

# Manchester Communication Academy

## Behaviour Policy



with you, for you, about you.

## Revision Information

<b>This document has been approved for operation within</b>	Manchester Communication Academy
<b>Date of last review</b>	Sept 2025
<b>Date of next review</b>	Sept 2026
<b>Review period</b>	Annually, or where they have been material changes to the relevant courses of business
<b>Date of approval</b>	
<b>Person responsible for the policy</b>	Vice Principal – Behaviour
<b>Owner</b>	Local Governing Body (MCA)

## Revision History

Review Date	Changes Made	By Whom
October 2023	Equality section added, Links to other policies updated.	AW
November 2022	Rewards and sanctions changes Introduction of Class Charts	MB
October 2023	New policy developed reflecting the new escalation system	SW
July 2024	Staff member changes made and detentions moved from 30 to 60 minutes	NH
Sept 2024	Policy changed to reflect Manchester Managed Move Protocol changes	NH
Sept 2025	<ul style="list-style-type: none"> <li>- Policy changed to reflect a more trauma informed approach to behaviour</li> <li>- Departmental sanctions added</li> <li>- Escalation modification added</li> <li>- Updated Equality Statement added</li> </ul>	NH    KC

## Equality, Diversity and Inclusion

Equality Statement Under the Public Sector Equality Duty (PSED), arising from the Equality Act 2010, all schools and academies within Greater Manchester Academies Trust have due regard to the need to:

- Eliminate discrimination, harassment, victimisation, and any other conduct prohibited by the Equality Act 2010.
- Advance equality of opportunity between people who share a relevant protected characteristic and those who do not.
- Foster good relations between people who share a protected characteristic and those who do not.
- This duty applies to all aspects of policy development, decision-making, and practice.
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Schools and academies within the Trust will actively consider equality implications when policies are created, reviewed, and implemented, and will record how due regard has been demonstrated in significant decisions.

The Trust will:

- Publish information annually to demonstrate compliance with the PSED.
- Set and publish equality objectives at least every four years, which are specific, measurable, and regularly reviewed.
- Ensure that policies on areas such as admissions, curriculum, behaviour, staffing, facilities (including single-sex facilities), and governance comply with the Equality Act 2010 and the latest statutory and regulatory guidance.
- Review all policies and procedures regularly to ensure continued compliance with education and employment legislation, and to reflect developments in case law and Equality and Human Rights Commission (EHRC) guidance.
- Promote an inclusive culture where diversity is valued, equality is actively advanced, and all members of our school communities feel respected and able to achieve their potential.

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## Equality, Diversity and Inclusion

Manchester Communication Academy (MCA) is committed to complying with the Equality Act 2010 and is committed to the principles of equality and strives to ensure that everyone who wishes to be involved in MCA whether as learners (and their parents/guardians), staff, trustees, governors or as a general member of the public:

- has a genuine and equal opportunity to do so without regard to their age, disability, gender reassignment, marital or civil partnership status, pregnancy or maternity, race, religion and belief, sex and sexual orientation; and
- can be assured of an environment in which their rights, dignity and individual worth are respected without the threat of intimidation, victimisation, harassment, bullying or abuse.

Under the Public Sector Equality Duty (PSED), MCA is required to have due regard to:

- the need to eliminate discrimination, advance equality of opportunity and foster good relations between different people when carrying out their activities.
- the advancement of equality of opportunity between those who share a relevant protected characteristic and those who do not share it and to foster good relations across all protected characteristics.
- review all of its policies and procedures, through consultation with its academies and institutes, to ensure compliance with education and employment legislation including the Equality Act 2010.

Greater Manchester Academies Trust has an Equality and Diversity Policy which is monitored and review annually as a minimum and is adopted by MCA.

**The Managing allegations of abuse against staff policy does not and must not contradict the contents of the Equality and Diversity policy.**

The procedures outlined in this policy should be followed alongside the school's:

- Exclusions policy
- Belonging policy
- Child protection and safeguarding policy
- Mobile phone policy
- Anti-bullying policy
- E-Safety Policy
- Complaints Procedure as well as any other relevant school policy or procedure.

## Policy Statement

Manchester Communication Academy (MCA) is committed to cultivating a safe, supportive and relational environment where all behaviour is understood as a form of communication. This trauma-informed behaviour policy centres on building and maintaining positive relationships, grounded in empathy, curiosity, and mutual respect. It acknowledges the impact of adversity and trauma on the development and regulation of behaviour and places emotional safety at the heart of all interactions.

We embed the principles of:

- **PACE:** Playfulness, Acceptance, Curiosity and Empathy
- **Relational Model:** Protect, Relate, Regulate, Reflect

These approaches guide our responses to behaviour, support our students' emotional development, and empower staff to build strong, trusting relationships.

The core principles underpinning this policy are that:

- All behaviour is a form of communication.
- Every child needs to feel safe, heard, understood and secure.
- A dysregulated adult cannot regulate a dysregulated child.
- Connection precedes correction.

## 1. Aims

This policy aims to:

- Create a positive culture that promotes excellent behaviour through consistent routines and clear boundaries, ensuring that all pupils have the opportunity to learn in a calm, safe and supportive environment
- Establish a whole-school approach to maintaining high standards of behaviour that reflect the values of the school
- Outline the expectations and consequences of behaviour
- Ensure responses to behaviour are consistent, compassionate, and reflective.
- Define what we consider to be unacceptable behaviour, including bullying and discrimination
- Recognise and respond to emotional and psychological needs behind behaviour.
- Create emotionally available adults who can support our young people to understand and manage their emotions safely.
- Support staff in recognising and maintaining emotional regulation and positive well-being.

## 2. Legislation, statutory requirements and statutory guidance

This policy is based on legislation and advice from the Department for Education (DfE) on:

[Behaviour in schools: advice for headteachers and school staff 2024](#)

[Searching, screening and confiscation: advice for schools 2022](#)

[The Equality Act 2010](#)

[Keeping Children Safe in Education](#)

[Suspension and permanent exclusion from maintained schools, academies and pupil referral units in England, including pupil movement 2023](#)

[Use of reasonable force in schools](#)

[Supporting pupils with medical conditions at school](#)

[Special Educational Needs and Disability \(SEND\) Code of Practice](#)

In addition, this policy is based on:

Schedule 1 of the [Education \(Independent School Standards\)](#)

[Regulations 2014](#); paragraph 7 outlines a school's duty to

safeguard and promote the welfare of children, paragraph 9

requires the school to have a written behaviour policy, and

paragraph 10 requires the school to have an anti-bullying

strategy

[DfE guidance](#) explaining that academies should publish their behaviour policy and anti-bullying strategy

This policy complies with our funding agreement and articles of association.

### 3. Definitions

All students must follow the 3 school rules:

- Put your learning first before everything else.
- Follow the instructions of all members of Academy staff
- Respect the building and everyone in it.

