



Be part of the family

The Regis Academy

Version 1.0

Exclusions Policy

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Approved By	A Pincher

Introduction

All pupils and staff at The Regis Academy School are entitled to work in a safe and supportive environment where everyone is valued. The Regis Academy recognises that it has an explicit duty to safeguard and protect children and young people and this policy should be read in conjunction with the Safeguarding and Child Protection Policy

Effective learning takes place where high expectations of behaviour are clearly communicated and bullying is not tolerated. Positive reward rather than punitive sanctions provides the motivation to succeed.

We want pupils to:

Be valued

Be actively encouraged to achieve and succeed at a level appropriate to age and individual ability

Develop independence and personal responsibility

Develop and justify personal viewpoints in a climate which encourages active listening, open discussion and respect

Pupils are expected to extend these same entitlements to everyone at The Regis Academy and the wider community. There must be due regard for other pupils' and staffs' entitlements.

Above all we must remember:

Pupils attend school to learn

Staff come to school to teach

Everyone at The Regis Academy must be safe

Pupils are expected to be "Ready, Respectful, Safe"

In the rare exceptions when pupils breach the above, they will be dealt with appropriately to ensure that other pupils and staff can proceed effectively with their learning and teaching.

How will staff promote positive behaviour?

As a school which actively fosters an ethos which is motivating, supportive and friendly we will promote good behaviour.

The following strategies, if operated consistently **by all staff**, will help us to achieve a positive atmosphere and high standards of behaviour.

- Effective lesson planning and preparation to ensure work is matched to the ability of all pupils within a group.
- Provision user friendly learning resources.
- Actively involving pupils in learning which includes a range of varied and relevant activities.
- Establishing clear routines for classroom management.
- Setting attainable and realistic targets each lesson.
- Providing constructive feedback through regular marking and purposeful discussions with pupils.
- Ensuring records of progress inform lesson planning.
- Keeping parents updated about pupil progress.
- Rewarding good behaviour and work regularly by:
 - words of encouragement
 - sharing examples of good practice with group
 - displaying work
 - broadcasting achievements
 - rewarding pupils
- Retaining a sense of humour and fostering a friendly atmosphere.
- Ensuring that teaching environments are attractively maintained.
- Listening and taking appropriate action when pupils express concern.
- Not tolerating bullying. Any such incidence should be referred to the lead member of staff for that group and a Senior Manager immediately.

Taking Appropriate Action

No matter how effectively we operate consistent strategies there will be occasions when pupils' behaviour or standards of work are unacceptable. Swift and appropriate action should be taken. The responsibility for taking action rests with the relevant lead staff. Staff

will be supported by their Line Managers and Senior Managers. If staff are unsure about the nature of action they should seek advice from the Head of Centre: Anna Pincher.

Please refer to School Behaviour Policy for sanctions of Negative Behaviour

Action to be taken by Senior Staff in Serious Disciplinary Matters

Over serious matters pupils must be interviewed by a senior member of staff. If the nature of the incident is most serious then at least two staff members should be present to conduct the interview, e.g. Two Senior Managers. The pupil should be encouraged to provide a written statement of what happened and offered the opportunity to sign this as an authoritative record of events. At this stage this report will help to enable The Albion Foundation to decide on what further action should be undertaken.

In discharging their duties, the Head of Centre and Governors of The Regis Academy will give due regard where appropriate to the DfE statutory guidance **Exclusion from maintained schools, academies and pupil referral units in England – September 2017**

Factors to consider before making a decision to exclude

Before deciding whether to exclude a pupil, either permanently or for a fixed period, the Head of Centre should:

- Ensure that an appropriate investigation has been carried out.
- Consider all the evidence available to support the allegations.
- Allow the pupil to give his or her version of events.
- Check whether the incident may have been provoked, for example by bullying or by racial or sexual harassment.
- If necessary, consult others, but not anyone who may later have a role in reviewing the Head of Centre's decision.

If satisfied that, on the balance of probabilities, the pupil did what he/she is alleged to have done; the Head may exclude the student.

Fixed Term Exclusion

The DfE regulations allow a fixed period exclusion for a student of up to 45 school days in an academic year. However fixed term exclusion should be as short as possible and should not exceed five days in any one period.

