



## Behaviour Policy (Secondary)

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<b>Monitoring &amp; Review</b>	Local Governing Body	
<b>Links</b>	<ul style="list-style-type: none"><li>• Anti-Child On Child Abuse (and Bullying) Policy</li><li>• Data Protection Policy</li><li>• Online Safety Policy</li><li>• Safeguarding and Child Protection Policy</li><li>• <i>'Suspension and permanent exclusion from maintained schools, academies and pupil referral units in England, including pupil movement' (September 2022)</i></li></ul>	
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## Contents

Statement of Intent	3
1. Scope and purpose	3
2. Roles and responsibilities	4
3. Behaviour on corridors	5
4. Classroom behaviour	5
5. Recognition	6
6. Rewards	6
7. Sanctions	6
8. Behaviour Modification Room	7
9. Suspensions and Permanent Exclusions	8
10. Special educational needs and disabilities	9
11. Prohibited items	9
12. Weapons	9
13. Power to use reasonable force and right to search students	10
14. Bullying	11
15. Mobile phones	11
16. Safeguarding and Child Protection	11
17. Outside agencies	11
18. Staff development	12
19. Record keeping and data protection	12
20. Early intervention and support processes	12
<b>Appendices</b>	
Appendix A – Uniform and Equipment lists	14
Appendix B – Rewards and Sanctions	15
Appendix C – Procedures for suspensions and permanent exclusions	17
Appendix D – Search and confiscation log	38

## Statement of intent

Summit Learning Trust has clear expectations of excellent behaviour and has in place both positive reinforcement practices and clear procedures for dealing with incidents of unacceptable behaviour when they arise. As a Trust, we believe that descriptive verbal praise is a powerful way of developing happy and purposeful schools alongside a certainty of sanction rather than necessarily a severity of sanction. All our academies are values-driven with a great emphasis on students mastering the knowledge and skills to be academically and socially successful. To ensure success, our students learn to be self-disciplined and make the right choices. All our academies have consistently high expectations of behaviour for learning and overall conduct; practices and routines to establish a calm and purposeful environment; and a clear framework of learning behaviours.

Our expected standards of behaviour are clearly communicated to students, staff, parents and carers.

As part of the Summit Learning Trust students should to adhere to four key expectations:

1. Summit students will greet adults, and visitors courteously and with eye contact, holding open doors and allowing them to pass through doorways first.
2. Summit students will demonstrate consideration for others at all times – demonstrated through good manners.
3. Summit students will always look smart, in perfect uniform.
4. Summit students will demonstrate self-awareness through appropriate posture, tone of voice, and language

Our academies:

- have the highest expectations of student behaviour in order to maximise their opportunity to achieve
- ensure all students develop excellent learning habits that they need to be successful in school and in later life
- realise and celebrate the potential of all students though promoting independence, high self-esteem and enabling students to reach their full potential
- create an environment in which students are enabled to become mature, independent, self-disciplined, industrious and able to accept responsibility for their own actions
- have a no tolerance approach to bullying and work hard to create a positive and safe learning environment
- form an active partnership with parents and carers to support their children's learning

## 1. Scope and purpose

1.1 A positive behaviour policy ensures a culture in school that is both conducive for learning as well as maximising the chances of all students being successful and exceeding their potential. An effective policy for the management of behaviour is central to the success of our school because:

- It helps foster a culture where high quality teaching and learning experiences become an inherent part of the student experience here at Lyndon School.
- It promotes the importance of positive behaviour both in and outside of school to ensure students develop into responsible citizens ready for life in democratic Great Britain.
- It demonstrates the school's commitment towards rewarding positive behaviour and challenging behaviour that falls short of our expectations.
- It provides clear and quantifiable evidence to our stakeholders that Lyndon School continues to improve and more importantly cares.
- It supports teachers to concentrate on improving teaching and learning, realising the academic potential of all students.
- It provides a framework that allows all staff to take collegiate responsibility for ensuring all students are nurtured in a safe, caring and happy environment.

1.2 These aims are supported by regular and appropriate staff training; close parental and community links; student organisation which takes account of ethnic and gender balance; the boosting of students' self-esteem through positive reinforcement and extra-curricular activities; and academy social events aimed at pulling together the different life experiences of groups within the community.

1.3 This policy should be read in conjunction with the following policies:

- Anti-Child on Child Abuse (and Bullying) Policy

- Data Protection Policy
- Online Safety Policy
- Safeguarding and Child Protection Policy

1.4 This policy has due regard to statutory legislation, including, but not limited to:

- Behaviour and Discipline in Schools (Jan 2016)
- Education Act 2011
- Equality Act 2010 (revised 2018)
- Section 175 of the Education Act (2002)
- Section 90 and 91 of the Education and Inspections Act (2006)
- Schedule 1 Education Regulations (2010)
- Searching, Screening and Confiscation at Schools (Jan 2018)
- Schools (Specification and Disposal of Articles) Regulations (2012)
- Use of Reasonable Force in Schools 2013 (reviewed 2015)
- Suspension and permanent exclusion from maintained schools, academies and pupil referral units in England, including pupil movement (September 2022)

## 2. Roles and responsibilities

2.1 The majority of our time in all our academies is spent reinforcing a culture of high expectations and positivity in order to maintain good order and discipline that allows students to maximise their potential. Promoting positive behaviours and good attendance is the responsibility of our whole academy community. At times, students may make the wrong choices and, when this happens, we will take a proportionate response. The list below makes clear the power and responsibility of the Local Governing Body, Principal and all staff to uphold a safe and secure environment in line with this policy:

- **Summit Learning Trust** define the principles underlying the Behaviour Policy and holding the Principal and leaders to account for the overall performance of the academy in this area.
- The **Local Governing Body** annually scrutinises and approves the individual academy policy and procedures.
- The **Principal** is responsible for ensuring that the academy aligns to the trust's expectations, follows Trust policy and that their individual academy has strong behaviour practices to support staff in managing behaviour, including the consistent use of praise, rewards and sanctions.
- The **Senior Leader for Behaviour** is responsible for monitoring all aspects of this Behaviour Policy and its application, to promote equality for all students
- The **Senior Leadership Team** are responsible for ensuring they are visible around the academy and known to students around the academy; actively seeking out students for praise and recognition, demonstrating a genuine care and respect for students.
- **Pastoral staff and Form Tutors** are responsible for creating year team and class identity where each student feels a sense of responsibility for helping and supporting others and promoting excellence.
- **All staff** in ensuring:
  - that this policy is consistently applied;
  - that students are taught and retaught the behaviours which are conducive to learning and well-being;
  - that high standards of behaviour, attendance and punctuality are modelled and actively promoted at all times;
  - that good behaviour is recognised and praised;
  - that poor behaviour is challenged and appropriate sanctions implemented.
- **All students** in
  - abiding by the Home-Academy Agreement and the Behaviour Policy at all times
  - acting as positive ambassadors and representatives of our academies through their exemplary behaviour
  - being polite and respectful of others in the surrounding community
  - working to the best of their ability and effort at all times
  - cooperating with other students and members of staff in order to create a positive learning environment
  - being ready to learn by ensuring high levels of attendance to all lessons and arriving with the correct equipment

- presenting themselves in perfect academy uniform (see Appendix A – Uniform and Equipment list)
- bringing with them their full equipment every day and for every lesson (see Appendix A – Uniform and Equipment list)
- respecting and valuing the environment and their surroundings, as well as each other
- never acting in a manner which is disruptive to the learning of others
- not putting the health and safety of others at risk.
- **Parent and carers in**
  - abiding by the Home-Academy Agreement, ensuring the attendance and punctuality of their child, as well as reporting any absences
  - encouraging outstanding behaviour and ensuring that their child is an ambassador of our academies at all times by reinforcing our rules
  - sharing any concerns they have regarding their child's education, welfare, behaviour and life with staff at our academies
  - supporting their child's independent learning
  - support our decisions in relation to behavioural issues, whilst having the right to scrutinise our decisions regarding their child's behaviour
  - ensure that their child correctly present themselves as students of our academies, in strict accordance with our uniform code.

In addition to these:

- **All staff** have the power to search students with their consent if it is necessary to maintain safety, discipline and good order and to recover prohibited items.
- The **Principal and delegated staff** have the power to screen electronic devices if it is to investigate a serious matter; for example, bullying, safeguarding, upholding the reputation of the academy, our Trust and its staff
- **All staff** have the right to confiscate any property that is not allowed in the academy
- the **Principal and delegated** staff have the power to discipline students outside of academy hours if it is a academy-related matter, or the student's actions undermine the safety of anyone from our community or the good reputation of the academy or the Trust
- all our secondary academies have in place a **home-academy agreement** that sets out the duties and responsibilities of our four-way partnership (trust, academy, parent/carer, student)
- all secondary academies have the power to impose **detentions** outside of academy hours, without parental consent. However, we do always aim to inform our parents or carers when a detention or correction is to occur outside of the usual working day
- all **Summit Learning Trust academies** work actively within local partnerships (for example, Local Authority Partnership, Fair Access Protocol) to improve the standard of behaviour across our region

### 3. Behaviour on corridors

3.1 Students should move safely and purposefully around the academy, always on the left-hand side and in single file where appropriate. Students should only enter classrooms with authorisation from a member of staff. Volume on the corridor should be no louder than the volume of group learning in a classroom. An immediate detention can be issued if students are misbehaving or being too loud on the corridors or in social spaces.

### 4. Classroom behaviour

- 4.1 Expectations and standards for behaviour are clearly displayed in all classrooms.
- 4.2 Teaching staff use our behaviour procedures, seating plans and a range of de-escalation techniques to encourage good behaviour and create a highly effective learning environment.
- 4.3 Staff use a range of praise and rewards to reinforce and praise good behaviour
- 4.4 When a student acts in a disruptive manner or ignores instructions given by a staff member, staff follow our procedures for administering sanctions.

