 2 - ACADEMY RULES

### PREPARED TO LEARN

Students are expected to;

- Wear the correct Academy uniform at all times (*See Appendix*).
- Arrive at the Academy fully prepared to learn. All students are expected to carry a suitably sized strong bag, a pencil case containing a black pen, red pen, pencil, ruler and rubber, their Accelerated Reading book and their planner. The planner should have a current version of their timetable in the front.
- Arrive on time at the start of the school day and attend each lesson as timetabled. Students are expected to move directly to their lessons in a calm and purposeful way and use the most direct route to their destination. 'Lapping' corridors is not acceptable for any reason.

### PUNCTUALITY

Arrival at school

Punctuality is an important life skill and we will do all we can to teach all students the importance of arriving on time and being prepared.

- Students are expected to arrive at the Academy at 08.20am at the latest. This is when the whistle is blown giving all students 5 minutes to get to their form rooms and prepare for form time.
- We provide a free breakfast for all our students starting at 7.50am until 08.20am to encourage them to arrive 'earlier' and spend time settling themselves and preparing themselves for the school day.
- Any student who arrives in the Academy after 08.25am (by the official attendance clock) will receive an automatic 40-minute detention the same day. The detention will take place in the canteen and will be led by the Attendance Team. It is expected that all students with a 'late' detention will take themselves to the canteen at the end of the day and successfully complete their detention. If a student doesn't attend, they will spend the next full day in Internal Exclusion. Parents will be advised of this 'late' detention by text before 12 midday the same day.

### ARRIVAL TO LESSONS – 52 MINUTE RULE

*Teachers plan their lessons to maximize the progress of every student and lessons are scheduled within a one-hour time slot. There is a maximum 5-minute time allowance for students to move to their next lesson (depending on proximity) which leaves 55 minutes of teaching time. If we minus a further 3 minutes of tidy-up/clear away time at the end of each lesson, this leaves 52 minutes of teaching time. These 52 minutes of complete student focus*

*are essential if all students are to maximize their progress. We want students to understand the importance of their learning time, value it and really capitalize on it in order to be successful. Therefore, we will use Academy sanctions to enforce the message of punctuality and ensure no-one has their learning interrupted by late-comers.*

Students have a 5-minute window from the end of one lesson to arrive at their next, be seated and working as directed by the teacher. This means the student will need to walk purposefully and via the most direct route to their classes. If a student arrives late to any lesson (without a verified reason) they will be given a 40-minute detention at the end of the day with the Attendance Team. The detention will take place in the canteen. It is expected that all students with a 'late to lesson' detention will take themselves to the canteen at the end of the day and successfully complete their detention. If a student doesn't attend they will spend the next full day in Internal Exclusion.

Following lunch and break, students have the same 5-minute window to be seated in their lesson and working as directed by the member of staff.

### DETENTIONS

Detentions at Barnsley Academy take place in the school canteen at the end of the school day and last 40 minutes.

KS3 detention – 2.30pm until 3.10pm

KS4 detention – 3.30pm until 4.10pm

- All students are responsible for accepting any detentions given to them and for ensuring they attend at the correct place and time. The detention will be the same day and students will be expected to take themselves there at the correct time. Failure to attend their detention will lead to a full day in Internal Exclusion the following day.
- In detentions, all students are expected to silently read books provided by the school or their own reading book (Accelerated Reader).

### CORRIDOR BEHAVIOURS

- Students should always move sensibly and calmly around the Academy building. There should be no disruption of any sort on corridors. Students should walk on the LEFT at all times, including on stairs. Students need to respect all measures to keep corridors safe and free from congestion. Students are expected to walk to their destination using the most direct route possible and not 'lap' corridors or go on any detour for any reason. Incorrect movement around the Academy will be dealt with via the Academy Consequences System.
- Students should not walk around the Academy or stand/collect in groups as this can be unsafe, obstructive and is inappropriate.
- Students should respect the school building and school environment at all times. Dropping litter is unacceptable and will be dealt with via Consequences. Any action

which is deemed to negatively impact on the school environment or school property will be dealt with via the Academy Consequences System. Any damage caused purposefully will be paid for by the student and families will be invoiced accordingly.

- Follow all instructions given by all staff on the first time of asking – *‘first time every time’*. Never walk away from a member of staff as this is rude and disrespectful. All students need to *‘talk and sort’* as this is the most conducive to resolving situations and is a good life skill to develop.

### MOBILE PHONES/ELECTRONIC DEVICES

Mobile phones and electronic devices (including SMART/I watches) are not permitted in the Academy;

- On arrival to the school premises all phones and any electronic devices must be switched off and kept out of sight in the student’s school bag (not in a pocket), together with any headphones. Smart Phones & I phones should be left at home.
- If a phone/tablet/electronic device/Smart Watch/I Phone is seen during lesson time or around the school, it will be confiscated and parents/carers will be asked to collect it from the Main School Reception once their child has completed their 40-minute detention which will take place at the end of the school day. (Please note that the phone will not be released until the student has completed the detention). The student will receive a 40-minute detention at the end of the school day as a consequence for breaking the school rules.
- The same sanctions apply to headphones. Headphones are not to be worn around the neck or be visible in the Academy building at any time. They should be placed in bags during the school day.
- Refusal to hand over a phone or electronic device will result in Internal Exclusion for one working day. Continued refusal will result in exclusion. On return to the Academy they will complete 24 hours in IE after handing their phone into Main Reception where it will be kept all day until the sanction has been successfully completed.

Mobile phones, Mp3 Players and other consumer electronic devices are considered to be ‘prohibited’ within the Academy building and grounds. Any pupil who does bring a mobile phone, Mp3 player or other consumer electronic device to school does so at their own risk and the academy can accept no responsibility for any loss or damage that might occur to the item.

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 school rules. The Academy

also reserves the right to inspect data on any electronic device which is confiscated by a member of staff. The school 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 school rules.