Having decided to exclude a pupil for a fixed period, a telephone call will be made to the parent/carers to inform them of the decision. Parent/carers will be asked to come to school to collect the child. A letter will be sent to the parent/carer confirming the exclusion, defining the length of the exclusion and the reason for the exclusion. It will also state the

time and date on which the pupil should return to The Regis Academy, accompanied by parent/carer to be reintegrated into school.

For all periods of fixed term exclusion pupils will be provided with work to carry out under the guidance of parent/carer. On the reinstatement of the child into the school, it may be necessary to provide the pupil with support. This could be in the form of:

- Monitoring Report
- Support member of staff
- Mentor (if available)

Permanent Exclusion

If the Head of Centre or representative in their absence, decides to permanently exclude a pupil the following procedure should be followed. A telephone call will be made to the parent/carer to inform them of the decision. If the pupil is in attendance at The Regis Academy, the parent/carer will be asked to collect their child immediately. This will be followed by a letter within one school day which will state:

1. The reason for the permanent exclusion
2. The parent/carer rights to make representation about the exclusion to the Board of Governors
3. The name and contact details of the person whom the parent/carer should contact if they wish to make representation
4. Who will be the Clerk to the Discipline Committee.

The letter will also provide information on the timescale within which the Discipline Committee must meet and the arrangements for enabling the pupil to continue his or her education at home under the guidance of parent/carer.

In addition, parent/carer will also be informed of the Local Authority contact who can provide advice and the contact details of the Children's Legal Centre helpline.

A model letter available within the DfE guidance would be used.

Informing the Board of Governors and the LA.

The Head of Centre or their representative will immediately inform the Chair of the Governors and the Clerk to the Discipline Committee. In addition, the Exclusion Officer at Sandwell Local Authority will be notified.

Responsibilities of the Discipline Committee

The Governors will nominate a pool of Governors from which to select three members to serve as the Discipline Committee. The Discipline Committee must meet within 15 school days after the date of the permanent exclusion. The parent/carer, Head of Centre and a

Local Authority officer will be invited to a meeting by the Clerk to the Discipline Committee. All written statements will be circulated in advance of the meeting.

The pupil and/or a friend or legal representative may accompany the parent/carer at their request.

Procedure at the Discipline Committee Meeting

The Clerk to the Discipline Committee will oversee the proceedings. The Committee will consider:

1. Any representation made by the parent/carer, the pupil and the Local Authority Officer.
2. Whether the Head has complied with the exclusion procedure and has had due regard to the Behaviour Policy and the DfE guidance before deciding to exclude the student.

Following the Meeting

The Discipline Committee, via the Clerk to the Discipline Committee, will inform the parent/carer, the Head and the Local Authority of their decision in writing within one day of the meeting, stating the reasons.

In the event of the Committee deciding not to reinstate the pupil they should also inform the parent/carer of their right to appeal to an Independent Appeal Panel and provide the contact details of the Clerk to the Independent Appeal Panel. The appeal must be received in writing within 15 school days of the date of the letter from the Clerk to the Discipline Committee of the outcome of the meeting.

Independent Appeal Panel

The Independent Appeal Panel will consist of three members:

- One serving or recently retired Head
- One serving or recently serving Governor
- One lay member who will be the Chair of the Panel

The Independent Appeal Panel must meet within 15 school days from the receipt of the Appeal. The panel will consider all aspects of the case. The decision of the Independent Appeal Panel is final.

End of a Placements (any pupils dual registered with The Regis Academy)

Ending of a placement will be enforced after all stages of the behaviour policy have been followed or if there is a serious incident of violence or actions by the pupil that put the safety of themselves or others at risk.

When considering ending a placement for a pupil the lead member of staff must speak with the Head of Centre to discuss the reasons and provide evidence of incidents. Strategies and interventions that have been put in place to support the pupil will be discussed.

If the Head of Centre and lead staff decide that there are no other strategies that can be put in place, firstly the referring school will be spoken with and reasons explained for the decision. During this discussion it will be decided who will take responsibility for informing parents / carers.

Its expected that before a placement is ended previous meetings, phone calls have taken place with parents/ carers, pupils and referring school where previous incidents and strategies have been discussed and put into place, unless it was a serious single incident.