4.5 All students are given a planner at the start of the academic year. Planners are used to help students in being organised and should be used to record homework and other information. It is a means by which parents, carers and academy staff can communicate. Planners should be signed every week by parents or carers. Planners must be on the desk in every lesson and will be used where a student receives a planner warning prior to receiving a detention. Failure to bring a planner to school and to not source an emergency planner will result in an immediate detention being issued.

## 5. Recognition

Our students should be motivated by the values of achievement and academic progress but we are committed to rewarding students for developing good learning behaviours. We recognise the positive behaviour of our students in various forms, including:

a. **Student appreciations:** Each week, members of our academy staff give students a positive appreciation. Students may be appreciated for demonstrating the values of our academy and trust, for strong progress or for displaying a commitment to our academy or our community. Appreciations are shared during assemblies and form time and shared with families. Students are also given the opportunity to appreciate each other, staff members and members of the community.

b. **Verbal recognition** Around the academy, and in lessons, staff members use positive language and reinforcement to signal to students that they are demonstrating good learning behaviours. Staff also encourage students to share achievements with their peers.

c. **Recognition phone calls** Each week, every member of the academy staff makes at least one phone call home to recognise positive behaviours and achievements. This includes demonstrating the values of our academy and trust, making strong progress or for displaying a real commitment to the academy or community.

d. **Celebration assemblies** At the end of each term, all students attend a celebration assembly, in which achievements are celebrated and shared with the rest of the year group.

## 6. Rewards

6.1 Rewarding students for positive behaviours, achievements and attendance is vital in promoting positive attitudes and behaviours. We fundamentally believe that recognising and rewarding students for their endeavours encourages them to embrace the school's values of trust, respect and success. Moreover, rewards provide the encouragement and motivation for students to take risks and aspire to even greater achievements. With this in mind, Lyndon School is committed to providing a range of reward opportunities throughout the school, in every area, at every level and for a multitude of things.

Praise will take place in the following forms:

- Praise points linked to certificates
- Postcards/ phone calls home
- Whole school competitions
- Weekly Year Assemblies
- Termly & Annual Achievement Assemblies
- Student Leadership Awards
- Reward trips

A list of our rewards is detailed in Appendix B – Rewards and Sanctions

## 7. Sanctions

7.1 When a student disrupts learning or behaves inappropriately within the academy, there are consequences for those actions. The level of sanction relates very much to the specifics of the incident. It is essential, however, that all staff are consistent and follow through the sanctions and are fair to students.

7.2 **Detention** (including detention outside of academy hours) is used as a sanction in our academies. In setting a detention outside normal academy hours we adhere to the following statutory legislation:

A detention can be given on a) any academy day where the student does not have permission to be absent; b) weekends - except the weekend preceding or following the half term break; and c) non-teaching days – usually referred to as 'training days', 'INSET days' or 'noncontact days'.

Whilst parental consent is not required for detentions we do endeavour to be reasonable and aim to notify parents and carers by text message or email.

- 7.3 During lessons, a student will receive one verbal warning for failing to follow the expected learning behaviour from the learning board. Should this behaviour continue, they will receive a further warning. At this stage the student's planner will be taken by the teacher as a visible sign that the final (planner) warning has been issued. If the student continues to not adhere to the expected learning behaviour then a detention is given immediately through the issuing of a behaviour log. This is written in the student's planner. If a student continues to fail to follow the expected learning behaviour, they will be removed from the lesson by the member of staff on duty and will work in a reflection area for the remainder of that lesson.

Behaviour logs can be issued outside of lessons where our expectations are not met by students.

The following detention times will be served based on the number of behaviour logs made in a day:

- One behaviour log in a day = 20 minute detention
- Two behaviour logs in a day = 40 minute detention
- Three behaviour logs in a day = 60 minute detention
- Four or more behaviour logs in a day = Isolation for a full day plus 60 minutes detention after school

Detentions achieved up to and including lesson 3 (prior to lunchtime) along with any accrued after lesson 3 on the previous day will take place on the same day. The academy will aim to inform parents and carers that their child has a detention via our text service or through email. This communication will specify the length of time for the detention. Detentions then accrued after lesson 3 that day will be accrued until the following academy day.

Parents and carers should check their child's planner and discuss the reason for the detention prior to contacting the academy to discuss the reason for this.

A list of sanctions and reasons for issuing are detailed in Appendix B – Rewards and Sanctions.

- 7.4 Where a student has already received 3 unserved behaviour logs (60 minute detention) and they receive an additional behaviour log, they will spend the remainder of that academy day in a reflection area and serve the detention at the end of that academy day.
- 7.5 Where students refuse to or fail to attend an academy detention, they will spend the following academy day in the Behaviour Modification Room or other area until that detention is served.

## **8. Behaviour Modification Room**

- 8.1 Our academy will use our Behaviour Modification Room or other area where required as a disciplinary sanction and often as a way of avoiding suspension. All academies will ensure that time spent in any such room is used as constructively as possible and that students are allowed to eat, drink and use the toilet.
- 8.2 We will only ever use isolation that prevents a student from leaving a room of their own free will in exceptional circumstances and where the student's safety is at risk by leaving the room.
- 8.3 We consider student wellbeing before placing a student in a Behaviour Modification Room and have due regard for any safeguarding, student welfare and health and safety consideration for each individual student.
- 8.4 Students are not kept in this Behaviour Modification Room for more time than is necessary.
- 8.5 It is very important that students are given suitable academic work to undertake whilst spending time away from their peers but this time may also afford an opportunity for the student to receive counselling and guidance aimed at addressing the issues or changing the behaviours that have led to the seclusion.
- 8.6 Students may be placed in the Behaviour Modification Room, following a serious incident, to prevent any escalation whilst an investigation is taking place.

- 8.7 Students may be directed to spend time working in another Summit Learning Trust academy or other educational establishments for a fixed period of time as an alternative to a suspension or following a suspension.

## 9. Suspensions and permanent exclusion

- 9.1 Our academy strives to avoid suspensions (short term) and permanent exclusions. At times, however, these can be necessary to address more serious matters. We will comply with the law and communicate with families as clearly as possible. At times, we may use short term placements in other schools to avoid a suspension. If this is to happen, the academy will make clear the arrangements. We will work with other local schools to facilitate managed moves as an alternative to permanent exclusion.
- 9.2 Only the Principal or, in the absence of the Principal, the member of the Senior Leadership Team (SLT) who is acting in that role can exclude a student from our academy.
- 9.3 The Principal is able to rescind an exclusion up to the time it is put before the relevant committee. An example of where this would be appropriate is where a managed move is brokered after a permanent exclusion has been given.
- 9.4 We are aware that off-rolling is unlawful. Ofsted defines off-rolling as:  
“the practice of removing a student from the school roll without a formal, permanent exclusion or by encouraging a parent to remove their child from the school roll, when the removal is primarily in the interests of the school rather than in the best interests of the student.”
- 9.5 We are committed to following all statutory exclusions procedures to ensure that every child receives an education in a safe and caring environment.
- 9.6 The decision to exclude a student is a serious one and will only be taken
- in response to serious or persistent breaches of this policy, **and**
  - if allowing the student to remain in the academy would seriously harm the education or welfare of the student or others in the academy.
- 9.7 Where a student breaches this policy, the Principal may decide that it is appropriate to exclude them for a fixed period of time. This is known as a ‘suspension’. A suspension is a serious sanction.
- 9.8 With regards to persistent breaches of this policy, any decision to exclude permanently will be the final step in a process where a wide range of other strategies have been tried, without success. It is an acknowledgement that we have exhausted all available strategies for dealing with the student and will only be used as a last resort.
- 9.9 A student may be permanently excluded for committing a single serious breach of this policy, even if they have never been in trouble before. Examples of behaviour that constitutes a single serious breach includes, but is not restricted to, assault on another student or a member of staff, threat of violence against a member of staff, bringing a knife or other weapon onto academy premises, bringing an illegal substance onto academy premises, whether for personal use or intended for distribution, being found in possession of “prohibited items” listed in 5.1 or banned items or the malicious setting off of the fire alarm. Where a student is involved in breaking the law the Police will be informed.
- 9.10 Students can be excluded for a fixed period or permanently, for behaviour outside of the academy, where their behaviour brings our academy into disrepute or when there is a serious chance the incident may affect academy order and discipline.
- 9.11 Before deciding whether to exclude a student, either permanently or for a fixed period, the Principal will
- consider all the relevant facts and evidence, including whether the incident(s) leading to the exclusion were provoked
  - allow the student to give their version of events
  - consider if the student has special educational needs or a disability (SEND).
- 9.12 Following any suspension, a range of measures will be put in place where deemed necessary to support the student in having a successful re-integration into provision based on need. This includes identifying any SEND and/or health needs where necessary.
- 9.13 Please see Appendix C – Procedure for Exclusions.



## **10. Special educational needs and disabilities**

10.1 Our academy is highly inclusive, and we take steps to ensure that our most vulnerable students are supported in order to meet our high expectations. We may, therefore, personalise the curriculum in order to avoid potential difficulties and consider ways of ensuring these children can be successful in detention (e.g. in a separate room with trained staff). Ultimately, however, we have high expectations of all our students, and we ensure that they all experience a fair system.

## **11. Prohibited items**

11.1 In our academy the following items are prohibited:

- knives and weapons
- alcohol
- illegal drugs
- stolen items
- “legal high” substances
- tobacco, cigarette papers, vapes
- pornographic images
- any article that is likely to be used to commit an offence, cause personal injury or damage property
- energy drinks

11.2 Supplying drugs, alcohol or illegal substances is a criminal activity and will be reported to the police. It will incur a serious sanction and will usually lead to permanent exclusion.