### **Confiscation of Items**

Confiscation is lawful as a disciplinary penalty. The academy reserves the right to confiscate any item of pupils' property which has been, or it is suspected might be used to:

- Commit an offence;
- Cause personal injury to any person, including himself or herself;
- Cause damage to property;
- Prejudice the maintenance of good order either during a lesson or otherwise

Confiscation may be for any period or the property may be disposed of.

Mobile phones, Mp3 Players and other consumer electronic devices that are confiscated from pupils will be held by the Administration Team and can be collected at the end of the school day by a parent/carer after the student has completed their 40-minute detention. Any pupil who refuses to hand over a Mobile phone, Mp3 Player or other consumer electronic device will be subject to a 'C2' or escalation within the 'C' system. In these cases, the Mobile phone, Mp3 Player or other consumer electronic device will be confiscated until the end of the half term and must be collected by their parent on the last school day of the half term.

If the confiscation falls within this behaviour policy and is reasonable, the person confiscating is not liable in respect of the confiscation, the disposal or any damage or loss arising. The academy will follow statutory guidance issued by the Department for Education when deciding what to do with a seized prohibited item.

### CONDUCT IN LESSONS

No student has the right to disrupt the learning of others. On a lesson by lesson basis, students will have one simple choice, to either be in class working hard and progressing with their learning or be isolated from their peers for a period of one working day so that the learning of others is not disrupted.

The expectations are simple and explicit:

- All students arrive at their lesson on time in a calm and purposeful manner
- Students enter the classroom, get out their equipment and books and sit as directed in their allocated seat working on the starter activity.
- Students sit silently working whilst the register is taken
- Listen carefully and attentively whilst the teacher is teaching
- Raise their hands if they have a question or need to speak
- Work exceptionally hard without disrupting any other student.

If a student fails to comply with expectations, they will be given one explicit warning to change their behaviour (C1). The second time this student fails to meet expectations in that same lesson they will be given a C2 which means they need to quietly pack away their belongings and walk to Internal Exclusion where they will be expected to arrive within 5 minutes of leaving the class. Failure to do as the teacher asks will lead to an immediate Fixed Term Exclusion.

Any student sent to Internal Exclusion will be expected to 'resolve' with the member of staff prior to returning to their learning 24 hours later. The 'resolve' is a compulsory part of the process and therefore must take place. No student can refuse to 'resolve' and will remain in IE until they agree to resolve in a satisfactory manner

### PHYSICAL EDUCATION LESSONS

At Barnsley Academy we expect all students to fully participate in every PE lesson, in the same way they would in every other lesson. We expect students to come prepared with the correct equipment for that lesson. Being active is a very important part of leading a healthy life and we encourage activity at all levels and we hope our parents and families will do the same.

All students should bring the full, correct PE kit on the days they have PE. This kit should include a pair of trainers to specifically wear for PE. It is not acceptable for students to wear the same pair of trainers to attend their lessons as they do for PE – the main issue being one of hygiene and appropriateness especially when it is inclement weather and trainers become wet and muddy.

If a student forgets their PE kit they will be expected to borrow kit from the PE department. This kit is not new kit, but is clean, as we launder all kit after it has been worn. Should the student refuse to wear the kit they will be placed in Internal Exclusion for 24 hours in line with the Academy's Disruption-free Learning Behaviour Policy. Repeated refusal will lead to more serious sanctions.

If a student forgets just one item of kit the same process above will apply. The student will always be offered the option of borrowing kit.

If a student has a valid medical reason for not participating in any aspect of PE, an up-to-date Doctor's note must be provided. A copy of this letter/evidence will be logged on the Academy's central computer system to ensure staff are aware. Without medical evidence the decision as to whether or not the student is fit enough to do PE will be at the discretion of the Academy's First Aiders/ Vice Principal / Principal.

### FOOD & DRINK

Students are not allowed to eat food of any sort in the school building, apart from in the designated areas which currently are;

- *School Canteen*
- *Main Hall (on wet-days at breaks and lunches)*
- *Sports Hall (in Winter at breaks and lunches)*
- *Bronze, Silver, Gold Learners designated lunchtime room*
- *Food Tech Room during practical sessions.*

Any food or drinks must be carried around in school bags and not in blazer pockets.

- No fizzy drinks are allowed in the Academy.
- No energy drinks are allowed in the Academy.
- Water only in clear see-through water bottles.

*As an Academy who supports the reduction of plastic in the environment we have introduced new rules regarding what students can drink in the Academy. We believe these new measures will hopefully mean students will re-use one bottle repeatedly and not buy numerous bottles, plus it promotes a healthy lifestyle and encourages students to reduce their sugar intake on a daily basis.*

Students are allowed to bring water to school in a clear water bottle. Water is the only drink allowed in school. We have increased the number of water fountains available to students to re-fill their bottles with cold, fresh water, plus we will sell bottles of water in the uniform shop first thing in a morning for a minimal cost. All other drinks will be confiscated and disposed of if they are seen anywhere in the Academy and the student will receive an automatic 40 minute detention at the end of the day.

Students cannot drink at any time in Science laboratories and will need to request to stand outside the room momentarily to consume their water (in urgent situations).

Students are not allowed to bring hot drinks into school.

Multi-packs of food are not permitted, along with large quantities of any food or drink product – just sufficient food and drink for daily personal consumption. Selling any food or drink to any other students is strictly forbidden. There are a number of healthy drinks on sale in the canteen at lunch time which can be consumed in the canteen area at lunch time but not taken out into the main area of school.

- Chewing gum is banned in the Academy and its grounds, whether being chewed or carried in bags/pockets etc. Anyone found with gum will have it confiscated and receive a 40 minute detention.

## SMOKING

- Smoking is not permitted in the Academy building or anywhere on the grounds or when dressed in the uniform of our school.
- All smoking paraphernalia is banned in the Academy e.g. cigarettes, lighters, tobacco, cigarette papers/filters, matches, e-cigarettes, e-liquids or anything else which fits into this category. Any student found in possession of any smoking paraphernalia will have it confiscated and they will then spend 24 hours in Internal Exclusion as a consequence. Any refusal to be searched or to hand-over the paraphernalia will result in a Fixed Term Exclusion.
- Students found smoking in the Academy will have any paraphernalia confiscated and then receive a Fixed Term Exclusion. Any student associating with smokers – whether they are also smoking or not – will also receive the Fixed Term Exclusion.