#### 3.1 Misbehaviour is defined as:

- Not putting learning first (for example, disruption in lessons, being late to lesson, not trying hard)

- Not respecting members of the school community
- Not respecting the building and everything in it
- Disruption in lessons, in corridors between lessons, and at break and lunchtimes
- Non-completion of classwork or homework
- Incorrect uniform
- Poor punctuality and truancy

### **3.2 Serious misbehaviour is defined as:**

- Repeated breaches of the school rules
- Any form of bullying
- Sexual violence
- Sexual harassment, meaning unwanted conduct of a sexual nature, such as:
  - Sexual comments
  - Sexual jokes or taunting
  - Physical behaviour such as interfering with clothes
  - Online sexual harassment, such as unwanted sexual comments and messages (including on social media), sharing of nude or semi-nude images and/or videos, or sharing of unwanted explicit content
- Vandalism
- Theft
- Fighting
- Smoking or vaping
- Racist, sexist, homophobic or discriminatory behaviour
- Possession of any prohibited items. These are:
  - Knives or weapons
  - Alcohol
  - Illegal drugs
  - Stolen items
  - Tobacco and cigarette papers cigarettes or vapes
  - Fireworks
  - Pornographic images
  - Any article a staff member reasonably suspects has been, or is likely to be, used to commit an offence, or to cause personal injury to, or damage to the property of, any person (including the pupil)

## **4. Child on child abuse and bullying**

**4.1 Bullying is defined as the repetitive, intentional harming of 1 person or group by another person or group, where the relationship involves an imbalance of power.**

Bullying is, therefore:

- Deliberately hurtful
- Repeated, often over a period of time
- Difficult to defend

against Bullying can include:

TYPE OF BULLYING	DEFINITION
Emotional	Being unfriendly, excluding, tormenting
Physical	Hitting, kicking, pushing, taking another's belongings, any use of violence
Prejudice-based and discriminatory, including: <ul style="list-style-type: none"><li>· Racial</li><li>· Faith-based</li><li>· Gendered (sexist)</li><li>· Homophobic/biphobic</li><li>· Transphobic</li><li>· Disability-based</li></ul>	Taunts, gestures, graffiti or physical abuse focused on a particular characteristic (e.g. gender, race, sexuality)
Sexual	Explicit sexual remarks, display of sexual material, sexual gestures, unwanted physical attention, comments about sexual reputation or performance, or inappropriate touching
Direct or indirect verbal	Name-calling, sarcasm, spreading rumours, teasing

TYPE OF BULLYING	DEFINITION
Cyber-bullying	Bullying that takes place online, such as through social networking sites, messaging apps, gaming sites, devices or via images, audio, video, or written content generated by artificial intelligence (AI)

For further information regarding our approach to bullying, please see our anti-bullying policy

## 5. Roles and responsibilities

### 5.1 The governing board

The governing board is responsible for monitoring this behaviour policy's effectiveness and holding the headteacher to account for its implementation.

### 5.2 The headteacher

The headteacher is responsible for:

- Reviewing and approving this behaviour policy
- Ensuring that the school environment encourages positive behaviour
- Ensuring that staff deal effectively with poor behaviour



- Monitoring how staff implement this policy to ensure rewards and sanctions are applied consistently to all groups of pupils
- Ensuring that all staff understand the behavioural expectations and the importance of maintaining them
- Providing new staff with a clear induction into the school's behavioural culture to ensure they understand its rules and routines, and how best to support all pupils to participate fully
- Offering appropriate training in trauma informed behaviour management, and the impact of trauma, special educational needs and disabilities (SEND) and mental health needs on behaviour, so they can fulfil their duties set out in this policy
- Ensuring this policy works alongside the safeguarding policy to offer pupils both sanctions and support when necessary
- Ensuring that the data from the behaviour log is reviewed regularly, to make sure that no groups of pupils are being disproportionately impacted by this policy (see section 13.1)

## 6. Teachers and staff are

responsible for:

- Creating a calm and safe environment for pupils
- Establishing and maintaining clear boundaries of acceptable pupil behaviour
- Implementing the behaviour policy consistently
- Communicating the school's expectations, in every interaction with pupils
- Communicating clearly with students when their behaviour falls outside of the expectations and identifying the behaviours that they expect to see.
- Building warm, trusting relationships with students using the PACE model.
- Providing a consistent response following the Protect, Relate, Regulate, Reflect framework to support behaviour incidents.
- Regulate their own emotional responses before addressing student behaviour.
- Model respectful, calm and empathetic communication at all times.
- Recording behaviour incidents promptly (see appendix 3 for a behaviour log)
- Supporting challenging pupils to meet the school's expectations
- Communicate with parents and carers early and regularly about behaviour and involve them in creating relational support plans.

### 6.2 Parents and carers

Parents and carers are responsible for their child's behaviour. MCA will work in partnership with parents to ensure that behaviour standards are met. Where possible, parents and carers should:

- Get to know the school's behaviour policy and reinforce it at home where appropriate
- Being interested in their child's learning.
- Supporting their child to continue to develop emotional regulation skills at home, building upon strategies learned through school.
- Support their child in adhering to the school's behaviour policy
- Inform the school of any changes in circumstances that may affect their child's behaviour
- Discuss any behavioural concerns with the class teacher promptly

- Work in partnership with the school (for example, attending reviews of specific behaviour interventions)
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- Take part in the life of the school and its culture
- MCA staff will build positive relationships with parents and carers by keeping them informed about developments in their child's behaviour and the school's policy, and working in collaboration with them to tackle behavioural issues.
- Parents will agree to have the Class Charts app downloaded and review regularly

### 6.3 Pupils

Pupils will be made aware of the following during their induction into the behaviour culture:

- The expected standard of behaviour they should be displaying at school
- That they have a duty to follow the behaviour policy
- The school's key rules and routines, through The MCA Habits
- The rewards they can earn for displaying positive behaviours, The pastoral support that is available to them to help them meet the behaviour standards

Pupils will be supported to:

- Pupils will be supported to develop an understanding of the school's behaviour policy and wider culture.
- Develop their emotional literacy so that they can talk to adults and each other about their feelings
- Build safe and respectful relationships
- Reflect on their behaviour and take steps to repair if things go wrong.
- Pupils will be asked to give feedback on their experience of the behaviour culture to support the evaluation, improvement and implementation of the behaviour policy through MCA's student voice and student leadership mechanisms.
- Extra support and induction will be provided for pupils who are mid-phase arrivals.

## 7. School behaviour curriculum

- 7.1 MCA has the highest standards of all students that are members of the Academy. The standards of behaviour are explained, modelled and practised so that all staff and students have absolute clarity of our expectations.

MCA has three school rules,

- 1) Put your learning first above everything else.
- 2) Respect the building and everyone in it.
- 3) Follow the instructions of all MCA staff

These rules link directly to the Academy's community values of Respect, Responsibility and Resilience.

Pupils are expected to:

Adhere to the three school rules and:

- **Look smart**, wearing full school uniform and removing coats, jackets, hats and hood inside
- Move **calmly and quietly** around the site
- **Move to learning** swiftly and directly, following the one-way system
- Move in **partner pairs** on the corridors and **one behind the other** on the stairs and through doors.

## 7.2 Mobile phones

Before arrival on the school campus mobile phones must be switched off/placed on mute and placed in school bags/uniform pockets or stored securely in lockers with any other valuable items.