11.3 In the case of anything illegal, the items will be handed to the police. The Principal can authorise the use of force to conduct search without consent for illegal items or those which may cause offence or harm (e.g. pornography, knives) or prohibited items including:

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

11.4 Weapons and knives and child pornography are given to the police as soon as reasonably practical.

11.5 Members of staff are able to confiscate, retain or dispose of a student’s property, so long as it is reasonable in the circumstances. The law protects them from liability for damage to, or loss of, any confiscated items provided they have acted lawfully. In our academies any items which are confiscated will be held securely in the reception area and returned to parents or carers at the end of the academy day (or an adult nominated by the parent or carer).

11.5 Other items which are confiscated are stored in the academy reception and returned to a parent, carer or an adult nominated by the parent or carer after the academy day.

11.6 A log is kept to record all confiscated items (see Appendix D).

## **12. Weapons**

12.1 The law recognises three categories of offensive weapon:

- Those where objects are made for use for causing injury to the person. These items are legally classified as ‘offensive weapons per se’ and include flick knives, kitchen knives, butterfly knives, pepper sprays, knuckle dusters and nunchucks.
- Those where objects are adapted for such a purpose, i.e. to cause injury to a person. This includes items that would otherwise be incapable of causing injury but have been changed so that they now can, for example a sock containing a snooker ball, a sharpened stick or a sharpened snooker cue, or a water pistol filled with acid.

- Those where objects are not so made or adapted but carried with the intention of causing injury to the person, for example a cup of bleach carried with the intent of throwing it into someone's face to cause injury, sharpened nail scissors or a baseball bat.

- 12.2 We class weapons as anything that has been designed or adapted to inflict harm upon others.
- 12.3 Students are not allowed to bring weapons or anything that can be used as a weapon on to our academy sites.
- 12.4 Suspected or actual use of weapons or anything that can be used as a weapon on the way to and/or from or whilst on our academy sites is a criminal activity and will be reported to the police. It will incur a serious sanction and will usually lead to permanent exclusion. This policy applies to academy trips and journeys.
- 12.5 Providing weapons to others is a criminal activity and must be reported to the police. It will incur a serious sanction and could lead to permanent exclusion.
- 12.6 Confiscated weapons are given to the police as soon as reasonably practicable.
- 12.7 Parents or carers are informed of their child's involvement in any activity related to weapons.

### 13. Power to use reasonable force and right to search students

- 13.1 Members of staff have the power to use reasonable force to prevent students committing an offence, injuring themselves or others, or damaging property, and to maintain good order and discipline in the classroom.

- 13.2 The use of force or restraint:

Section 93 of the Education and Inspections Act 2006 enables school staff to use such force as is reasonable in the circumstances to prevent a student from doing, or continuing to do, any of the following:

- committing an offence;
- causing personal injury to, or damage to the property of, any person (including themselves);
- prejudicing the maintenance of good order and discipline at the school or among students receiving education at the school, whether during a teaching session or otherwise.
- behaving in a way that disrupts a school event or a school trip or visit.

The staff to which this power applies is any teacher who works at the school and any other person whom the Principal has authorised to have control or charge of students.

Our academy expects staff to always try and diffuse a situation without physical intervention. We also do not expect staff to put themselves at risk. However, should the need arise the member of staff available must use their judgement on whether to intervene. There is a power, not a duty, to use force so members of staff have discretion whether or not to use it. However, teachers and other school staff have a duty of care towards their students, and it might be argued that failing to take action (including a failure to use reasonable force) may breach that duty.

The term 'reasonable force' covers the broad range of actions used by teachers at some point in their career that involve a degree of physical contact with students. Force is usually used either to control or restrain. This can range from guiding a student to safety by the arm through to more

extreme circumstances such as breaking up a fight or restraining a student to prevent violence or injury.

The judgement on whether to use force with students with SEN or disabilities should not only depend on the circumstances of the case but also on information and understanding of the needs of the student concerned.

Schools do not require parental consent to use force on a student.

- 13.3 Principals and staff authorised by them have a statutory power to search students or their possessions, without consent, where they have reasonable grounds for suspecting that the student may have a prohibited item. The Principal and authorised academy staff may use such force as is reasonable given the circumstances when conducting a search **without consent** 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.

- 13.4 Should a student refuse to be searched academy staff should first contact the student's parents or carers to request their assistance and if that is not appropriate under the circumstances or the parent/carer is unable to assist, they should call the police and isolate the student until such time that the police can carry out the search.
- 13.5 There must always be two members of staff present when a student is searched, and we aim to ensure that at least one of these members of staff is the same gender as the student.
- 13.6 Staff are permitted to search electronic devices prohibited by academy rules or that they reasonably suspect have been, or are likely to be, used to commit an offence or cause personal injury or damage to property. They may also delete data files if there is a good reason to do so. This includes if they suspect that the data has been, or could be, used to cause harm, disrupt teaching or break academy rules.
- 13.7 Staff must give confiscated devices to the police as soon as reasonably practicable where they have reasonable grounds to suspect that they contain evidence related to an offence.
- 13.8 Staff are aware that behaviours linked to 'sexting' place a student in danger and must report any such suspicion immediately in line with our safeguarding and child protection policy.
- 13.9 We keep a log of any searches that take place, detailing the name of the student, the reason, what was or was not found, confirmation that parents or carers have been contacted and that two members of staff were present during the search (See Appendix D).

#### **14. Bullying**

- 14.1 We take bullying very seriously. Bullying involves the persistent physical or verbal abuse of another student or students including online and mobile devices. It is characterised by an intent to hurt emotionally and/or physically.
- 14.2 We expect our students to be involved in developing our Anti-Child on Child Abuse (and Bullying) Policy. Students identified as having SEND and mental ill health must be given additional support should they be involved in a bullying situation.
- 14.3 Please refer to our Anti-Child on Child Abuse (and Bullying) Policy for further detail about how we endeavour to prevent and deal with bullying.
- 14.4 In any case involving alleged child-on-child abuse, a safeguarding investigation may run parallel to any considerations to suspend or exclude a student involved in the incident.

#### **15. Mobile phones**

- 15.1 Mobile phones are not allowed to be used by students on the academy site
- 15.2 Where a student's mobile phone is seen or heard, or where it becomes apparent that the student has used the mobile phone on the academy site, it will be confiscated. See 11.5 for how the mobile phone will be returned.

#### **16. Safeguarding and Child Protection**

- 16.1 We take the promotion of children's wellbeing and protection from harm very seriously. Where an allegation is of a safeguarding nature, we have separate procedures in place for managing allegations of abuse against children (see our Safeguarding and Child Protection Policy).

#### **17. Outside agencies**

- 17.1 Our academy is part of a wider community of support, and we work with many outside agencies to support our students and help them to thrive and achieve. This additional support will be discussed with parents or carers as early as possible. All referrals will take into consideration the views of parents or carers and where appropriate, the student.
- 17.2 The SENDCO will act in accordance with the policy for SEND. All support programmes will include personal targets/milestones and will be flexible to meet the changing needs of students, particularly when programmes are not deemed to be successful.

## 18. Staff development

- 18.1 Our commitment to professional learning includes helping teachers and other staff to develop and refine their approaches and strategies for managing and improving student behaviour and attitudes.
- 18.2 Staff are trained to know that disruptive or unusual behaviour may have an underlying root cause such as a mental health issue or an undiagnosed or unmet educational need. They know who to refer the student to for further support.
- 18.3 Regular training is provided to newly qualified teachers, support staff and others who have been identified as requiring additional behaviour intervention techniques as part of individual staff development needs.

## 19. Record keeping and data protection

- 19.1 We keep a record of incidents of misbehaviour and positive behaviour.
- 19.2 We keep a record of incidents of rewards and sanctions. We ensure that rewards and sanctions are distributed fairly and analyse this by
- Gender
  - Ethnicity
  - EAL
  - Pupil Premium
  - SEND
  - Disability
  - Age
  - Religion
  - Children Looked After.
- 19.3 We monitor 19.1 and 19.2 above to provide regular information on how effectively this Behaviour Policy is working.
- 19.4 All records relating to behaviour and discipline are processed and stored in accordance with the requirements of our Data Protection Policy.

## 20. Early intervention and support processes

- 20.1 Our academy recognises the importance of early intervention and preventative work in its positive reinforcement approach to behaviour management.
- 20.2 We will take steps to encourage young people to take responsibility for their own behaviour and help them to recognise and accept the consequences of inappropriate behaviour.
- 20.3 Leaders will provide training for staff in order to promote positive and consistent behaviour standards within the academy in line with its standard operating procedures and Behaviour Policy.
- 20.4 Parents and carers will be contacted promptly to notify them of any serious incidents of misbehaviour in which their child has been involved.
- 20.5 The academy will take steps to identify students who may benefit from early intervention through the effective management of transition points at all Key Stages. Behaviour support processes are implemented with students when school sanctions do not act as a deterrent for repeated poor behaviour. The “Wave System” of support is used at our academy to ensure the support is given to the right students and the right time.
- 20.6 **The Wave System of Behaviour Support**

Wave	Wave Entry Requirements	Support required
0	Students who receive occasional negative incidents	<ul style="list-style-type: none"><li>• Rewards and sanctions system to be used to impact positively</li><li>• Parent/carers communication and involvement</li></ul>