\*Any smoking paraphernalia confiscated will not be returned and will be handed over to the Police who will dispose of the items.

### BAD LANGUAGE & VIOLENT CONDUCT

- Any student swearing at or in earshot a member of staff will result in a full day in Internal Exclusion as a minimum, pending investigation if this is deemed appropriate. The student may receive an immediate Fixed Term Exclusion if it is deemed as a serious incident by the Principal (or the Principal's Representative in their absence).
- The Academy prides itself as a violence-free environment which does not tolerate violence/aggression of any sort. All incidents involving violence / aggression will be taken extremely seriously. Whenever possible, full investigations will take place prior to deciding the consequences for any students involved, however due to the nature of these incidents it may be more appropriate to exclude the students involved whilst an investigation takes place. This decision will be at the discretion of the Principal. The most serious incidents may result in a Permanent Exclusion in the interest of keeping all students and staff safe in the Academy – this decision will also be at the discretion of the Principal, Executive Principal and Governors.

### BEHAVIOUR IN THE LOCAL COMMUNITY

- Students are expected to behave in a respectful and considerate manner at all times in the local community. The school does have the power to exclude students for negative behaviours in the local community and will use these powers if needed. Students are expected to follow our 'Academy-wide expectations' when they are walking to, and from the Academy. Students must remember that they are representing the Academy at all times when they are wearing Academy uniform and must behave in a way which does not bring the Academy into disrepute. Any such negative behaviours will be dealt with through the Academy Consequences System.
- All students are expected to demonstrate a high standard of conduct on the journey to and from school, as each person is an ambassador for our school whenever they are wearing Academy uniform.

Students are expected to:

- To arrive at school and leave school in full uniform.
- To behave in a safe and responsible manner while walking to and from school.
- To use the cycle lanes/pedestrian zones safely.
- To ride their bikes and scooters responsibly and in line with road safety regulations
- To take any litter home and dispose of it properly.

- To respect our neighbours and all local residents.

Students failing to comply with the above will be dealt with via the Academy Disruption-free Learning Behaviour System

### BEHAVIOUR ON SOCIAL MEDIA

Whilst the Academy will not normally involve itself in issues regarding Social Media use outside of school, any comment made on Social Media or any image used which is linked with Barnsley Academy (or affiliates) will be dealt with very seriously. We have banned the use of mobile phones and electronic devices in Academy grounds to ensure social media does not come into the Academy and also to better safeguard our students. We encourage parents and carers to manage Social Media use outside of school appropriately and responsibly and report any concerns directly to the Police.

### SERIOUS INCIDENTS

In cases deemed to be 'serious incidents' there is the potential, after thorough investigation, to be serious sanctions; these include permanent exclusion from the Academy. This will be at the discretion of the Principal, Executive Principal and/or Governors

An indicative, but non-exhaustive list would include:

- Bringing/carrying recreational drugs or alcohol of any sort into the Academy
- Being under the influence of recreational drugs or alcohol
- Carrying a weapon, or anything which could be described as a weapon/used as a weapon into the Academy. (This includes BB guns or fake/toy guns)
- Persistent and extreme bullying
- Persistent and extreme disruption of lessons
- Persistent or extreme refusal to follow school rules
- A physical assault, or extreme aggression or violence towards anyone in the Academy
- Any type of abuse or persecution e.g. racial abuse, homophobic abuse...

## SECTION 3 - INTERNAL EXCLUSION – C2 SANCTION

Internal Exclusion is a 'sanction' for any student not following the behaviour system of the school. It is not intended to be a place of 'active teaching' (as students have excluded themselves from the teaching environment with their own negative behaviour), it is a place of independent learning, self-reflection and calm contemplation. The day in Internal Exclusion starts at 08.20am and ends at 3.00pm (for years 7,8 & 9) and 4pm (for years 10 & 11) and any student who arrives late or leaves before the stipulated time will be Fixed Term Excluded and then repeat the whole day again on return to the Academy.

The expectations in Internal Exclusion are simple and clear;

- Any student sent to Internal Exclusion will be there for a full day from the time of their arrival e.g. if a student arrives during period 3 on Monday, they will have completed their day in the provision at the end of period 3 on Tuesday.
- On arrival to Internal Exclusion all students must enter silently, place their bags/coats on the hooks provided and sit down where they are asked. This may be a booth, or it may be a table. All students are expected to sit up properly at their table/in their booth, facing the right way.
- The student will work in silence and will not be allowed to disengage from work in any way.
- If a student needs to ask a question they need to raise their hand and wait to be asked to speak.
- No student should disturb other students or behave in a way which is contrary to a calm and purposeful working environment.
- It is expected that all students will complete work at a pace which is appropriate and shows effort. A large number of resources will be available to students, including text books and reading books. All work will be completed independently. There will be some availability of IT equipment so students can access EdLounge software.
- At any point, a student can complete their 'reflection sheet' which can be used to write down the details of the negative incident, how they feel about it and what they are going to do next to remedy it in a positive way. This sheet may help with any restorative conversations at the end of the day.
- Lunch will be collected from the canteen and they will eat it at their desk/in their booth in silence. They will not be expected to work during their lunch although we will encourage the reading of their school reading books as an alternative distraction.
- Any student who fails to follow the expectations in IE will receive a Fixed Term Exclusion and then have to complete their full day in IE successfully on their return. The member

of staff managing Internal Exclusion will be the person who decides whether or not the period in there has been successful or not.