The following rules apply, unless permission to the contrary has been granted by a member of staff:

- Mobile phones must remain switched off/on mute and in bags/lockers at all times on the school grounds. This includes morning break, lunchtime, before and after school. Alerts should be disabled meaning that students should not be receiving notifications via a vibration etc.

- Any student using a mobile phone on the school grounds will have the phone confiscated
- Failure to hand over a mobile phone will be recorded in Class Charts and a reflection issued.
- Further refusal to comply with the confiscation of the phone will be dealt with in line with the behaviour escalation process.
- Parents will be contacted in an attempt to de-escalate the situation.
- Confiscated phones will be taken to the pastoral office by a member of staff where the phone will be secured in a locked mobile phone cabinet.
- Students may collect the mobile phone following the confiscation at the end of the school day from the pastoral office
- At the end of day students are only allowed to use their phone once they have exited the site.
- Students are allowed to use their phone to contact home relating to safety / transport or for personal reasons after an extra-curricular activity.
- Students will follow examination protocols regarding mobile phones and wearable technology alongside this guidance.
- For any student who persistently breaches this policy, parents will be contacted by the pastoral team and a ban may be enforced.
- Mobile phones will not be used during lessons or formal school time unless as part of an approved and directed curriculum-based activity with consent from the teacher.
- A small number of students with specific medical needs require access to their mobile phones. An update[SW2] diabetes list has been circulated by the family partnership team and these students should only use their phones for the agreed reasons.
- The Academy reserves the right to ask students to show messages or screen grabs of malicious communications that would support a behaviour based investigation.

Students bring valuable items into school at their own risk and lost or damaged possessions are not covered by school insurance. The school will, however, investigate any malicious issues of valuable items going missing but holds no responsibility for them.

The support of parents is vital to ensure the school can apply the safeguarding requirements of this policy. The school, therefore, expects any parents who need to contact their child during the school day to do so by contacting the school receptionist who will relay the message (and not by calling/texting their child which encourages them to be in breach of this policy).

## 8. Responding to behaviour

Teaching and support staff are responsible for setting the tone and context for positive behaviour within the school.

They will:

- Greet pupils warmly on the threshold
- Begin lessons with a retrieval 'Do Now' activity
- Establish and embed clear routines, reminding pupils of these at the start of sessions
- Use proactive strategies to encourage positive behaviours, such as 'Be Seen Looking' and 'Narrate the Positives'
- Use least invasive interventions, such as non-verbal cues, positive group correction and anonymous individual correction, private individual correction or lightning quick public correction.
- Issuing clear consequence for misbehaviour
- Escalating the to a consequence, such as a 1:1 conversation,, moved seat, conversation with the progress leader, if misbehaviour persists
- Escalating the consequence to a behaviour point if the misbehaviour persists

## **8.2 Safeguarding**

- The school recognises that changes in behaviour may be an indicator that a pupil is in need of help or protection.
- We will consider whether a pupil's misbehaviour may be linked to them suffering, or being likely to suffer, significant harm.
- Where this may be the case, we will follow our child protection and safeguarding policy, and consider whether pastoral support, an early help intervention or a referral to children's social care is appropriate.
- Please refer to our child protection and safeguarding policy for more information

## **8.3 Responding to good behaviour**

When a pupil's behaviour meets or goes above and beyond the expected behaviour standard, staff will recognise it with positive recognition and reward. This provides an opportunity for all staff to reinforce the school's culture and ethos.

Positive reinforcements and rewards will be applied clearly and fairly to reinforce the routines, expectations and norms of the school's behaviour culture.

Positive behaviour will be rewarded with:

- Verbal praise and rewarding points in class charts (vary in

points) Students are praised in the weekly Progress time notices.

- Communicating praise to parents/carers via a phone call or written correspondence.
- Certificates in assembly, prize ceremonies or special assemblies at the end of the half term around Thrive achievements.
- Positions of responsibility, such as prefect status or being entrusted with a particular decision or project
- Students may be selected for Hot Chocolate with the Head on a Friday.
- Whole-class/form or year group rewards, such as a popular activity

#### **8.4 Responding to misbehaviour**

When a pupil's behaviour falls below the standard that can reasonably be expected of them, staff will respond in order to restore a calm and safe learning environment, and to prevent recurrence of misbehaviour using the embedded principles of:

##### **The PACE Model**

<b>Playfulness:</b>	Use a warm tone and lightness to build connection
<b>Acceptance:</b>	Accept the feelings conveyed through the behaviour
<b>Curiosity:</b>	"Help me to understand what is going on for you"
<b>Empathy:</b>	Validate feelings and experiences

And relational model Protect, Relate, Regulate and Reflect :

<b>Protect:</b>	Ensure physical and emotional safety
<b>Relate:</b>	Connect with the student and validate emotions
<b>Regulate:</b>	Support the student to regulate their nervous system
<b>Reflect:</b>	Once regulated, discuss the incident and take learning from it

The school may use 1 or more of the following sanctions in response to unacceptable behaviour:

- One to one restorative conversations to discuss the behaviour incident with a student reminding them of the three school rules and the standards expected at MCA. This will be during social times to prevent missed learning.
- A reminder given to students to provide a chance to modify their behaviour
- A consequence issued in the form of a reflection 1 if their behaviour does not improve or being moved to the RESET room for the day to regulate and reflect.
- Other sanctions could include,
- allowing the pupil to stand outside of the classroom briefly to reset and have a 1-1 conversation with the staff member.
- Moving a student to the reset room reflection at break or lunchtime
- School-based community service, such as tidying a classroom, asking a member of the senior leadership team to address behaviours in a PACEful way

- Phone call home to parents/carers or a parental meeting
- Pastoral support plan
- Suspension
- Permanent exclusion, in the most serious of circumstances

Personal circumstances of the pupil will be taken into account when choosing sanctions and decisions will be made on a case-by-case basis, but with regard to the impact on perceived fairness.

### **8.5 Reasonable force**

Reasonable force covers a range of interventions that involve physical contact with pupils. All members of staff have a duty to use reasonable force, in the following circumstances, to prevent a pupil from:

- Causing disorder
- Hurting themselves or others
- Damaging property
- Committing an offence

Incidents of reasonable force

must:

- Always be used as a last resort
- Be applied using the minimum amount of force and for the minimum amount of time possible
- Be used in a way that maintains the safety and dignity of all concerned
- Never be used as a form of punishment
- Be recorded and reported to parents/carers
- When considering using reasonable force, staff should, in considering the risks, carefully recognise any specific vulnerabilities of the pupil, including SEND, mental health needs or medical conditions.

### **8.6 Confiscation, screening and searching**

Searching, screening and confiscation is conducted in line with the DfE's [latest guidance on searching, screening and confiscation](#).

Confiscation

- Any prohibited items (listed in section 3) found in a pupil's possession as a result of a search will be confiscated. These items will not be returned to the pupil.
- We will also confiscate any item that is harmful or detrimental to school discipline. These items will be returned to pupils after discussion with senior leaders and parents/carers, if appropriate.

Searching a pupil

Searches will only be carried out by a member of staff who has been authorised to do so by the headteacher, or by the headteacher themselves.