1	Students who accumulate repeat negative incidents in a week	<ul style="list-style-type: none"> <li>Rewards and sanctions system to continue</li> <li>Pastoral Manager support and light touch intervention</li> <li>SEND specific support (as appropriate)</li> <li>Parent/carer involvement</li> </ul>
2	Students who continue to accumulate repeat negative incidents each week despite Wave 1 support  Students who accumulate repeat internal exclusions	<ul style="list-style-type: none"> <li>Rewards and sanctions system to continue</li> <li>Pastoral Manager intervention via student report and weekly meetings</li> <li>Enrolled onto Refocus programme (as appropriate)</li> <li>Bespoke intervention course (as appropriate)</li> <li>SEND specific support (as appropriate)</li> <li>Parent/carer involvement</li> </ul>
3	Students who continue to accumulate negative incidents and internal exclusions despite Wave 2 support  Students who have received a suspension	<ul style="list-style-type: none"> <li>Rewards and sanctions system to continue</li> <li>Pastoral Manager meeting to devise Behaviour Support Plan (BSP)</li> <li>Pastoral Manager intervention via weekly meetings and student reports</li> <li>Enrolled onto Light touch mentoring programme (as appropriate)</li> <li>Bespoke intervention course (as appropriate)</li> <li>SEND specific support (as appropriate)</li> <li>Parent/carer involvement</li> </ul>
4	One off serious incidents  Students who continue to accumulate negative incidents and internal exclusions despite Wave 3 support	<ul style="list-style-type: none"> <li>Rewards and sanctions system to continue</li> <li>Senior Leader warning</li> <li>Pastoral meeting with Senior Leader to review/renew BSP</li> <li>Senior Leader behaviour intervention via report and weekly meetings</li> <li>Medium touch mentoring programme (as appropriate)</li> <li>Bespoke intervention course (as appropriate)</li> <li>Managed move (as appropriate)</li> <li>Additional student/family support (dependent on need)</li> <li>SEND specific support (as appropriate)</li> <li>Parent/carer involvement</li> </ul>
5	One off serious incidents  Students who continue to accumulate negative incidents and internal exclusions despite Wave 4 support  Students who have failed a Managed Move	<ul style="list-style-type: none"> <li>Principal's warning</li> <li>Governor panel</li> <li>Reintegration action plan</li> <li>Rewards and sanctions system to continue</li> <li>SEND specific support (as appropriate)</li> <li>Bespoke interventions course (as appropriate)</li> <li>Heavy touch mentoring programme (as appropriate)</li> <li>Parent/carer involvement</li> </ul>

*\*Under the Equality Act 2010 the school will make reasonable adjustments where appropriate for students with SEND.*

- Pastoral Managers – Each year group is assigned a specific pastoral leader individually responsible for the management of behaviour and support within their year group. In Waves 0-1 Pastoral Managers will implement a range of strategies to improve a student's behaviour.
- Mentoring – The academy accesses specialist staff who can work on a 1-2-1 basis with individual students or work with small groups as appropriate. There are a variety of mentoring programmes implemented at different stages of the Wave System.
- Student reports – The academy operates a hierarchy of student reports from Waves 2 to 4. Parents and carers will be contacted by the identified member of staff to discuss the rationale behind the support and collectively set targets for students. A daily review of student progress as well as formal weekly meetings will take place.
- Refocus programme – A group programme with a member of the pastoral team aimed at “re-focusing” students back on their academic studies in place of poor behaviour.

- Bespoke intervention programmes – The academy has a range of Pastoral Intervention Programmes that are bespoke to specific needs, for example we run an anger management intervention programme. Behaviour data, referral panel and staff consultation are all used to identify the specific programmes students may be enrolled on.
- Behaviour Support Plan (BSP) –A formal action plan for those students on Wave 3 or 4. It will identify targets for the student to improve and outline the strategies and support that is being provided for them.
- Vice Principal & Principal warnings – Are formal meetings held with students, Parents, carers and senior leaders.
- Reintegration Plan – A Formal Action plan that will be issued when students have been out of mainstream lessons for a period of time, this will be reviewed and renewed at each stage of the reintegration process.
- Access to alternative curriculum – The academy uses several providers in the local area.
- SEND specific support - Leaders of both the Pastoral and Curriculum areas along with the school
- SENDCO will devise strategies for staff in order to make reasonable adjustments for students should their behaviour be the result of a Learning Difficulty, Disability or Medical Condition.

## **Appendix A – Uniform and Equipment list**

At Lyndon we expect the uniform to be worn perfectly at all times. The full Uniform and Standards guidance is available on the website:

<https://www.lyndon.org.uk/uniform/>

- Black blazer with school badge embroidered on.
- Plain white collared shirt.
- School tie.
- Black school trousers of a professional style. Loose, not fitted, drainpipe or turn up and of a suitable material (not denim, lycra, corduroy, jeans or chinos). Students who wear trousers must not have their lower leg or ankles exposed.
- Skirt; bottle green, knee length, box pleated from the waistband. The skirt must be knee length, if the skirt does not reach the knee then the student will need to purchase trousers. Old skirts with the Lyndon badge are no longer allowed. Skirts can only be purchased from our suppliers.
- Formal, black shoes with plain black socks. Please see additional footwear guidance. No TRAINERS or SPORTS BRANDS. Shoes must be of a solid, robust and traditional style. Shoes need to be suitable for a formal environment like an office or an interview. See examples in this booklet. Polishable trainers, trainer style shoes, sport branded shoes, boots and canvas shoes will not be permitted.
- Neutral/Black tights only or black socks to be worn below the knee.

### **Students are required to bring the following equipment to school every day:**

- A school bag, big enough for A4 documentation
- Pen, pencil, ruler, sharpener, eraser
- Highlighter(s)
- Green pen
- School Planner and reading book (which will be issued in September)
- Scientific, specified calculator (see uniform and standards guide for specific model)

## Appendix B – Rewards and Sanction

### Rewards

Praise points are issued for the following reasons:

- Consideration for others
- Excellent homework
- Excellent punctuality
- Excellent attendance
- Excellent uniform
- Outstanding effort
- Piece of work above and beyond expectations
- Representing the school
- Representing the school in a sporting event
- Representing the school in Performing Arts

Students are recognised in assemblies for their accumulation of praise points and are awarded the following certificates.

- Bronze Celebration Award- 50 points
- Silver Celebration Award- 100 points
- Gold Celebration Award- 200 points
- Platinum Celebration Award- 300 points
- Diamond Celebration Award- 500 points

In addition to the praise point system, students can also receive the following:

- Postcards/ phone calls home
- Whole school competitions
- Weekly Year Assemblies
- Termly & Annual Achievement Assemblies
- Student Leadership Awards
- Reward trips

### Sanctions

Here is a non-exhaustive list of reasons for the sanctions we use at the academy to develop and maintain good order and minimise any disruption to learning.

Sanction	Reason for
Verbal warning, then planner warning	First and second instance of off-task behaviour (where expected learning behaviour is not followed, for example speaking to another student during silent work)
Instant detention	<ul style="list-style-type: none"> <li>• Third instance of off-task behaviour in lesson</li> <li>• No equipment in lesson or attempt to replace equipment.</li> <li>• Missing a deadline or failing to complete homework</li> <li>• Talking when directed not to during assemblies or in line ups</li> <li>• Inappropriate behaviour or volume in academy corridors or in social spaces</li> <li>• Being late to the academy or to a lesson</li> <li>• Intentional failure to follow the uniform code</li> <li>• Inappropriate language use</li> <li>• Dropping litter</li> </ul>
Behaviour Modification Room (or equivalent internal) or Suspension (external)	<ul style="list-style-type: none"> <li>• Truancy</li> <li>• Defiance including around uniform</li> <li>• Use of physical force.</li> <li>• Damaging academy property and of that of others</li> <li>• Sexual harassment</li> </ul>

	<ul style="list-style-type: none"> <li>• Bullying/child-on-child abuse</li> <li>• Inappropriate language directed at a member of staff</li> <li>• Assaulting a member of staff or student</li> <li>• Fighting</li> <li>• Smoking on or near the academy grounds</li> <li>• Any behaviour deemed by staff to be dangerous</li> <li>• Theft or handling stolen goods</li> <li>• Failure or refusal to attend detention</li> </ul>
Alternative placements (mini moves)	<ul style="list-style-type: none"> <li>• Where a student has failed to respond to other interventions or where a leader deems the severity of an incident to merit it, a student may be granted a place in another school's unit for a period of time, with parental agreement.</li> <li>• A student may be directed to work in another Summit Learning Trust academy or other educational establishment for a fixed period of time, as an alternative to suspension.</li> <li>• Incident deemed to be serious by leaders</li> </ul>
Managed move	<ul style="list-style-type: none"> <li>• Students may be identified as requiring a fresh start, and these can be arranged with parental agreement. A successful managed move is dependent on the student meeting expectations at the receiving school.</li> </ul>
Internal alternative provision	<ul style="list-style-type: none"> <li>• Students may be identified as requiring education in a small-group provision on-site that better meets their needs, where they are struggling to meet our expectations or where they face specific challenges that merit this.</li> </ul>
Alternative provision (external)	<ul style="list-style-type: none"> <li>• Students may be identified as requiring education at a provision off-site that better meets their needs, where they are struggling to meet our expectations or where they face specific challenges that merit this.</li> </ul>
Permanent exclusion	<ul style="list-style-type: none"> <li>• Please see section 9 of our Behaviour Policy and Appendix C.</li> </ul>

Our academy may also use the following sanctions:

- Limiting free time at break and lunchtime
- Removal of ICT access
- Confiscation of items
- Removal of privileges such as academy trips

We will strive to differentiate our Behaviour Policy where required to take into account the needs of students.

Whilst the table above is a guide to usual procedures, an academy leader is able to use their judgment to impose a sanction that they believe in their professional opinion is in the best interests of our students.