- Leaving IE without permission and unescorted is an immediate fail and a Fixed Term Exclusion will be issued and the full day repeated successfully upon return.
- Refusal to go to isolation will result in a fixed term exclusion with the day in Isolation completed upon their re-admittance to the school.
- Parents/carers will be contacted via text to inform them that their child has been placed in the IE as soon as the student arrives at the provision. This information will act as the communication that their child will not finish their day until 3pm (KS3) or 4pm (KS4).
- If a parent/carer chooses to remove their child from the provision it will be expected that the student will complete the full day again in IE upon their return following a successful meeting with a member of the Senior Leadership Team.

**Additional Notes:**

Two days in IE in one week will result in a Fixed Term Exclusion and also a possible directive to attend the Academy's Alternative Provision for a set period. This will be at the discretion of the Vice Principal, Support for Learning/Principal.

If any student receives 5 sessions in IE in one term they will have to attend a compulsory behaviour programme in The Link Provision. The length of time of this programme will vary from student to student dependent on a number of factors. This programme will need to be successfully completed in order for the student to return to mainstream.

## SECTION 4 - APPENDICES

### APPENDIX ONE – RESTORATIVE PRACTICE

An important part of this behaviour system is the Restorative Practice which ensures all incidents and issues are fully resolved with the relevant member(s) of staff prior to the student returning to their learning, or to the Academy.

If a student is sent to isolation, the member of staff who sent the student out will meet with the student at the end of the day for a 'Restorative Conversation' where they will be made aware of what they did wrong, why it disrupted learning and what needs to be done differently next lesson. To allow this to take place students sent to isolation remain in school until 3.30pm or 4pm that day.

If a student is excluded, we always encourage a re-entry meeting with the parent or carer and student to discuss what went wrong and next steps. Whilst these meetings are not compulsory, we do feel they are an essential part of understanding *what went wrong* and *changing student behaviours* to enable the student to successfully move forward. A successful re-entry may involve a return to Internal Exclusion to complete an *incomplete consequence* and it will always involve a resolve with the member of staff who issued the original sanction, plus any member of staff who managed the negative behaviours related to the incident. Re-entries may be carried out over the phone in certain circumstances if this will enable the student to return to their learning quicker and everyone is in agreement about the incident and consequence – although face-to-face re-entries are encouraged for reasons previously mentioned. There are some circumstances where a re-entry meeting is essential and must happen before the student returns to their learning – this may be for reasons such as severity of behaviour, or frequency of exclusions. In these instances students will be kept in IE (or another appropriate provision) until a re-entry is mutually agreed and successfully carried out.

Wherever possible we will always encourage our students to talk about situations and work through problems as we feel this is helping them to develop important skills for their future. We never support students 'sorting it themselves in their own way' as often this leads to further disruption and an escalation of negative behaviours. Students will always be asked to speak to staff and let them support and facilitate conversations to find a resolve. We also find that when parents/carers support this process it helps to de-escalate situations quicker, which can be extremely helpful. Barnsley Academy has a fully trained Restorative Practitioner in school and several other members of staff who are trained in the basic techniques of this type of resolve.



## APPENDIX TWO – BARNSELEY ACADEMY UNIFORM

*As an Academy we are extremely proud of our school uniform which we believe reflects the high standards of the Academy. We strongly believe that being smart and well-presented gives all students the correct and positive mind-set required for a successful day in school. It reflects organisation, pride and unity amongst our school community hence why we place so much importance on ensuring all students respect the uniform rules and wear the uniform with pride.*

**Trousers** - Black Academy logoed school trousers. These trousers are only acceptable in one style for boys and one for girls as chosen by the Academy although we don't mind which one of these styles are worn by girls or boys. Vortex is our authorised supplier for logoed trousers.

**Skirts** – Black logoed skirt. These skirts are only acceptable in specific styles chosen by the Academy. Any other skirts, in any other style which are not the design chosen by the Academy will not be deemed appropriate. Skirts cannot be worn rolled up at the waistband and must be worn the full correct length. Vortex is our authorised supplier for logoed skirts.

**Shirts** - A white school shirt (long or short sleeved) must be worn with the top button fastened at all times. It is not appropriate for any item to be worn under school shirts unless it is plain white in colour. Students will be asked to remove/replace any item worn under shirts which isn't plain white in colour.

**Blazers** - A black blazer with embroidered United Learning badge must be worn by all students. Sleeves must be rolled down to the wrists at all times. (Food and drink cannot be carried around in blazer pockets but must be in school bags). The only badges which can be worn on student blazers are the ones provided by the school which are Bronze, Silver, Gold, and Platinum & Diamond Ambassador Learner Badges. No other badges/broaches can be worn. Logoed blazers can be purchased from Vortex. During the final summer term (after the Easter break until July) blazers do not have to be worn as an adjustment for the summer weather.

**Tie** – A Barnsley Academy clip-on tie. No other type of tie will be allowed unless the student is part of a student group such as the Student Council – in which case ties will be provided by the Academy and must be worn correctly.

**Cardigans & Jumpers** – Plain black V-neck wool/wool blend jumpers can be worn under blazers or a plain v neck wool/wool blend cardigan. The V-neck needs to show the Academy tie at all times. Jumpers and cardigans cannot be worn in place of a blazer. Any other style of jumper or cardigan is not acceptable in the Academy. Logoed cardigans and jumpers (if wanted) can be purchased from Vortex.

**Footwear** - All students must wear plain black, flat footwear. All footwear must be entirely black and have no coloured logos or soles and not be of ankle height. Boots of any sort are not allowed. Heeled footwear of any sort is not allowed.

**Socks** – plain black socks only for both boys and girls. No over-knee socks can be worn.

**Tights** – black tights can be worn but must be *at least* 40 denier.

**PE Kit** - All students are required to wear Barnsley Academy PE tops, black shorts or dark plain tracksuit bottoms and black football socks. Barnsley Academy logoed PE kit is also available from Vortex. We encourage parents to buy the new design of PE tops from Vortex if they are replacing existing kit, but the new design is not compulsory – just preferable.