- Subject to the exception below, the authorised member of staff carrying out the search will be of the same sex as the pupil, and there will be another member of staff present as a witness to the search.
- An authorised member of staff of a different sex to the pupil can carry out a search without another member of staff as a witness if:
  - The authorised member of staff carrying out the search reasonably believes there is risk that serious harm will be caused to a person if the search is not carried out as a matter of urgency; **and**
  - In the time available, it is not reasonably practicable for the search to be carried out by a member of staff who is the same sex as the pupil; **or**
  - It is not reasonably practicable for the search to be carried out in the presence of another member of staff
- If the authorised member of staff considers a search to be necessary, but is not required urgently, they will seek the advice of the headteacher, designated safeguarding lead (or deputy) or pastoral member of staff who may have more information about the pupil. During this time the pupil will be supervised and kept away from other pupils.
- A search can be carried out if the authorised member of staff has reasonable grounds for suspecting that the pupil is in possession of a prohibited item or any item identified in the school rules for which a search can be made, or if the pupil has agreed.
- An appropriate location for the search will be found. Where possible, this will be away from other pupils. The search will only take place on the school premises or where the member of staff has lawful control or charge of the pupil, for example on a school trip.

Before carrying out a search the authorised member of staff will:

- Assess whether there is an urgent need for a search
- Assess whether not doing the search would put other pupils or staff at risk
- Consider whether the search would pose a safeguarding risk to the pupil
- Explain to the pupil why they are being searched
- Explain to the pupil what a search entails – e.g. “I will ask you to turn out your pockets and remove your scarf”
- Explain how and where the search will be carried out
- Give the pupil the opportunity to ask questions
- Seek the pupil’s co-operation
- If the pupil refuses to agree to a search, the member of staff can give an appropriate behaviour sanction.
- If they still refuse to co-operate, the member of staff will contact the headteacher or designated safeguarding lead, to try to determine why the pupil is refusing to comply.
- The authorised member of staff may use a metal detector to assist with the search.
- An authorised member of staff may search a pupil’s outer clothing, pockets, possessions, desk or locker.

‘Outer clothing’ includes:

Any item of clothing that isn't worn wholly next to the skin or immediately over underwear (e.g. a jumper or jacket being worn over a t-shirt)

- Hats, scarves, gloves, shoes or boots



## **Searching pupils' possessions**

Possessions means any items that the pupil has or appears to have control of, including:

- Desks
- Lockers
- Bags

A pupil's possessions can be searched for any item if the pupil agrees to the search. If the pupil does not agree to the search, staff can still carry out a search for prohibited items (listed in section 3) and items identified in the school rules.

An authorised member of staff can search a pupil's possessions when the pupil and another member of staff are present.

## **Informing the designated safeguarding lead (DSL)**

The staff member who carried out the search should inform the DSL without delay:

- Of any incidents where the member of staff had reasonable grounds to suspect a pupil was in possession of a prohibited item as listed in section 3
- If they believe that a search has revealed a safeguarding risk
- All searches for prohibited items (listed in section 3), including incidents where no items were found, will be recorded in the school's safeguarding system.

## **Informing parents/carers**

- Parents/carers will always be informed of any search for a prohibited item (listed in section 3). A member of staff will tell the parents/carers as soon as is reasonably practicable:
- What happened
- What was found, if anything
- What has been confiscated, if anything
- What action the school has taken, including any sanctions that have been applied to their child

## **Support after a search**

Irrespective of whether any items are found as the result of any search, the school will consider whether the pupil may be suffering or likely to suffer harm and whether any specific support is needed (due to the reasons for the search, the search itself, or the outcome of the search).

If this is the case, staff will follow the school's safeguarding policy and speak to the designated safeguarding lead (DSL). The DSL will consider whether pastoral support, an early help intervention or a referral to children's social care is appropriate.

## **Strip searches**

The authorised member of staff's power to search outlined above does not enable them to conduct a strip search (removing more than the outer clothing) and strip searches on school premises shall only

be carried out by police officers in accordance with the [Police and Criminal Evidence Act 1984 \(PACE\) Code C](#).

Before calling the police into school, staff will assess and balance the risk of a potential strip search on the pupil's mental and physical wellbeing and the risk of not recovering the suspected item.

Staff will consider whether introducing the potential for a strip search through police involvement is absolutely necessary, and will always ensure that other appropriate, less invasive approaches have been exhausted first.

Once the police are on school premises, the decision on whether to conduct a strip search lies solely with them. The school will advocate for the safety and wellbeing of the pupil(s) involved. Staff retain a duty of care to the pupil involved and should advocate for pupil wellbeing at all times.

MCA will advocate that if a child is to be strip searched that this takes place at another venue, away from the school site and staff at MCA will not be responsible for the search.

### **Communication and record-keeping**

Where reasonably possible and unless there is an immediate risk of harm, before the strip search takes place, staff will contact at least 1 of the pupil's parents/carers to inform them that the police are going to strip search the pupil. The school will request that the strip search does not take place on school site.

### **Screening**

- Screening will be deemed necessary if a child may be carrying or concealing a prohibited item.
- Pupils will be informed why screening is necessary and how this will be conducted.
- Parents will be contacted and the same information relayed.
- Screening will only be carried out by staff that have received relevant training.
- Where possible and necessary there will be a witness to the screen, this may not occur if screening is a regular occurrence as part of a risk assessment.
- Any prohibited items found will be confiscated, a record will be kept and parents informed

### **8.7 Off-site misbehaviour**

Sanctions may be applied where a pupil has misbehaved off-site when representing the school. This means misbehaviour when the pupil is:

- Taking part in any school-organised or school-related activity (e.g. school trips)
- Travelling to or from school
- Wearing school uniform

- In any other way identifiable as a pupil of our school

Sanctions may also be applied where a pupil has misbehaved off-site, at any time, whether or not the conditions above apply, if the misbehaviour:

- Could have repercussions for the orderly running of the school
- Poses a threat to another pupil
- Could adversely affect the reputation of the school

Sanctions will only be given out on school premises or elsewhere when the pupil is under the lawful control of a staff member (e.g. on a school-organised trip).

### **8.8 Online misbehaviour**

The school can issue behaviour sanctions to pupils for online misbehaviour when:

- It poses a threat or causes harm to another pupil
- It could have repercussions for the orderly running of the school
- It adversely affects the reputation of the school
- The pupil is identifiable as a member of the school

Sanctions will only be given out on school premises or elsewhere when the pupil is under the lawful control of a staff member.

### **8.9 Suspected criminal behaviour**

- If a pupil is suspected of criminal behaviour, the school will make an initial assessment of whether to report the incident to the police.
- When establishing the facts, the school will endeavour to preserve any relevant evidence to hand over to the police.
- If a decision is made to report the matter to the police, senior leaders and/or the DSL will make the report.
- The school will not interfere with any police action taken. However, the school may continue to follow its own investigation procedure and enforce sanctions, as long as it does not conflict with police action.
- If a report to the police is made, the designated safeguarding lead (DSL) will make a tandem report to children's social care, if appropriate.