## **Appendix C – Procedures for suspensions and permanent exclusions**

### **1 Suspensions**

- 1.1 A student may be excluded for one or more fixed periods (up to a maximum of 45 academy days in a single academic year).
- 1.2 The student's view of events will be taken into account before deciding whether to suspend or exclude them. They will be given support of an advocate (for example, a parent, carer or social worker) where this is deemed appropriate by leaders.
- 1.3 For those students who are under the care of a social worker, including looked after children (LAC) and previously looked after children, a balanced view will be taken around:
  - The child will often have safeguarding risks at home or in the community and school is known to be a protective factor
  - The Principal has a duty to provide a safe and calm environment for all students and staff.
- 1.4 When a student is excluded, the Principal must notify the parents or carers, without delay, of the period of exclusion and reasons for it. This may be done in person or by telephone.
- 1.5 The Principal will, without delay, provide the parents or carers with the relevant information, in writing.
- 1.6 If the exclusion is for more than 5 days, then parents or carers will be advised of arrangements for the continuation of education for the student during the exclusion.
- 1.7 The local governing body will be notified of:
  - All permanent exclusions (including where a suspension is followed by a decision to permanently exclude)
  - All suspensions which would result in the student being suspended for a total of more than 5 school days (or 10 lunchtimes) in a term
  - Any suspension or permanent exclusion which would result in the student missing a public examination
  - All cancelled suspensions and exclusions.
- 1.8 The Local Authority will be notified of:
  - All suspensions and exclusions, regardless of length
  - All cancelled suspensions and exclusions
- 1.9 A suspension cannot be converted into a permanent exclusion. However, as suggested in the statutory guidance 'Suspension and permanent exclusion from maintained schools, academies and pupil referral units in England, including pupil movement', "In exceptional cases, usually where further evidence has come to light, a further suspension may be issued to begin immediately after the first period ends; or a permanent exclusion may be issued to begin immediately after the end of the suspension."
- 1.10 Model letters from the relevant local authority must be used; they incorporate all the information the Principal is required to provide to the parents or carers and a list of people to send a copy of the letter to, to ensure that all relevant parties have been advised of the exclusion, namely:
  - The Chair of the Local Governing Body
  - The Clerk of the Local Governing Body
  - The Trust's Education Director

- The Local Authority of the school
- The Local Authority of the student (if different to that of the school)
- The student's social worker, if they have one
- The Virtual School Headteacher for Looked After Children (LAC) or those previously looked after

## **2 Representation from parents or carers**

- 2.1 Parents or carers may make a representation to the Local Governing Body about an exclusion. Details of how to make a representation are included in the exclusion letter. If parents or carers have any disability, then adjustments must be made to assist their engagement in the process. Relevant and reasonable adjustments can be made in the whole process to assist parents, carers or students who have a disability either physical or learning.
- 2.2 Where a student has been excluded for more than 15 days in a term, the Local Governing Body must convene a meeting to consider reinstatement within 15 academy days of receiving notification of the exclusion. This also applies when the student will miss a public examination or national curriculum test, however, in this case, the Local Governing Body must take reasonable steps to meet before the date of the examination.
- 2.3 For all other exclusions, a panel is only convened if
- the exclusion will take the student's total days of exclusion above 15 for a term or
  - the exclusion will take the student's total days of exclusion above five for the term AND the student's parents or carers have requested a meeting with the Local Governing Body. In this instance the Local Governing Body must convene a meeting to consider reinstatement within 50 days of receiving notice of the exclusion. For representations on exclusions of fewer than 5 days, the Local Governing Body must consider the representation but has no power to overturn the exclusion.
- 2.4 Where requested/required the clerk to the Exclusion Panel will convene a panel of governors (minimum of 3) to consider the reinstatement of an excluded student. The panel may consist of any three governors with the exception of the Principal; however, it is best practice for the panel to exclude staff governors and parent governors, where they have a child in the same year as the student that has been excluded. Any governor with a conflict of interest must not be included on the panel (e.g. if they have had any involvement in the exclusion or will benefit from the student being excluded). The clerk should notify the parents or carers in writing 5 days in advance of the meeting.

## **3 Local Governing Body panel**

- 3.1 The meeting will be attended by the following:
- Panel of governors (minimum of 3)
  - Clerk to Exclusion Panel (where the Clerk is a member of staff, providing there is no conflict of interests, they may clerk the meeting)
  - Principal
  - Excluded student (they may choose not to attend)
  - Parents/carers of the excluded student (they may choose not to attend)
  - Companion to parents/carers or student (where requested – each parent/carer and student in attendance may be accompanied by a friend or representative.
  - Parents/carers may request that the local authority and/or home local authority attend a meeting of an academy's governing board as an observer; that

representative may only make representations with the governing board's consent.

- The child's social worker, if they have one.
- The Virtual School Headteacher if the child is LAC.

A model agenda has been included in the appendices.

3.2 The outcome of the panel meeting is either to decline to reinstate the student; or direct reinstatement of the student immediately or on a particular date.

3.3 The Clerk will advise the parents or carers in writing of the outcome, namely whether:  
the student has been reinstated.  
the exclusion has been upheld.

#### **4 Permanent exclusions**

4.1 When a student is permanently excluded the Principal must notify the parents or carers that the exclusion is permanent and the reasons for it.

4.2 The Principal must then provide the relevant information in writing to the parents or carers either directly or by posting it to the address held on file.

4.3 A model letter from the local authority will be sent by the Principal to the parents or carers with a copy also sent to other parties to ensure that all have been advised of the exclusion, namely:

- The Chair of the Local Governing Body
- The Clerk of the Local Governing Body
- The Trust's Education Director
- The Local Authority of the school
- The Local Authority of the student (if different to that of the school)

4.4 The Local Governing Body must convene a meeting to consider reinstatement within 15 academy days of receiving notice of the exclusion.

4.5 The Clerk to the Exclusion Panel will convene a panel of governors (minimum of 3) to consider the reinstatement of an excluded student. The panel may consist of any three governors with the exception of the Principal; however, it is best practice for the panel to exclude staff governors and parent governors, where they have a child in the same year as the excluded. Any governor with a conflict of interest must not be included on the panel (e.g. if they have had any involvement in the exclusion or will benefit from the student being excluded). The clerk should notify the parents or carers in writing 5 days in advance of the meeting.

## **5 Local Governing Body panel**

5.1 The meeting will be attended by the following:

- Panel of governors (minimum of 3)
- Clerk to the Exclusion Panel (where the clerk is a member of staff, providing there is no conflict of interests, they may clerk the meeting)
- Principal
- Excluded student (they may choose not to attend)
- Parents/carers of the excluded student (they may choose not to attend)
- Witness (where required)
- Companion to parents/carers or student (where requested – each parent/carer and student in attendance may be accompanied by a friend or representative.
- Parents/carers may request that the local authority and/or home local authority attend a meeting of an academy's governing board as an observer; that representative may only make representations with the governing board's consent.

5.1 A model agenda has been included below.

5.2 The outcome of the panel meeting is either to decline to reinstate the student; or direct reinstatement of the student immediately or on a particular date.

5.3 The Clerk will advise the parents or carers in writing of the outcome:

- if the student has been reinstated.
- if the exclusion has been upheld.

## **6 Independent Review Panel**

6.1 Parents or carers have the right to ask that an Independent Review Panel (IRP) be arranged to review the decision taken by the Local Governing Body not to reinstate their child, following their permanent exclusion.

6.2 The request must be made in writing within 15 academy days from the date on which notice in writing of the Local Governing Body's decision was given. Details of how to make a representation are included in the letter sent following the Local Governing Body meeting.

6.3 The role of the panel is to review the Local Governing Body's decision not to reinstate the excluded student balancing the interests of the student against the interests of other students and people working within the academy.

6.4 The clerk, with the support of the Education Director will convene an Independent Appeals Panel in accordance with statutory guidance and will ensure that parents or carers are notified of the date, time and venue in writing 5 days in advance of the meeting.

6.5 The panel will consist of

- a lay member to chair the panel who has not worked in any school in a paid capacity, disregarding any experience as a school governor or volunteer.
- a current or former school governor (including members of PRU management committees and directors of academy trusts) who have served as a governor for at least 12 consecutive

months in the last five years, provided they have not been teachers or headteachers during that time.

- a headteacher/Principal or someone who has been a Headteacher/Principal within the last 5 years.

6.6 Members/directors/employees of Summit Learning Trust and governors of the excluding academy must not sit on the Panel.

6.7 All panel members and independent clerks must have received the relevant training within the two years prior to the date of the review. See para 124 of the Statutory Guidance for full details.

6.8 The meeting will be clerked by an independent Clerk.

6.9 Parents or carers have a right to request the attendance of an SEN expert at a review, regardless of whether the academy recognises that their child has SEN. If requested, the Trust must appoint an SEN expert to attend the panel and must cover the associated costs of this appointment.

6.10 The meeting may be attended by:

- Principal of the academy which excluded the student
- Chair of the Local Governing Body panel (this may be delegated to another member of the panel)
- Excluded student (they may choose not to attend)
- Parents/carers (they may choose not to attend)
- SEN Expert (where required)
- Interpreter (where required)
- Companion to parents/carers and students (where requested – each parent/carer and student in attendance may be accompanied by a friend or representative).
- Parents/carers may request the attendance of a Local Authority or Home Local Authority representative at the meeting. Their representations are at the discretion of the IRP panel.

6.11 The possible outcomes of the Independent Appeals Panel meeting are:

- to uphold the Local Governing Body's decision
- to recommend that the Local Governing Body reconsiders reinstatement; or
- to quash the decision and direct that the Local Governing Body considers reinstatement.

6.12 The Clerk to the Independent Review Panel will advise the parents or carers, the academy and the Local Authority in writing of the outcome.

## **7 Reconsidering the exclusion**

7.1 Where the panel directs (quashes) or recommends that the Local Governing Body reconsider whether a student should be reinstated, the Local Governing Body must reconvene to do so within 10 academy days of being given notice of the panel's decision. Reconsidering reinstatement provides an opportunity for the same Local Governing Body panel to look at its decision afresh, in light of the independent review panel's findings. There is no requirement to seek further representations for either the Academy or the parents/carers or to invite them to the reconsideration meeting.