**School Bags** – School bags are compulsory. All students should have a strong school bag big enough to contain school planner, pencil case, books and any other equipment needed for the school day as per the equipment list below. (If food or drink is being brought into school, it must be placed in school bags). A rucksack style bag is ideal.

*\*\*Please note that the United Learning holds a copyright on their logo and therefore it cannot be used by anyone external to the Academy without previous permission from United Learning Academy Head Office.*

**The following expectations apply to all students:**

**Jewellery** - The only jewellery which is acceptable is one wrist watch and one pair of small plain gold or silver stud earrings worn in the earlobes. No SMART watches of any sort are allowed. Any other form of jewellery is not allowed. Barnsley Academy does not allow facial piercings of any kind, including transparent piercing retainers. Students will be asked to remove any other piercings and have them confiscated and parents will have to attend the Academy to collect the item – students will not be able to collect their own jewellery. Failure to remove and hand over any offending item will result in the student spending the day in the IE, a consequence which will continue until the student adheres to the Academy rules. Any body piercings of any sort are not allowed (especially in the interest of Health and Safety) and the same rules apply as listed above.

*Medical identity bracelets and necklaces can be worn with proof of a medical need. Other jewellery will be confiscated and placed in the school safe to be returned to students at the end of the school day after completion of their 40-minute detention.*

**Nails** - False nails or nail polish is not allowed to be worn. Student arriving at the Academy wearing false nails/nail polish will be placed in IE for 24 hours. The student will stay in the IE until the nails/nail polish have been removed. Continued refusal to follow the rules will result in a Fixed Term Exclusion.

**Tattoos are not allowed** - The law states

*‘You must be at least 18 years before you can have a tattoo; it is illegal for anyone to have a tattoo under 18 even with parental consent’*

If a student does have a tattoo it must be covered at all times and never visible to anyone when in the Academy or representing the Academy – this includes during non-uniform days and on school trips etc...

**Hair** - No extreme hairstyle is allowed. This includes tramlines, Mohican or skinhead-type styles. It is at the School's discretion as to what constitutes 'extreme' but usually involves shaven heads on any part of the hair or carved/patterned shapes/partings in short hairstyles, Mohican hairstyles, large back-combed hairstyles, multi-coloured/ unusually coloured or extremely vibrant coloured hair. We accept natural colourings e.g. black, brown, blonde, and natural red/auburn. Natural red is often the most difficult to interpret so as a rule, if red takes on a vivid tone we will ask for it to be altered as it doesn't look natural. Students arriving in school with an unacceptable hairstyle will be sent to IE. If there is any ambiguity regarding whether a hairstyle is extreme or not, the final decision will be the Principal's/Vice Principal's.

Male and female students with long hair must tie it back for PE, Technology and Science lessons.

**Make-Up** - Minimum, natural-looking makeup can be worn by students. Heavy, pronounced eye-brows are not allowed and students will have to remove them first time of asking. Excessive, noticeable fake tan is also not allowed. False-eyelashes are not allowed or excessive mascara which cannot be described as 'natural-looking'.

Any student arriving to the Academy with any of the above will be asked once to remove the offending items before the consequences system is applied. Any student arriving in the Academy wearing any of the above will automatically receive a 40-minute uniform detention at the end of the school day regardless of whether they go on to remove the offending item or not – so we encourage all students to not arrive to the Academy wearing any of the above items.

If there are any discrepancies regarding what is acceptable in terms of makeup/hair the final decision will be the Principal/Vice Principal's.

### Purchasing Uniform

All uniform can be purchased at Vortex Clothing Co, Unit 2/3, Grange Lane Industrial Estate, Barnsley, S71 5AS

## APPENDIX THREE – BARNSELEY ACADEMY DETENTIONS

Standard detention times are;

**2:30pm – 3.10pm (for years 7,8 & 9) and  
3.30pm – 4.10pm (years 10 & 11).**

These detentions will be centrally supervised by a rota of staff and the Senior Team. They will be issued for either missed or insufficient homework, for being late to school in the mornings, late to lessons and for failing to have the necessary equipment/uniform for learning on 2 occasions (which includes a book to read each day), mobile phone confiscation and litter dropping. All other misdemeanours will be dealt with through the Barnsley Academy Disruption-free Learning Behaviour System.

*\*If a student receives 2x40 minute detentions in one day, they will attend the 40-minute allocated detention at the end of that school day and then spend the following 24 hours in IE starting period one the following day. If they receive more than 2 x40 minute detentions in one day they will be Fixed Term Excluded and then on their return will spend time in The Link to attempt to re-engage them with their learning.*

*Any student with repeated detentions will be dealt with through the Academy Consequences System as this indicates a serious failing to 'change their behaviours' and also means they are potentially having a negative impact on the learning of others – which cannot be allowed to continue.*

Students who fail to attend their after-school detention will be referred to Internal Exclusion the following day for 24 hours. Please note that detentions are NOT negotiable. If a student has a medical appointment after school and needs to defer a detention this can only happen if medical evidence is provided by the parent/carer prior to the detention taking place.

*Please note that medical information must be in the form of an appointment card or letter (from the medical practice) or an electronic appointment card. Any of these can be emailed to the Academy and will be accepted as valid evidence – letters written by parents or a phone call will not be accepted as valid forms of evidence. If a parent insists on taking a student out of the Academy, missing a detention without valid evidence of a medical appointment the student will have 24 hours in IE the following day.*

The Attendance Team will be responsible for receiving this information, checking its validity and deferring the detention to the following school day on the computer system.

In exceptional circumstances the Principal/Vice Principal will make a judgement about a detention and may agree to defer or cancel a detention, but this decision will be made through correct structured channels and upon receipt of 'full information' regarding the situation. No other member of staff will be able to make this decision.

Students are expected to take responsibility for taking themselves to their detention on the correct day at the correct time. As with all punctuality in school, students have a 5-minute window at the end of the day to arrive at the detention room and be seated ready for the register. Late arrival is deemed to be a failed detention and will be followed by 24 hours in IE the following day. If a student fails to attend they will also be in IE for 24hours the following day.