### **8.10 Zero-tolerance approach to sexual harassment and sexual violence**

The school will ensure that all incidents of sexual harassment and/or violence are met with a suitable response, and never ignored.

Pupils are encouraged to report anything that makes them uncomfortable, no matter how 'small' they feel it might be. The school's response will be:

- Proportionate
- Considered

- Supportive
- Decided on a case-by-case basis

The school has procedures in place to respond to any allegations or concerns regarding a child's safety or wellbeing. These include clear processes for:

- Responding to a report
- Carrying out risk assessments, where appropriate, to help determine whether to:
  - Manage the incident internally
  - Refer to early help
  - Refer to children's social care
  - Report to the police

Please refer to our child protection and safeguarding policy for more information.

### **8.11 Malicious allegations**

Where a pupil makes an allegation against a member of staff and that allegation is shown to have been deliberately invented or malicious, the school will consider whether to discipline the pupil in accordance with this policy.

Where a pupil makes an allegation of sexual violence or sexual harassment against another pupil and that allegation is shown to have been deliberately invented or malicious, the school will consider whether to discipline the pupil in accordance with this policy.

In all cases where an allegation is determined to be unsubstantiated, unfounded, false or malicious, the school (in collaboration with the local authority designated officer (LADO), where relevant) will consider whether the pupil who made the allegation is in need of help, or the allegation may have been a cry for help. If so, a referral to children's social care may be appropriate.

The school will also consider the pastoral needs of staff and pupils accused of misconduct.

Please refer to our child protection and safeguarding policy and our Low Level Concerns Policy for more information on responding to allegations of abuse against staff or other pupils.

## **9. Serious sanctions**

### **9.1 Detention (Reflections)**

At MCA students may be issued with a reflection by all staff as a consequence for breaching the school rules. Reflections will take place on the following evening after school for 60 minutes. If a student fails to attend a reflection, they will receive a day in the reflection room and a 60 minute reflection the following day.

Reflections are in place to give the opportunity for children to reflect on their behaviour and to consider more appropriate next steps.

Pupils can also be issued with detentions during break and lunchtime.

The school will decide whether it is necessary to inform the pupil's parents/carers. But for reflections 1 and reflection room sanctions the following 4 steps are taken:

1. The staff issuing the reflection discusses this with the students involved, if possible and appropriate
2. The reflection is recorded in ClassCharts which communicates with parents/carers informing them of the reflection
3. Progress leaders share reflection lists each morning to remind students if they have a reflection.
4. Pastoral members of staff will remind students of their reflections throughout the day.

If students receive a late to lesson reflection, these will take place during lunchtimes. Students will be informed of this and provided with lunch whilst completing this reflection.

The onus is on the student to attend their reflections. Failure to attend will result in escalation. Parents and carers will be consulted via ClassCharts and through parental phone calls so that they can support the school approach.

When imposing a detention, the school will consider whether doing so would:

- Compromise the pupil's safety
- Conflict with a medical appointment
- Prevent the pupil from getting home safely
- Interrupt the pupil's caring responsibilities

## **9.2 Removal from classrooms (Reset)**

In response to serious or persistent breaches of this policy, the school may remove the pupil from the classroom for a limited time.

Pupils who have been removed will continue to receive education under the supervision of a member of staff which is meaningful, but it may differ from the mainstream curriculum.

Removal is a serious sanction and will only be used in response to serious misbehaviour. Staff will only remove pupils from the classroom once other behavioural strategies have been attempted, unless the behaviour is so extreme as to warrant immediate removal.

Removal can be used to:

- Restore order if the pupil is being unreasonably disruptive
- Maintain the safety of all pupils
- Allow the disruptive pupil to continue their learning in a managed environment
- Allow the disruptive pupil to regain calm in a safe space

Pupils who have been removed from the classroom are supervised by members of the pastoral team. The purpose of the reset room is to allow the students to modify their behaviour in a safe quiet space. To support this student's behaviour may be discussed with both staff and parents. The aim is

that the student will have regulated their behaviour so that they can then attend the next lesson. If staff feel that the students are still dysregulated they will extend the time that they are in reset and work with parents to support a return to the classroom. Pupils should be reintegrated into the classroom as soon as appropriate and safe to do so. The school will consider what support is needed to help a pupil successfully reintegrate into the classroom and meet the expected standards of behaviour.

Reset may also be used as an alternative to suspension if appropriate. This would be for a set period of time. Pupils will not be removed from classrooms for prolonged periods of time without the explicit agreement of the headteacher.

If students' behaviour does not meet the required standard in the reset room then the behaviour response will further escalate.

Parents/carers will be informed on the same day that their child is removed from the classroom.

The school will consider an alternative approach to behaviour management for pupils who are frequently removed from class, such as:

- Meetings with the pastoral team
- Curriculum access and any potential barriers
- Pastoral referral where required (counselling, safeguarding, SENCO etc)
- Early help referral
- SNAP - B
- Multi-agency assessment
- Progression through the escalation process

Staff will record all incidents of removal from the classroom along with details of the incident that led to the removal.

### **9.3 Suspension and permanent exclusion**

The school can use suspension and permanent exclusion in response to serious incidents or in response to persistent poor behaviour which has not improved following in-school sanctions and interventions.

The decision to suspend or exclude will be made by the headteacher and only as a last resort.

Please refer to our exclusions policy for more information

## Escalation Stages

At our school, we believe that every student has the right to learn in a calm, safe and supportive environment. Our behaviour policy is underpinned by a multi-tiered system of support (MTSS), designed to identify and address individual needs so that no student is prevented from reaching their full academic potential.

This tiered approach ensures that responses to behaviour are fair, consistent and proportionate. Rather than viewing sanctions in isolation, we see behaviour management as part of a wider strategy to remove barriers to learning, promote positive relationships, and foster personal responsibility.

### Stage 1

Stage 1 represents the foundation of our behaviour system and applies to all students. The emphasis is on prevention, positive reinforcement and early intervention. It also provides opportunities to identify emerging barriers to attainment and put in place support before escalation becomes necessary. Heads of year will oversee this stage.

Actions taken:

- \* Formal Student Meeting
- \* HOY Parental Meeting
- \* The MCA Way - Intervention
- \* Opportunities for Peer Mentoring

### Stage 2

When a student begins to show a pattern of low-level disruption, lateness, or missed deadlines, concerns are recorded and monitored. While the incidents may appear minor individually, their repetition signals that additional support and accountability are required. Staff will begin to communicate with parents/carers to ensure home and school are working together. Heads of Year and behaviour support staff will oversee this stage.

Actions Taken:

- \* HOY Parental Meeting (2)
- \* SEND/Wellbeing Referral
- \* Social Emotional Learning Intervention
- \* Check In/Out
- \* Gather staff Feedback

### Stage 3

A consistent pattern of behaviour across several weeks or subjects triggers Stage 3. At this point, the issue is no longer isolated but persistent and affecting academic progress. Year group directors will oversee this stage.