7.2 The Local Governing Body should ensure that clear minutes are taken of the meeting as a record of the evidence that was considered by them.

7.3 The Local Governing Body's decision should demonstrate how they have addressed the concerns raised by the independent review panel and this should be communicated, in writing, to parents/carers, the Principal and the local authority by letter without delay.

## *Letter*

All Local Authority letter templates are to be inserted onto academy headed paper and dated and relevant sections completed. The Model Letters are detailed below:

- Model Letter 1** – Notification of fixed period exclusion of 5 academy days or fewer in one term and where a public examination is not missed.
- Model Letter 2** – Notification of a fixed term period exclusion of more than 5 and up to an including 15 academy days in total in one term and where a public examination is not missed.
- Model Letter 3** – Notification of a fixed term period exclusion of more than 15 academy days in total in one term or where the student is missing a public examination.
- Model Letter 4** – Notification of a permanent exclusion.
- Model Letter 5** – From the Clerk to the Local Governing Body to parents/carers informing them of the meeting of the Exclusion Panel.
- Model Letter 6** – From the Clerk to the Local Governing Body advising parents/carers of the reinstatement of the student.
- Model Letter 7** – From the Clerk to the Local Governing Body to parents/carers upholding a fixed term exclusion.
- Model Letter 8** – From Clerk to Local Governing Body to parents/carers upholding a permanent exclusion.

## Model Letter 1

### From the Principal notifying parent of fixed period exclusion of 5 academy days or fewer in one term and where a public examination is not missed.

Dear [Parent's Name],

I am writing to inform you of my decision to exclude [Child's Name] for a fixed period of [specify period]. This means that [he/she] will not be allowed into the academy for this period. The exclusion [begins/began] on [date] and ends on [date]. Your child should return to the academy on [date].

I realise that this exclusion may well be upsetting for you and your family, but the decision to exclude [Child's Name] has not been taken lightly. [Child's Name] has been excluded for this fixed term period due to [reason for exclusion].

You have a duty to ensure that your child is not present in a public place during academy hours during this exclusion on [specify dates of exclusion] unless there is reasonable justification for this. I must advise you that you may receive a penalty notice from the Local Authority if your child is present in a public place during academy hours on the above specified dates. If so, it will be for you to show reasonable justification.

We will set work for [Child's Name] to be completed on the above specified days [detail the arrangement for this]. Please ensure that work set by the academy is completed and returned to us promptly for marking.

You have the right to make representations about this decision to the Local Governing Body. If you wish to make representations please contact [Name of Contact (Chair of the Local Governing Body or Clerk)] [on/at] [Contact details (address, phone number, email)], as soon as possible. Whilst the Local Governing Body has no power to direct reinstatement, they must consider any representations you make and may place a copy of their findings on your child's academy record.

Please advise if you have a disability or special needs which would affect your ability to attend or take part in a meeting at the academy. Also, please inform [Name of Clerk] if it would be helpful for you to have an interpreter present at the meeting.

You should also be aware that if you think the exclusion relates to a disability your child has and you think disability discrimination has occurred; you have the right to appeal and/or make a claim, to the First Tier Tribunal. (<https://www.gov.uk/courts-tribunals/first-tier-tribunal-special-educational-needs-and-disability>)

**[This paragraph applies to all fixed period exclusions of primary-aged students and may be used for fixed period exclusions of up to 5 days of secondary-aged students if the Principal chooses to hold a reintegration interview].**

You and [Child or Student's Name] are requested to attend a reintegration interview with me [alternatively, specify the name of another staff member] at [place] on [date] at [time]. If that is not convenient, please contact the academy by [date within the next 10 days] to arrange a suitable alternative date and time. The purpose of the reintegration interview is to discuss how best your child's return to the academy can be managed. Failure to attend a reintegration interview will be a factor taken into account by a Magistrates' Court, if on future application; they consider whether to impose a parenting order on you.

You also have the right to see a copy of [Child's Name]'s academy record. Due to confidentiality restrictions, you will need to notify me in writing if you wish to be supplied with a copy of [Child's Name]'s academy record. I will be happy to supply you with a copy if you request it. There may be a charge for photocopying.

You may find it useful to contact [Name of LA Rep] at the Local Authority on [contact number] who will be able to provide guidance and advice. You may also contact the Children's Legal Centre who aim to provide free legal advice and information to parents or carers on state education matters. They can be contacted on 0808 802 0008 or at <http://www.childrenslegalcentre.com/>

The advice line is open from 8am to 8pm Monday to Friday, except Bank Holidays and 24 December – 1 January. Statutory guidance on exclusions can be found of the Department for

Education (DfE) website at

<http://www.education.gov.uk/schools/studentsupport/behaviour/exclusion>

[Child's Name]'s exclusion expires on [date] and we expect [Child's Name] to return to the academy on [date] and [time].

Yours sincerely,

[Name]

Principal

[Academy]

**[Only need to cc if this exclusion would result in the student being excluded for more than 5 academy days (or more than 10 lunchtimes) in a term].**

**Cc** [Name] Chair of the Local Governing Body

[Name] Clerk to LGB

[Name] Education Director

[Name] [Name of LA] Local Authority

**If 'home' LA different** [Name] [Name of LA] Local Authority



## Model Letter 2

### Notification of a fixed period exclusion of more than 5 and up to and including 15 academy days in total in one term and where a public examination is not missed.

Dear [Parent's Name],

I am writing to inform you of my decision to exclude [Child's Name] for a fixed period of [specify period]. This means that [Child's Name] will not be allowed in the academy for this period. The exclusion start date is [date] and the end date is [date]. Your child should return to the academy on [date].

I realise that this exclusion may well be upsetting for you and your family, but my decision to exclude [Child's Name] has not been taken lightly. [Child's Name] has been excluded for this fixed period of [specify period] due to [specify reasons for exclusion].

You have a duty to ensure that your child is not present in a public place during academy hours during the first 5 academy days [or specify dates if exclusion is for fewer than 5 days] of this exclusion, that is on [specify dates]. I must advise you that you may be prosecuted or receive a penalty notice from the Local Authority if your child is present in a public place on the specified dates without reasonable justification. It will be for you to show that there is reasonable justification for this.

We will set work for [Child's Name] during the [first 5 or specify other number as appropriate] academy days of [his/her] exclusion [specify the arrangements for this]. Please ensure that work set by the academy is completed and returned to us promptly for marking.

From the [specify date of the 6th academy day of the student's exclusion] until the expiry of his exclusion we [set out the arrangements if known at time of writing, if not known say that the arrangements will be notified shortly by a further letter] will provide suitable full-time education. On [date] [Child's Name] should attend at [give name and address of the alternative provider if not the home academy] at [specify the time — this may not be identical to the start time of the home academy] and report to [staff member's Name]. [If applicable — say something about transport arrangements from home to the alternative provider. If not known, say that the arrangements for suitable full time education will be notified by a further letter].

You have the right to request a meeting of the academy's Local Governing Body to whom you may make representations, and my decision to exclude can be reviewed. As the period of this exclusion is more than 5 academy days in a term, the Local Governing Body must meet if you request it to do so. The latest date by which the Local Governing Body must meet, if you request a meeting, is [specify date — no later than the 50th academy day after the date on which the Local Governing Body were notified of this exclusion]. If you do wish to make representations to the Local Governing Body, and wish to be accompanied by a friend or representative, please contact [Name of Clerk] [on/at] [contact details — address, phone number, email], as soon as possible. Please advise if you have a disability or special needs which would affect your ability to attend or take part in a meeting at the academy.

Also, please inform [Name of Clerk] if it would be helpful for you to have an interpreter present at the meeting.

You should also be aware that if you think the exclusion relates to a disability your child has, and you think disability discrimination has occurred, you have the right to appeal, and/or make a claim, to the First Tier Tribunal (<http://www.justice.gov.uk/guidance/courts-and-tribunals/tribunals/send/index.htm>). Making a claim would not affect your right to make representations to the discipline committee.

You and [Child's Name] are requested to attend a reintegration interview with me [alternatively, specify the name of another staff member] at [place] on [date] at [time]. If that is not convenient, please contact the academy before your child is due to return to arrange a suitable alternative date and time. The purpose of the reintegration interview is to discuss how best your child's return to the academy can be managed. Failure to attend a reintegration interview will be a factor taken into account by a magistrates' court if, on future application, they consider whether to impose a parenting order on you.

You have the right to see and have a copy of, your child's academy record. Due to confidentiality restrictions, you must notify me in writing if you wish to be supplied with a copy of your child's academy record. I will be happy to supply you with a copy if you request it. There may be a charge for photocopying.

You may find it useful to contact [Name of LA Rep] at the Local Authority on [contact details] who will be able to provide guidance and advice. You may also wish to contact the Children's Legal Centre who aim to provide free legal advice and information to parents or carers on state education matters. They can be contacted on 0808 802 0008 or at

<http://www.childrenslegalcentre.com> The advice line is open from 8am to 8pm Monday to Friday, except Bank Holidays and 24 December - 1 January. Statutory guidance on exclusions can be found on the Department for Education website at:

<http://www.education.gov.uk/schools/studentsupport/behaviour/exclusion>

[Child's Name]'s exclusion expires on [date] and we expect [Child's Name] to return to the academy on [date] at [time].

Yours sincerely,

[Name]

Principal

[Academy]

**Cc** [Name] Chair of the Local Governing Body

[Name] Clerk to LGB

[Name] Education Director

[Name] [Name of LA] Local Authority

**If 'home' LA different** [Name] [Name of LA] Local Authority

### Model Letter 3

#### Notification of a fixed period exclusion of more than 15 academy days in total in one term or where the student is missing a public examination.