## APPENDIX FOUR – THE LINK PROVISION

### *'Providing students with a link back into mainstream'.*

The Link Provision is an alternative curriculum provision where curriculum-based work is completed by students who are currently unable to attend mainstream lessons due to their own negative behaviour. The Link Provision is not a 'toned down' version of mainstream it is a temporary alternative, which give students additional support in terms of behaviour interventions and the skills to manage in a mainstream environment. It is not a 'soft' option and is not intended to be 'easier' than mainstream – it just has a different approach.

All students who access The Link will do so for a specified time period dependent on their need. This time period will have a clear beginning and an end point, and the student's progress targets during this period will be made very clear.

At the start of the period in The Link, Link Staff will meet with parents and discuss the behaviour issues, talk through the programme for the student (including how long it will last) and agree 3 specific and measurable targets. This information will be recorded on a Link Entry/Exit Paperwork and signed by parents, staff and the student. On exit from the provision, this form will be completed and signed off by all involved to confirm a successful intervention and this form will be stored securely in the student file (in line with GDPR guidance).

Generally, students in The Link will spend their entire day in this area and will have a different break and lunchtime to the rest of whole school. The day in the Link begins at 8.20am and ends at 2.45pm. If any student arrives late they will have to stay later at the end of the day and make up lost learning time, although 2 instances of lateness will lead to 24 hours in IE and 4 instances of lateness will mean The Link being deemed as a failed intervention on that occasion and the student will be returned to mainstream after a further 24 hours in IE.

**Break 10.30 – 10.45**

**Lunch 12.15 – 12.45**

All students in The Link will be escorted to Farm Road gate at the end of the day and will be expected to go directly home and will not be allowed to wait at the gates for anyone.

The Link will also offer partial timetables for certain identified students on a temporary basis to support with their attendance to school. These will be agreed by the Vice Principal –Support for Learning, in conjunction with relevant members of the inclusion team.

### **Structured Learning Time in The Link**

The school day and the lessons within The Link will be structured and a programme of study will have been prepared for each student on an individual basis dependent on their learning needs. One period each day will be allocated to specific 'changing behaviours work' which may take various formats depending on individual need, for example;

- Completion of an Ed-Lounge Behaviour Module
- Specific piece of work around a topic relevant to the individual's negative behaviours

- Cornerstone Intervention work
- SEN support or testing
- A relevant counselling/support session
- External Services Intervention (e.g. YOT, FSW, CAMHS,)
- One-to-one or small group work curriculum intervention
- Alternative therapy (as deemed appropriate to the individual)

...or a mix of the above. This is not an exhaustive list, just an example of what an intervention package may include. Students will complete their curriculum work with a focus on English, Maths and Science. There will also be a focus on Literacy using Accelerated Reader.

All students in The Link will be expected to follow the Barnsley Academy Behaviour Policy like all other students and to wear full school uniform.

## APPENDIX FIVE – SPECIALIST STUDENT PROVISIONS

### **Specialist Student Provisions**

Not all students will be able to access Mainstream learning all of the time for various reasons and as an Academy we will endeavour to recognise these students and their needs and ensure they receive the additional support required. The main two groups identified are 1. Students with Special Educational Needs who may need to access and/or support from the Additional Needs Centre and 2. Students accessing Cornerstone during periods of high vulnerability (which can be for a multitude of reasons/from a non-exhaustive list).

These students will be identified by the Academy using various methods such as: information from previous educational providers; information from external agencies; information from parents; information from current staff; information from community sources; needs identified via testing; to name a few.

Once these students are identified they will have an Individual Support Plan (ISP) agreed and written by the Inclusion 'Pathways' Team who meet on a weekly basis. The ISP will be prepared in conjunction with parents and other agencies should that be felt appropriate and the most effective. All support plans will be stored electronically and centrally (in line with the GDPR) for the use of staff in the Academy to ensure the needs of the child are met, necessary allowances are made and relevant and appropriate support is in place.

Once an ISP is in place the Pathways team will decide on the best provision for the student in the Academy. Mainstream will always be the preferred option for the majority of any student's time with additional support from either the ANC or Cornerstone. Maximizing student progress and opportunities plus Keeping the Child Safe in Education (see relevant Department of Education documentation KCSIE) ...

[https://consult.education.gov.uk/safeguarding-in-schools-team/keeping-children-safe-in-education/supporting\\_documents/Keeping%20Children%20Safe%20in%20Education%20Proposed%20Revisions.pdf](https://consult.education.gov.uk/safeguarding-in-schools-team/keeping-children-safe-in-education/supporting_documents/Keeping%20Children%20Safe%20in%20Education%20Proposed%20Revisions.pdf)

...will always be at the centre of any decision around the provision for each student.

Behaviour expectations for these students in the ANC and Cornerstone will still be high in order to support the whole-school consistent behaviour system, however student behaviours will be managed on a more case-by-case/situation-by-situation basis to ensure our most vulnerable students do not become 'trapped' in the consequences cycle through no fault of their own. All IEPs for these students will clearly outline the day to day behaviour management strategies for these students to ensure everyone is clear about what these look like. This information will be shared with families and any relevant external agencies (in line with GDPR).

### **Students who have an Educational Health Care Plan**

Students with an Educational Health Care Plan or an identified additional need(s) will also be expected to follow the behaviour policy.

However, reasonable adjustments will be made for some individuals. Advice from the schools Special Educational Needs and Disabilities (SEND) Department and from external agencies when appropriate will be taken and communicated to all staff. Alternative strategies will be employed as agreed with all stakeholders at regular SEND review meetings of the Individual Support Plan (ISP).

Staff can refer to the SEND register and individual support plans (ISP) for further information. Some students may need a differentiated approach in order to break down their individual barrier to learning and understanding. Further guidance is available from the SEND Team or SEND Coordinator and this policy should be read in conjunction with the Academy SEND Policy.