Actions taken:

- \* Year group director - Parent Meeting

- \*SNAP-B Profile
- \*Behaviour Support Plan
- \*Early Help Offered
- \*Curriculum Intervention
- \*Respite Placement

#### Stage 4

If a student's behaviour continues despite Stage 3 intervention, the concerns are considered significant and ongoing. Escalation to pastoral leaders or senior staff is required. Interventions at this stage are more personalised and sustained. Pastoral Directors and Senior Leaders will oversee this stage.

Actions Taken:

- \*Director/SLT Meeting
- \*Pupil added to multi-agency Pastoral Meeting document
- \*External Interventions considered.
- \*Behaviour Modification cohort
- \*Staff Feedback (2)
- \*Managed Move Offered.

#### Stage 5

Stage 5 is the culmination of persistent or serious behaviour across the academic year. At this point, behaviour has had a sustained negative impact on learning, relationships, or safety. Senior leadership will lead a full case review.

Actions Taken:

- \*Evidence Review
- \*SLT Meeting
- \*Consider Adapted Curriculum Offer
- \*Offsite Direction/Alternative Provision/Take 2/Permanent Exclusion.

#### ROPE Meeting and Pastoral Support Plans

Our behaviour system is designed to provide clear expectations, consistent consequences, and appropriate support at every stage. While the vast majority of students will respond positively within the earlier stages of intervention, there are occasions where more serious action is required.

To safeguard both learning and wellbeing, the school has a formal process for addressing repeated suspensions. Any pupil who receives their 3rd fixed term suspension of the academic year will trigger a Risk Of Permanent Exclusion meeting and a PSP will be constructed alongside home and Pastoral leads.



The PSP is regularly reviewed with parents/carers, pastoral leaders, and senior staff to ensure progress is monitored closely. Failure to meet the agreed targets, or further serious breaches of the behaviour policy, may result in escalation to Stage 5 and consideration of permanent exclusion.

## **10. Responding to misbehaviour from pupils with SEND**

### **10.1 Recognising the impact of SEND on behaviour**

MCA recognises that some pupils' behaviour may be impacted by their special educational need or disability (SEND).

When incidents of misbehaviour arise, we will consider them in relation to a pupil's SEND, although we recognise that not every incident of misbehaviour will be connected to their SEND. Decisions on whether a pupil's SEND had an impact on an incident of misbehaviour will be made on a case-by-case basis.

When dealing with misbehaviour from pupils with SEND, especially where their SEND affects (has an impact) their behaviour, the school will balance their legal duties when making decisions about enforcing the behaviour policy. The legal duties include:

- Taking reasonable steps to avoid any substantial disadvantage to a disabled pupil being caused by the school's policies or practices ([Equality Act 2010](#))
- Using our best endeavours to meet the needs of pupils with SEND ([Children and Families Act 2014](#))
- If a pupil has an education, health and care (EHC) plan, the provisions set out in that plan must be secured and the school must cooperate with the local authority and other bodies

As part of meeting these duties, the school will anticipate, as far as possible, all likely triggers of misbehaviour, and put in place support to prevent these from occurring.

Any preventative measures will take into account the specific circumstances and requirements of the pupil concerned.

Preventative measures could be:

- Short, planned movement breaks for a pupil with SEND who finds it difficult to sit still for long
- Adjusting seating plans to allow a pupil with visual or hearing impairment to sit in sight of the teacher
- Adjusting uniform requirements for a pupil with sensory issues or who has a medical need.
- Training for staff in understanding conditions such as neurodiversities and social, emotional and mental health needs.
- Use of time out spaces with a trusted adult if needed.
- Use of the sensory room or the HUB where pupils can regulate their emotions during a moment of sensory overload

## **10.2 Adapting sanctions for pupils with SEND**

When considering a behavioural sanction for a pupil with SEND, the school will take into account:

- Was the pupil unable to understand the rule or instruction?
- Was the pupil unable to act differently at the time as a result of their SEND?

If the answer to any of these questions is 'yes', it may be unlawful for the school to sanction the pupil for the behaviour.

The school will then assess if it is appropriate to use a sanction and if so, whether any reasonable adjustments need to be made to the sanction.

## **10.3 Considering whether a pupil displaying challenging behaviour may have unidentified SEND**

The school's special educational needs co-ordinator (SENCO) may evaluate a pupil who exhibits challenging behaviour to determine whether they have any underlying needs that are not currently being met.

Where necessary, support and advice will also be sought from specialist teachers, an educational psychologist, medical practitioners and/or others, to identify or support specific needs.

When acute needs are identified in a pupil, we will liaise with external agencies and plan support programmes for that child. We will work with parents/carers to create the plan and review it on a regular basis.

#### **10.4 Pupils with an education, health and care (EHC) plan**

The provisions set out in the EHC plan must be secured and the school will co-operate with the local authority and other bodies.

If the school has a concern about the behaviour of a pupil with an EHC plan, it will make contact with the local authority to discuss the matter. If appropriate, the school may request an emergency review of the EHC plan.

### **11. Supporting pupils following a sanction**

Following a sanction, the school will consider strategies to help the pupil to understand how to improve their behaviour and meet the expectations of the school.

This could include measures like:

- Reintegration meetings
- Daily contact with pastoral staff
- Pastoral support plans
- Therapeutic interventions

### **12. Pupil transition**

#### **12.1 Inducting incoming pupils**

The school will support incoming pupils to meet behaviour standards by offering an induction process to familiarise them with the behaviour policy and the wider school culture.

#### **12.2 Preparing outgoing pupils for transition**

To ensure a smooth transition to the next year, pupils have transition sessions with their new teacher(s). In addition, staff members hold transition meetings.

To ensure behaviour is continually monitored and the right support is in place, information relating to pupil behaviour issues may be transferred to relevant staff at the start of the term or year.

### **13. Training**

As part of their induction process, our staff are provided with regular training on managing behaviour, including training on:

- Managing behaviour in the classroom
- Effective conversations with students
- Trauma informed approach
- Behaviour management will also form part of continuing professional development.
- A staff training log can be found in appendix 2.

## 14. Monitoring arrangements

### 14.1 Monitoring and evaluating behaviour

The school will collect data on the following:

- Behavioural incidents, including removal from the classroom
- Attendance, permanent exclusions and suspensions
- Use of pupil support units, off-site directions and offsite directions.
- Incidents of searching, screening and confiscation
- Perceptions and experiences of the school behaviour culture for staff, pupils, governors, trustees and other stakeholders (via anonymous surveys)

The data will be analysed every half term by the pastoral lead.

The data will be analysed from a variety of perspectives

including:

- At school level
- By age group
- At the level of individual members of staff
- By time of day/week/term
- By protected characteristic

The school will use the results of this analysis to make sure it is meeting its duties under the Equality Act 2010. If any trends or disparities between groups of pupils are identified by this analysis, the school will review its policies to tackle them.

### 14.2 Monitoring this policy

This behaviour policy will be reviewed by the headteacher and the governing board/behaviour sub-committee at least annually, or more frequently, if needed, to address findings from the regular monitoring of the behaviour data (as per section 13.1). At each review, the policy will be approved by the pastoral leader.