Dear [Parent's Name],

I am writing to inform you of my decision to exclude [Child's Name] for a fixed period of [specify period]. This means that [Child's Name] will not be allowed in the academy for this period. The exclusion [begins/began] on [date] and ends on [date]. Your child should return to the academy on [date].

I realise that this exclusion may well be upsetting for you and your family, but the decision to exclude [Child's Name] has not been taken lightly. [Child's Name] has been excluded for this fixed period due to [reason for exclusion].

You have a duty to ensure that your child is not present in a public place in academy hours during [the first five academy days of exclusion or specify dates], unless there is reasonable justification for this. I must advise you that you may be prosecuted or receive a penalty notice from the local authority if your child is present in a public place on the specified dates. It will be for you to show that there is reasonable justification.

We will set work for [Child's Name] during the [first five academy days or specify dates] of [his/her] exclusion [specify the arrangements for this]. Please ensure that work set by the academy is completed and returned to us promptly for marking.

#### [if the individual exclusion is for more than 5 days]

From the [6th academy day of the student's exclusion] [specify date] until the expiry of his exclusion we [set out the arrangements if known at time of writing, if not known say that the arrangements will be notified shortly by a further letter] will provide suitable full-time education. [Set out the arrangements if known at the time of writing, e.g.] On [date] [he/she] should attend [give name and address of the alternative provider] at [specify the time — this may not be identical to the start time of the home academy] and report to [staff member's Name]. [If applicable — say something about transport arrangements from home to the alternative provider] [if not known say that the arrangements for suitable full time education will be notified shortly by a further letter]

**Either** As the length of the exclusion is more than 15 academy days in total in one term the Local Governing Body must meet to consider the exclusion. **Or** As your child will miss a [public examination or national curriculum test] as a result of this exclusion, the Local Governing Body must meet to consider the exclusion. At the review meeting you may make representations to the Local Governing Body if you wish. The latest date on which the Local Governing Body can meet is [date here — no later than 15 academy days from the date the governing body is notified]. If you wish to make representations to the Local Governing Body and wish to be accompanied by a friend or representative please contact [Name of Clerk] [on/at] [contact details — address, phone number, email], as soon as possible. You will, whether you choose to make representations or not, be notified by the Clerk to the Local Governing Body of the time, date and location of the meeting. Please advise if you have a disability or special needs which would affect your ability to attend or take part in a meeting at the academy. Also, please inform [Name of Clerk] if it would be helpful for you to have an interpreter present at the meeting.

You should also be aware that if you think the exclusion relates to a disability your child has, and you think disability discrimination has occurred, you have the right to appeal, and/or make a claim, to the First Tier Tribunal (<http://www.justice.gov.uk/guidance/courts-and-tribunals/tribunals/send/index.htm>). Making a claim would not affect your right to make representations to the Local Governing Body.

#### [mandatory for all exclusions of primary-aged students and those of more than 5 days of secondary-aged students]

You and [Child's Name] are invited to attend a reintegration interview with me [alternatively, specify the Name of another staff member] at [place] on [date] at [time]. If that is not convenient, please contact the academy before your child is due to return to arrange a suitable alternative date and time. The purpose of the reintegration interview is to discuss how best your child's return to the academy can be managed. Failure to attend a reintegration interview will be a factor taken into

account by a magistrates' court if, on future application, they consider whether to impose a parenting order on you.

You also have the right to see and have a copy of [Child's Name]'s academy record. Due to confidentiality restrictions, you will need to notify me in writing if you wish to be supplied with a copy of [Child's Name]'s academy record. I will be happy to supply you with a copy if you request it. There may be a charge for photocopying.

You may find it useful to contact [Name of LA Rep] at the Local Authority on [contact details] who will be able to provide guidance and advice. You may also wish to contact the Children's Legal Centre who aim to provide free legal advice and information to parents or carers on state education matters. They can be contacted on 0808 802 0008 or at <http://www.childrenslegalcentre.com> The advice line is open from 8am to 8pm Monday to Friday, except Bank Holidays and 24 December - 1 January. Statutory guidance on exclusions can be found on the Department for Education website at: <http://www.education.gov.uk/schools/studentsupport/behaviour/exclusion>

[Child's Name]'s exclusion expires on [date] and we expect [Child's Name] to return to the academy on [date] at [time].

Yours sincerely,

[Name]

Principal

[Academy]

**Cc** [Name] Chair of the Local Governing Body

[Name] Clerk to LGB

[Name] Education Director

[Name] [Name of LA] Local Authority

**If 'home' LA different** [Name] [Name of LA] Local Authority

## Model Letter 4

### Notification of a permanent exclusion.

Dear [Parent's Name],

I regret to inform you of my decision to permanently exclude [Child's Name] with effect from [date]. This means that [Child's Name] will not be allowed in this academy unless [he/she] is reinstated by the Local Governing Body.

I realise that this exclusion may well be upsetting for you and your family, but the decision to permanently exclude [Child's Name] has not been taken lightly.

[Child's Name] has been excluded in response to a serious breach [or persistent breaches] of academy's behaviour policy and allowing [Child's Name] to remain in the academy would seriously harm the education or welfare of [Child's Name] or others in the academy.

The reasons for the permanent exclusion are outlined below:

[reasons for the exclusion — bullet points].

You have a duty to ensure that your child is not present in a public place during academy hours during the first 5 academy days of this exclusion, i.e. on [specify the precise dates] unless there is reasonable justification. You could be prosecuted or receive a penalty notice if your child is present in a public place during academy hours on those dates. It will be for you to show reasonable justification.

Alternative arrangements for [Child's Name]'s education to continue will be made. For the first five academy days of the exclusion, we will set work for [Child's Name] and would ask you to ensure this work is completed and returned promptly to the academy for marking [this may be different if supervised education is being provided earlier than the sixth day]. From the sixth academy day of the exclusion onwards — i.e. from [specify the date] the Local Authority [give the Name of the authority] will provide suitable full-time education. [Set out the arrangements if known at time of writing, if not known say that the arrangements will be notified shortly by a further letter].

#### **[Where student lives in a local authority other than the excluding academy local authority]**

I have also today informed [Name of Officer] at [Name of Local Authority] of your child's exclusion and they will be in touch with you about arrangements for [his/her] education from the sixth academy day of exclusion. You can contact them at [give contact details].

As this is a permanent exclusion the Local Governing Body must meet to consider it. At the review meeting you may make representations to the Local Governing Body if you wish and ask them to reinstate your child into the academy. The Local Governing Body have the power to reinstate your child immediately or from a specified date, or, alternatively, they have the power to uphold the exclusion in which case you may appeal against their decision to an Independent Review Panel. The latest date by which the Local Governing Body must meet is [specify the date — the 15th academy day after the date on which the Local Governing Body was notified of the exclusion]. If you wish to make representations to the Local Governing Body and wish to be accompanied by a friend or representative please contact [Name of Clerk] [on/at] [contact details — address, phone number, email], as soon as possible. You will, whether you choose to make representations or not, be notified by the Clerk to the Local Governing Body of the time, date and location of the meeting. Please let us know if you have a disability or special needs which would affect your ability to attend the meeting. Also, please inform [Name of Clerk] if it would be helpful for you to have an interpreter present at the meeting.

If you think this exclusion relates to a disability your child has, and you think discrimination has occurred, you may raise the issue with the Local Governing Body.

You have the right to see a copy of [Name of Child]'s academy record. Due to confidentiality restrictions, you must notify me in writing if you wish to be supplied with a copy of [Name of Child]'s academy record. I will be happy to supply you with a copy if you request it. There may be a charge for photocopying.

You may find it useful to contact [Name of LA Rep] at the Local Authority on [contact details] who will be able to provide guidance and advice. You may also wish to contact the Children's Legal

Centre who aim to provide free legal advice and information to parents or carers on state education matters. They can be contacted on 0808 802 0008 or at <http://www.childrenslegalcentre.com> The advice line is open from 8am to 8pm Monday to Friday, except Bank Holidays and 24 December - 1 January. Statutory guidance on exclusions can be found on the Department for Education website at: <http://www.education.gov.uk/schools/studentssupport/behaviour/exclusion>

[where considered relevant by the Principal, links to local services such as Traveller Education Services or the local parent partnership ([www.parentpartnership.org.uk](http://www.parentpartnership.org.uk)) may also be included].

Yours sincerely,

[Name]

Principal

[Academy]

**Cc** [Name] Chair of the Local Governing Body

[Name] Clerk to LGB

[Name] Regional Governance Manager

[Name] Education Director

[Name] [Name of LA] Local Authority

**If 'home' LA different** [Name] [Name of LA] Local Authority

## Model Letter 5

### From the Clerk to the Local Governing Body to parents or carers informing them of the meeting of the Exclusion Panel.

Dear [Parent's Name],

The meeting of the Local Governing Body Exclusion Panel at [Name of academy] will take place at [time] on [date] at the academy to consider the permanent exclusion of your [son/daughter], [Child's Name].

The panel will consist of three Governors [insert Names]. The Principal, [insert anyone else present], and [insert Name of person clerking the meeting] (the Clerk) will also be present.

You may make representations to the Local Governing Body Exclusion Panel if you wish and ask them to reinstate your child into the academy. The Local Governing Body Exclusion Panel have the power to reinstate your child immediately or from a specified date, or, alternatively, they have the power to uphold the exclusion, in which case you may request a review of the decision by an Independent Review Panel.

Please let me know if you have a disability or special needs which would affect your ability to attend the meeting. Also, please inform me if it would be helpful for you to have an interpreter present at the meeting.

Please find enclosed the following written evidence and information:

[List enclosures including:

- Agenda
- Policy that has been breached
- Evidence of the breach of policy
- Support provided prior to exclusion]

Please let me know on [contact details] if you will not be attending the meeting.