## APPENDIX SIX – TEAM TEACH

### **Team Teach**

DfE 00295-2013 Use of reasonable force [www.gov.uk/government/publications/use-of-reasonable-force-in-schools](http://www.gov.uk/government/publications/use-of-reasonable-force-in-schools)

*School staff have a legal power to use force and lawful use of the power will provide defence to any related criminal or other legal action.*

*All members of school staff have a legal power to use reasonable force. This can be used to prevent students from hurting themselves or others, from damaging property, or causing disorder.'*

Reasonable force can be used to:

- remove disruptive children from a classroom where they have refused to follow an instruction to do so
- prevent a student behaving in a way that disrupts a school event or a school trip or visit;
- prevent a child from leaving a classroom where allowing the student to leave would risk the safety or lead to behaviour that disrupts the behaviour of others
- prevent a student from attacking a member of staff or another student, or stop a fight
- restrain a student at risk of harming themselves through physical outbursts.

*'Schools cannot use force as a punishment - it is always unlawful to use force as a punishment.'*



A number of Barnsley Academy staff are 'Team Teach' trained - they are skilled in using de-escalation techniques but will use positive handling techniques if reasonable force is required to resolve a situation.

## SECTION 5 - EXCLUSIONS

At Barnsley Academy we believe that learning is the most important reason for being in school and that opportunity to learn must be protected at all times. An exclusion from school may therefore be necessary in order to protect the learning opportunity of others. Any decision to exclude for either a fixed-term or in rare cases, permanently, is not taken lightly. Reasonable adjustments are considered before a Looked After Child or a child with an EHCP receives an exclusion. The DSL / Designated Teacher/ Vice Principal i/c Inclusion are consulted and their advice sought before a decision is taken. The following offers a more detailed outline of how the process works:

### **Guidance Framework**

The Barnsley Academy policy is written in line with the DFE Guidance on Exclusions.

### **Links to other policies**

This policy for exclusions should be considered within the context of this Behaviour Policy. Other Policies to be considered: Anti-Bullying, Safeguarding, SEND.

### **Principles**

The School is a learning institution which aims to provide life chances for all of its students. We view exclusion as a last resort when all other possible methods of managing student behaviour have been exhausted. The decision to exclude is never taken lightly and careful consideration is taken of the facts and the surrounding circumstances before reaching a decision to exclude.

We recognise the detrimental impact of exclusion on both the education and well-being of students and their families. We also recognise the impact of social exclusion which can result from the permanent exclusion of a student and will try hard to avoid it.

Permanent exclusion is an extremely serious step to take and has a significant impact on the ability of a student to access education in the future. It is only used where it is unavoidable and where every possible appropriate alternative has been considered.

We take account of the Equality Act and of our duty not to discriminate against students for any reason.

We also take account of our statutory duties in relation to SEND

We aim to involve parents as early as possible in any process.

### **The decision to exclude**

The decision to exclude is made solely by the Principal, or the Vice Principal acting on the Principal's behalf.

The decision to exclude a student is not taken lightly and the Principal will:

- Ensure the decision is always made in-line with the Academy Behaviour Policy.

- Consider all the evidence available to support any allegations, either at the time or on return to the Academy.
- Allow and encourage the student to give their version of events either at the time, or upon return to the Academy after the FTE.
- Be confident that the procedures detailed later in this policy have been carried out.
- Ensure SEN expert advice has been taken into account where appropriate.
- Ensure that parents have been kept informed throughout the process.

The burden of proof applied when deciding to exclude is done on the 'balance of probabilities'. This is where the evidence goes 'beyond reasonable doubt' that something happened.

Exclusion will not be used as a consequence for the following:

- 1) Minor incidents such as a failure to complete homework.
- 2) Poor academic performance.
- 3) Lateness or truancy.
- 4) Breaches of school rules on uniform or appearance except where these are persistent or in open defiance of such rules.
- 5) Pregnancy.
- 6) As a punishment for the behaviour of their parent / carer.

Once the decision has been made to exclude, a student will only be sent home once contact has been made with parents/carers and where it is clear that the student will be returning to a place of safety.

*We ask that all parents provide the Academy with relevant contact details so we can always contact the relevant person/people should there be any need. It is imperative we can contact parents in the event of an exclusion so we can confirm the student can leave the Academy safely. If we are unable to contact home this can lead to safeguarding issues, as we are unable to release the student until permission is given by the parent/carers. Sometimes the student will leave the Academy of their own accord – a situation which will always be avoided wherever possible but if does happen the Police will be contacted so they can ensure the safety of the student in the community and on their journey home – but we stress that this is far from ideal and is not a preferred option. At other times the student may escalate their behaviour whilst waiting for permission and this then means the severity of their behaviour increases. In these situations, the Fixed Term Exclusion may lengthen to reflect the escalating seriousness of the student's actions – which is also not a preferred option. Therefore, it is of utmost importance that parents are contactable and supportive regarding exclusion arrangements.*

In extremely serious situations when we need the student to leave the Academy for the severity of their actions and to keep other students and staff safe and we cannot contact parents/carers the decision may be taken to contact the Police and ask for their assistance to remove the student and take them home.

Work will be provided and either sent with the student or arrangements made for collection.

### FIXED TERM EXCLUSION

- **Level 1 (up to 5 days in one term)**
- **Level 2 (more than 5 days and up to 15 days in one term)**

The decision to exclude a student for a fixed-term may be taken in response to breaches of the school's Behaviour Policy.

Examples of behaviour that may lead to a fixed-term exclusion include the following:

- Extreme refusal to follow school rules
- Persistent poor behaviour
- Verbal abuse of staff or students.
- Physical abuse of staff or students.
- Indecent behaviour.
- Damage to property.
- Use of illegal drugs or other substances.
- Theft.
- Serious actual or threatened violence against another student or a member of staff.
- Sexual abuse or assault.
- Carrying and / or supplying an illegal substance.
- Carrying an offensive weapon\* or a banned item.
- Arson.
- Bullying, including cyber-bullying.