## 15. Links with other policies

This behaviour policy is linked to the following policies:

- Exclusions policy
- Child protection and safeguarding policy
- Physical restraint policy
- Mobile phone policy
- Anti-bullying policy
- E-Safety Policy

## Appendix 1: written statement of behaviour principles

Every pupil understands they have the right to feel safe, valued and respected, and to be able to learn free from the disruption of others

All pupils, staff and visitors are free from any form of discrimination

Staff and volunteers set an excellent example to pupils at all times

Rewards, sanctions and reasonable force are used consistently by staff, in line with the behaviour policy

The behaviour policy is understood by pupils and staff

The exclusions policy explains that exclusions will only be used as a last resort, and outlines the processes involved in suspensions and exclusions

Pupils are helped to take responsibility for their actions

Families are involved in the handling of behaviour incidents to foster good relationships between the school and pupils' home life

The governing board also emphasises that violence or threatening behaviour will not be tolerated in any circumstances.

# Manchester Communication Academy

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## Suspensions

Addendum to the



with you, for you, about you.

### Revision Information

<b>This document has been approved for operation within</b>	Manchester Communication Academy Addendum to behaviour policy
<b>Date of last review</b>	September 2025
<b>Date of next review</b>	September 2026
<b>Review period</b>	Annually, or where they have been material changes to the relevant courses of business
<b>Person responsible for the policy</b>	Vice Principal – Behaviour and Attendance
<b>Owner</b>	Local Governing Body (MCA)

### Revision History

Review Date	Changes Made	By Whom
February 2025	<ul style="list-style-type: none"> <li>Amended managed Moves to Off Site Direction</li> <li>Assistant principal pastoral care to Vice Principal Behaviour and Safeguarding x2</li> </ul>	NH
September 2025	<ul style="list-style-type: none"> <li>Changes to ‘Considering the Reinstatement of a Pupil’ including ‘The following parties will be invited to a meeting of the governing board and allowed to make representations or share information: Local authority - The following measures may be implemented when a pupil returns from a fixed-term Suspension:               <ul style="list-style-type: none"> <li>Offsite direction</li> <li>Change of title VP behaviour and SG to VP for behaviour and pastoral</li> </ul> </li> <li>Included new equality statement</li> </ul>	NH SW

### Equality, Diversity and Inclusion

Equality Statement Under the Public Sector Equality Duty (PSED), arising from the Equality Act 2010, all schools and academies within Greater Manchester Academies Trust have due regard to the need to:

- Eliminate discrimination, harassment, victimisation, and any other conduct prohibited by the Equality Act 2010.
- Advance equality of opportunity between people who share a relevant protected characteristic and those who do not.
- Foster good relations between people who share a protected characteristic and those who do not.
- This duty applies to all aspects of policy development, decision-making, and practice.

Schools and academies within the Trust will actively consider equality implications when policies are created, reviewed, and implemented, and will record how due regard has been demonstrated in significant decisions.

The Trust will:

- Publish information annually to demonstrate compliance with the PSED.
- Set and publish equality objectives at least every four years, which are specific, measurable, and regularly reviewed.
- Ensure that policies on areas such as admissions, curriculum, behaviour, staffing, facilities (including single-sex facilities), and governance comply with the Equality Act 2010 and the latest statutory and regulatory guidance.
- Review all policies and procedures regularly to ensure continued compliance with education and employment legislation, and to reflect developments in case law and Equality and Human Rights Commission (EHRC) guidance.
- Promote an inclusive culture where diversity is valued, equality is actively advanced, and all members of our school communities feel respected and able to achieve their potential.

## Aims

We are committed to following all statutory exclusions/suspension procedures to ensure that every child receives an education in a safe and caring environment.

Our school aims to:

- Ensure that the suspensions/exclusions process is applied fairly and consistently
- Help governors, staff, parents and pupils understand the exclusions/suspensions process
- Ensure that pupils in school are safe and happy
- Prevent pupils from becoming NEET (not in education, employment or training)
- Ensure all suspensions and permanent exclusions are carried out lawfully

## A note on off-rolling

Our school is aware that off-rolling is unlawful. Ofsted defines off-rolling as:

“The practice of removing a pupil 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 pupil.”



We will not suspend or exclude pupils unlawfully by directing them off site, or not allowing pupils to attend school:

- Without following the statutory procedure or formally recording the event, e.g. sending them home to 'cool off'
- Because they have special educational needs and/or a disability (SEND) that the school feels unable to support
- Due to poor academic performance
- Because they haven't met a specific condition, such as attending a reintegration meeting
- By exerting undue influence on a parent to encourage them to remove their child from the school

### Legislation and Statutory Guidance

This policy is based on statutory guidance from the Department for Education: [Suspension and permanent exclusion from maintained schools, academies and pupil referral units in England, including pupil movement](#).

It is based on the following legislation, which outlines schools' powers to exclude pupils:

- Section 51a of the Education Act 2002, as amended by the Education Act 2011
- The School Discipline (Pupil Exclusions and Reviews) (England) Regulations 2012

In addition, the policy is based on:

- Part 7, chapter 2 of the [Education and Inspections Act 2006](#), which sets out parental responsibility for excluded pupils
- Section 579 of the [Education Act 1996](#), which defines 'school day'
- The [Education \(Provision of Full-Time Education for Excluded Pupils\) \(England\) Regulations 2007](#), as amended by [The Education \(Provision of Full-Time Education for Excluded Pupils\) \(England\) \(Amendment\) Regulations 2014](#)
- [The Equality Act 2010](#)
- [Children and Families Act 2014](#)
- <https://www.gov.uk/government/publications/school-exclusion>.

This policy complies with our funding agreement and articles of association.

### The decision to suspend

Only the Headteacher, or acting Headteacher, can suspend a pupil from school. A permanent exclusion will be taken as a last resort. A decision to suspend a pupil will be taken only:

- In response to serious or persistent breaches of the school's behaviour policy, and
  - If allowing the pupil to remain in school would seriously harm the education or welfare of others
- Before deciding whether to suspend a pupil, either permanently or for a fixed period, the

Headteacher will:

- Consider all the relevant facts and evidence, including whether the incident(s) leading to the Suspension were provoked
- Allow the pupil to give their version of events
- Consider if the pupil has special educational needs (SEN)

## Definitions

Suspension – when a pupil is removed from the school for a fixed period. This was previously referred to as a ‘fixed-term exclusion’.

Permanent exclusion – when a pupil is removed from the school permanently and taken off the school roll. This is sometimes referred to as an ‘exclusion’.

## Off-site direction

This is when the governing board of MCA requires students to attend another education setting to improve their behaviour.

## Managed moves

This is used to initiate a process leading to a permanent transfer of a pupil to another mainstream school, as part of a behaviour management process.

Parent – any person who has parental responsibility and any person who has care of the child.

For the purposes of suspensions, a school day is defined as any day on which there is a school session. Therefore, INSET or staff training days do not count as a school day.

## Roles and Responsibilities

### The Headteacher

#### Deciding whether to suspend or exclude

Only the headteacher, or acting Headteacher, can suspend or permanently exclude a pupil from school on disciplinary grounds. The decision can be made in respect of behaviour inside or outside of school. The headteacher will only use permanent exclusion as a last resort.