Yours sincerely,

[Name]

Clerk to LGB

[Academy]

Cc [Name] Panel Member (1)

[Name] Panel Member (2)

[Name] Panel Member (3)

**If the LA are attending the meeting then they should be included in the cc list, otherwise please just advise them of the date of the meeting.**

## Model Letter 6

### From the Clerk to the Local Governing Body advising parents or carers of the reinstatement of the student.

Dear [Parent's Name],

The meeting of the Local Governing Body Exclusion Panel at [Name of academy] on [date] considered the decision by [Name of Principal] to permanently exclude your [son/daughter], [Child's Name]. The Exclusion Panel, after carefully considering the representations made and all the available evidence, has decided to direct re-instatement of [Child's Name] to [Name of academy] on [specify date].

THE REASONS FOR RE-INSTATEMENT are:

You and [Child Name] are requested to attend a reintegration interview with [specify the Name of staff member] at [place] on [date] at [time]. If that is not convenient, please contact the academy by [date within the next ten days] to arrange a suitable alternative date and time.

Yours sincerely,

[Name]

Clerk to the Local Governing Body

[Academy]

**Cc** [Name] Chair of the Local Governing Body

[Name] Education Director

[Name] Principal

[Name] [Name of LA] Local Authority

**If 'home' LA different** [Name] [Name of LA] Local Authority



## Model Letter 7

### From the Clerk to the Local Governing Body to parents or carers upholding a fixed term exclusion

Dear [Parent's Name],

The meeting of the Local Governing Body Exclusion Panel at [Name of academy] on [date] considered the decision by [Name of Principal] to exclude your [son/daughter], [Child's Name] for [insert number of days] days. The Exclusion Panel, after carefully considering the representations made and all the available evidence, has decided to uphold [Child's Name]'s exclusion.

The reasons for the Panel's decision are as follows: [give the reasons in as much detail as possible, explaining how they were arrived at].

You may find it useful to contact [Name of LA Rep] at the Local Authority on [contact details] who will be able to provide guidance and advice. You may also wish to contact the Children's Legal Centre who aim to provide free legal advice and information to parents or carers on state education matters. They can be contacted on 0808 802 0008 or at <http://www.childrenslegalcentre.com> The advice line is open from 8am to 8pm Monday to Friday, except Bank Holidays and 24 December - 1 January. Statutory guidance on exclusions can be found on the Department for Education website at: <http://www.education.gov.uk/schools/studentssupport/behaviour/exclusion>

[where considered relevant by the Principal, links to local services such as Traveller Education Services or the local parent partnership ([www.parentpartnership.org.uk](http://www.parentpartnership.org.uk)) may also be included].

Yours sincerely,

[Name]

Clerk to the Local Governing Body

[Academy]

**Cc** [Name] Chair of the Local Governing Body

[Name] Education Director

[Name] Principal

[Name] [Name of LA] Local Authority

## Model Letter 8

### From the Clerk to the Local Governing Body to parents or carers upholding a permanent exclusion

Dear [Parent's Name],

The meeting of the Local Governing Body Exclusion Panel at [Name of academy] on [date] considered the decision by [Name of Principal] to permanently exclude your [son/daughter], [Child's Name]. The Exclusion Panel, after carefully considering the representations made and all the available evidence, has declined to reinstate [Child's Name]

The Panel put its mind to the following:

[Clerks should take the Exclusion Panel through the following headings during their deliberations following the meeting, record what is said and agree the text before leaving. This forms the main body of the decision letter and if detailed well will stand up under the scrutiny of an IRP]

#### **Illegality: Did the Principal act outside the scope of his legal powers in taking the decision to exclude?**

The Committee considered this question in relation to the 'Statutory guidance for those with legal responsibilities in relation to exclusion, September 2017' and found no evidence that the Principal had acted outside his legal powers.

#### **Irrationality: Was the decision of the Principal to permanently exclude [name of student] so unreasonable that it was not one a sensible person could have made?**

The Exclusion Panel heard evidence from the academy that.....

The Exclusion Panel took the view that this evidence showed that.....

The Exclusion Panel considered the support the Academy had provided for....

The Exclusion Panel was persuaded by the evidence provided by.....

#### **Procedural impropriety: Was the process of exclusion so unfair or flawed that justice was not clearly done?**

#### **Has the Principal followed the Academy's own guidance and policies?**

The Exclusion Panel was satisfied that the Principal had followed the Academy's own guidance and policies.

#### **Was [name of student] responsible for what has been alleged?**

The Exclusion Panel agreed that given the evidence before them that 'on the balance of probability', [name of student] was responsible for what had been alleged by the Academy.

#### **Was the Exclusion Panel unanimous?**

The Exclusion Panel was unanimous in the view that allowing [name of student] "to remain in school would seriously harm the education or welfare of the student and others in the school" and this duty of care outweighed their duty to reinstate him.

#### **Has the Exclusion Panel considered any equalities issues in this review?**

The Exclusion Panel are well aware that under the Equality Act 2010, schools must not discriminate against, harass or victimise students because of sex, race, disability, religion or belief, sexual orientation, pregnancy/maternity or gender reassignment.

The exclusion rates for certain groups of students are consistently higher than average. This includes students with SEN; students eligible for free school meals; looked after children and students from certain ethnic groups.

The Committee took into consideration.....but found that [name of student] had not been discriminated against.

**The Committee must balance the interests of the excluded student against the interests of all the other members of the academy community.**

The Committee agreed with the Principal in his view that allowing **student** “to remain in school would seriously harm the education or welfare of the student and others in the school” and this duty of care, outweighed their duty to reinstate him.

*Your right to review by an Independent Review Panel*

You have the right to request a review of this decision. Regardless of whether your child has recognised special educational needs, you have a right to ask the academy trust to appoint an SEN expert to attend the review at no cost to you. The SEN expert is there to provide impartial advice to the panel on how special educational needs might be relevant to the exclusion. Your request for an SEN expert must be included in your application for a review.

If you wish to request a review, please notify **[Academy Clerk]** Email:**[insert address]** Tel: **[insert number]** You must set out the reasons for your request in writing, and if appropriate may also include your request for an SEN expert and/or reference to any disability discrimination claim you may wish to make.

Please send this request for a review by no later than **[specify the latest date — the 15th academy day after receipt of this letter]**. If you have not requested a review by **[repeat latest date]**, you will lose your right to do so.

Please advise if you have a disability or special needs which would affect your ability to attend the hearing. Also, please inform **[name of clerk]** if it would be helpful for you to have an interpreter present at the hearing.

The review will be heard by an Independent Review Panel. The Independent Review Panel is not precluded from considering issues of discrimination in reaching its decision. A three-member panel will comprise of one serving, or recently retired (within the last five years), Principal, one serving, or recently serving, experienced Governing Body member and one lay member who will be the Chairman. The review panel will rehear all the facts of the case — if you have fresh evidence to present to the panel you may do so. The panel must meet no later than the 15<sup>th</sup> academy day after the date on which you request a review. In exceptional circumstances panels may adjourn the hearing until a later date.

Following the review, the panel can make one of three decisions: they may uphold your child's exclusion; they may recommend that the Local Governing Body's Exclusion Panel reconsiders their decision, or they may quash the decision and direct that the Local Governing Body considers the exclusion again.

The Independent Review Panel can make one of three decisions: they can uphold the exclusion committee's decision; recommend that the exclusion committee reconsiders reinstatement; or quash the decision and direct that the exclusion committee reconsiders reinstatement.

You may find it useful to contact **[Name of LA Rep]** at the Local Authority on **[contact details]** who will be able to provide guidance and advice.

You may also wish to contact the Children's Legal Centre who aim to provide free legal advice and information to parents or carers on state education matters. They can be contacted on 0808 802 0008 or at <http://www.childrenslegalcentre.com> The advice line is open from 8am to 8pm Monday to Friday, except Bank Holidays and 24 December - 1 January. Statutory guidance on exclusions can be found on the Department for Education website at:

<http://www.education.gov.uk/schools/studentssupport/behaviour/exclusion>

[where considered relevant by the Principal, links to local services such as Traveller Education Services or the local parent partnership ([www.parentpartnership.org.uk](http://www.parentpartnership.org.uk)) may also be included].

The arrangements currently being made for **[Child's Name]**'s education will continue. **[specify details here]**.

Yours sincerely,

**[Name]**

Clerk to the Local Governing Body

[Academy]

**Cc** [Name] Chair of the Local Governing Body

[Name] Principal

[Name] Education Director

[Name] [Name of LA] Local Authority

**If 'home' LA different** [Name] [Name of LA] Local Authority

## 2 – Model Agenda

### Agenda

**[Academy]**

**[Child's Name] – Exclusion Meeting**

Date: [date]

Time: [time]

Location: [location of meeting]

**Present:**

**Apologies:**

Name (xx) Chair Parents/carers/student If applicable

Name (xx) Governor

Name (xx) Governor

Name (xx) Clerk

Name (xx) Student

Name (xx) Parent

Name (xx) Parent

Name (xx) Principal

Name (xx) Representative  
for x

Name (xx) Witness

Name (xx) Teacher

No	Item	Who
1	Introductions and Meeting Procedure	The Chair
2	Summary of events from the Principal/academy representative	Principal
3	Questions from the parents/carers and/or student or representative	Parents/Carers
4	Questions from the Exclusion Panel	Exclusion Panel
5	Representations from parents/carers and/or student or representative	Parents/student
6	Questions from the academy	Principal
7	Questions from the Exclusion Panel	Exclusion Panel
8	Summing up from the academy	Principal
9	Summing up from the parents/carers and/or student or representative	Parents/carers/student
10	Representations from Local Authority (if invited)	LA
11	Close. The Exclusions Panel remain to make a decision, which is communicated by email/telephone within 24 hours and within 48 hours in writing.	
<b>Supporting documentation provided with agenda</b>		

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