*(\* a weapon is defined as any item made or adapted for causing injury)*

This is not an exhaustive list and there may be other examples of behaviour where the Principal judges that exclusion is an appropriate sanction. It is also important to note that some of the above behaviours may lead directly to an immediate Permanent Exclusion due to their severity.

The Principal may exclude a student for one or more fixed periods which do not exceed a total of 45 school days in any one school year.

For an exclusion that is permanent or would mean a student being excluded for more than 15 school days in one academic year the Principal must without delay notify the following by an email:

- The Clerk to the LGB, copied to the Chair of the LGB and Chair of the Board of Trustees, giving the duration of and reasons for the exclusion; and the requirements for the LGB to consider the exclusion.

During a fixed term exclusion of 5 or fewer days, work will be set by the School for the student to complete at home. This work should be returned completed at the end of the exclusion for marking.

For an exclusion of longer than 5 days, the Academy will endeavour to arrange alternative educational provision from the sixth day of exclusion at another Mainstream School as part of an agreement with Barnsley Local Authority. If appropriate 6<sup>th</sup> Day Provision cannot be sourced for whatever reason, the Academy will notify the Local Authority without delay and it will become their responsibility to support to source alternative 6<sup>th</sup> Day Provision.

Before the end of any fixed-term exclusion, parents / carers will be invited to attend a reintegration/re-admittance meeting at the school with their son/daughter in full school uniform. The purpose of the meeting is to ensure that the student understands the reason for the exclusion and is committed to preventing the behaviour that led to the exclusion from being repeated. The Academy will consider all further support needed to help the student, including referral to external agencies or a period in The Link Provision if appropriate. Any Alternative Provision arranged, including time spent in The Link is compulsory. This is because it has been arranged to support the student with a successful reintegration and to support them with their learning moving forwards and it is classed as an essential part of the Restorative Process.

During the first five days of any exclusion, the parents of an excluded student must ensure that child are not present in a public place during normal school hours without reasonable justification, whether with or without a parent / carer. This includes being outside/or near the Academy at the start of, or the end of the school day. Failure to comply with this is an offence for which a fixed penalty notice will be issued.

Whilst each exclusion is treated on its own merit we do operate a tariff for exclusions in most cases.

#### FTE TARIFF LIST

Fixed Term Exclusion	Number of Days Exclusion
First	1
Second	1
Third	1
Fourth	1
Fifth	1
Sixth	1
Seventh	1
Eighth	2
Ninth	2
Tenth	2

Eleventh	2
Twelfth	3
Thirteenth	3
Fourteenth	3
Fifteenth	3
Sixteenth	4
Seventeenth	4
Eighteenth	5
Nineteenth	5
Total	45

There are of course exceptions to this process depending on the nature and seriousness of the incident for which the student is being excluded. The actual number of days for any incident will ultimately be at the discretion of the Principal.

### PERMANENT EXCLUSION

Permanent exclusion is an extremely rare sanction at the School and always avoided wherever possible. The decision to permanently exclude is taken only:

- (1) in response to serious breaches of the School's behaviour policy (this may be an accumulation of incidents or a serious one-off offence).
- (2) if allowing the student to remain would seriously harm the education or welfare of that student or others at the School

A student may be permanently excluded where there have been repeated breaches of the behaviour for learning policy for which a range of consequences and strategies have been applied without success. It is an acknowledgement that the Academy has exhausted all available strategies for dealing with the student and is a last resort.

There may be exceptional circumstances where, in the judgement of the Principal it is appropriate to permanently exclude a student for a first or 'one off' offence. These might include:

- a) Serious actual or threatened violence against another student or member of staff
- b) Sexual abuse or assault.
- c) Serious bullying including cyber-bullying.
- d) Being in possession of an illegal substance and / or supplying an illegal substance.
- e) Carrying an offensive weapon.

Again, this is not an exhaustive list and there may be other examples of behaviour where the Principal judges that a permanent exclusion is an appropriate sanction for a first or 'one off' offence.

The School operates a 'zero tolerance' approach to the carrying of offensive weapons and the carrying and supplying of illegal substances. This is communicated clearly to students in various ways such as assemblies and form time activities.

Any student who brings an offensive weapon, or who brings and/or supplies an illegal substance on site will be permanently excluded. A student who is found in possession of these items on site also runs the risk of permanent exclusion.

Under normal circumstances, a student will be excluded for a fixed-term before the decision is made to permanently exclude. This gives the Principal time to investigate the incident thoroughly prior to a decision being made.

### GOVERNORS EXCLUSIONS COMMITTEE & INDEPENDENT REVIEW PANEL

The Governors have the responsibility for reviewing decisions made in relation to exclusions.

The Exclusions Committee of the Governing Body will automatically review any exclusion which results in a student being excluded for more than 15 school days in any one term, and any permanent exclusion.

Parents / carers have the right to make representations to the governing body about a decision to exclude, and where an exclusion would mean a student being excluded for more than 5 school days in a term they may request reinstatement of the student. The representations should be made in writing and should set out the question(s) which they wish the committee to consider.' See *DfE Guidance (2017) for full details*.

The Committee may decline to reinstate the student; or direct reinstatement of the student immediately or on a particular date.

The parent / carer will be informed of the committee's decision writing, with reasons.

If the exclusion is upheld, the parent /carer has the right to ask for a review by an Independent Review Panel - by writing to the Clerk to the LGB c/o the school within 15 school days. However, it must be noted that an Independent Review Panel cannot instruct an Academy to reinstate a student, it can only check the robustness of the process and the decision and advise on practice if it deems it necessary.

Please also read the Department for Education guidance, Exclusion from maintained schools, academies and pupil referral units in England, Sept 2017

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/641418/20170831\\_Exclusion\\_Stat\\_guidance\\_Web\\_version.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/641418/20170831_Exclusion_Stat_guidance_Web_version.pdf)

**This Policy will be regularly reviewed, but as a minimum it will be reviewed in 12 months' time ready for the next academic year.**

**Official Review Date September 2019**