A decision to suspend or exclude a pupil will be taken only:

- In response to serious or persistent breaches of the school’s behaviour policy, **and/or**
- If allowing the pupil to remain in school would seriously harm the education or welfare of others

Before deciding whether to suspend or exclude a pupil, the headteacher will:

- Consider all the relevant facts and evidence on the balance of probabilities, including whether the incident(s) leading to the exclusion were provoked
- Allow the pupil to give their version of events
- Consider whether the pupil has special educational needs (SEN)
- Consider whether the pupil is especially vulnerable (e.g. the pupil has a social worker, or is a looked-after child (LAC))

- Consider whether all alternative solutions have been explored, such as off-site direction, managed moves or respite placements
- Consider the Manchester Inclusion Strategy

The headteacher will consider the views of the pupil, in light of their age and understanding, before deciding to suspend or exclude, unless it would not be appropriate to do so.

Pupils who need support to express their views will be allowed to have their views expressed through an advocate, such as a parent or social worker.

The headteacher will not reach their decision until they have heard from the pupil, and will inform the pupil of how their views were taken into account when making the decision.

### **Informing parents**

If a pupil is at risk of suspension or exclusion the headteacher or nominated staff member will inform the parents as early as possible, in order to work together to consider what factors may be affecting the pupil's behaviour, and what further support can be put in place to improve the behaviour.

If the headteacher decides to suspend or exclude a pupil, the parents will be informed of the period of the suspension or exclusion and the reason(s) for it, without delay.

The parents will also be provided with the following information in writing, without delay:

- The reason(s) for the suspension or exclusion
- The length of the suspension or, for a permanent exclusion, the fact that it is permanent
- Information about parents' right to make representations about the suspension or permanent exclusion to the governing board and how the pupil may be involved in this
- How any representations should be made
- Where there is a legal requirement for the governing board to hold a meeting to consider the reinstatement of a pupil, and that parents (or the pupil if they are 18 years old) have a right to attend the meeting, be represented at the meeting (at their own expense) and to bring a friend

The headteacher or nominated staff member will also notify parents without delay and by the end of the afternoon session on the first day their child is suspended or permanently excluded, that:

- For the first 5 school days of an exclusion (or until the start date of any alternative provision or the end of the suspension, where this is earlier), the parents are legally required to ensure that their child is not present in a public place during school hours without a good reason. This will include specifying on which days this duty applies
- Parents may be given a fixed penalty notice or prosecuted if they fail to do this

If alternative provision is being arranged, the following information will be included, if possible:

- The start date for any provision of full-time education that has been arranged
- The start and finish times of any such provision, including the times for morning and afternoon sessions, where relevant
- The address at which the provision will take place
- Any information the pupil needs in order to identify the person they should report to on the first day

If the headteacher does not have all the information about the alternative provision arrangements by the end of the afternoon session on the first day of the suspension or permanent exclusion, they can provide the information at a later date, without delay and no later than 48 hours before the provision is due to start.

The only exception to this is where alternative provision is to be provided before the sixth day of a suspension or permanent exclusion, in which case the school reserves the right to provide the information with less than 48 hours' notice, with parents' consent.

### **Informing the governing board**

The headteacher will, without delay, notify the governing board of:

- Any permanent exclusion, including when a suspension is followed by a decision to permanently exclude a pupil
- Any suspension or permanent exclusion which would result in the pupil being suspended or permanently excluded for a total of more than 5 school days (or more than 10 lunchtimes) in a term
- Any suspension or permanent exclusion which would result in the pupil missing a National Curriculum test or public exam

The headteacher will notify the governing board once per term of any other suspensions of which they have not previously been notified, and the number of suspensions and exclusions which have been cancelled, including the circumstances and reasons for the cancellation.

### **Informing the local authority (LA)**

The headteacher will notify the LA of all suspensions on a half termly basis and permanent exclusions without delay, regardless of the length of a suspension.

The notification will include:

- The reason(s) for the suspension or permanent exclusion
- The length of a suspension or, for a permanent exclusion, the fact that it is permanent

For a permanent exclusion, if the pupil lives outside the LA in which the school is located, the headteacher will also, without delay, inform the pupil's 'home authority' of the exclusion and the reason(s) for it.

### **Informing the pupil's social worker and/or virtual school head (VSH)**

If a:

- **Pupil with a social worker** is at risk of suspension or permanent exclusion, the headteacher will inform **the social worker** as early as possible
- **Pupil who is a looked-after child (LAC)** is at risk of suspension or exclusion, the headteacher will inform **the VSH** as early as possible

This is in order to work together to consider what factors may be affecting the pupil's behaviour, and what further support can be put in place to improve the behaviour.

If the headteacher decides to suspend or permanently exclude a pupil with a social worker / a pupil who is looked after, they will inform the pupil's social worker / the VSH, as appropriate, without delay, that:

- They have decided to suspend or permanently exclude the pupil
- The reason(s) for the decision
- The length of the suspension or, for a permanent exclusion, the fact that it is permanent
- The suspension or permanent exclusion affects the pupils ability to sit a National Curriculum test or public exam (where relevant)

The social worker / VSH will be invited to any meeting of the governing board about the suspension or permanent exclusion. This is so they can provide advice on how the pupil's background and/or circumstances may have influenced the circumstances of their suspension or permanent exclusion. The social worker should also help ensure safeguarding needs and risks and the pupil's welfare are taken into account.

### **Cancelling suspensions and permanent exclusions**

The headteacher may cancel a suspension or permanent exclusion that has already begun, but this will only be done where it has not yet been reviewed by the governing board. Where there is a cancellation:

- The parents, governing board and LA will be notified without delay
- Where relevant, any social worker and VSH will notified without delay
- Parents will be offered the opportunity to meet with the headteacher to discuss the cancellation
- As referred to above, the headteacher will report to the governing board once per term on the number of cancellations
- The pupil will be allowed back in school

### **Providing education during the first 5 days of a suspension or permanent exclusion**

During the first 5 days of a suspension, if the pupil is not attending alternative (AP) provision, the headteacher will take steps to ensure that achievable and accessible work is set and marked for the pupil. Online pathways such as Google Classroom or Oak Academy may be used for this. If the pupil has a special educational need or disability, the headteacher will make sure that reasonable adjustments are made to the provision where necessary.

If the pupil is looked after or if they have a social worker, the school will work with the LA to arrange AP from the first day following the suspension or permanent exclusion. Where this isn't possible, the school will take reasonable steps to set and mark work for the pupil, including the use of online pathways.

## **The governing board**

### **Considering suspensions and permanent exclusions**

Responsibilities regarding exclusions are delegated to a governor panel convened following the headteachers decision to permanently exclude.

The panel has a duty to consider parents' representations about a suspension or permanent exclusion. It has a duty to consider the reinstatement of a suspended or permanently excluded pupil in certain circumstances.

Within 14 days of receiving a request, the governing board will provide the secretary of state with information about any suspensions or exclusions within the last 12 months.

The governing board does not have to arrange such provision for pupils in their final year of compulsory education who do not have any further public exams to sit.

### **Monitoring and analysing suspensions and exclusions data**

The governing board will challenge and evaluate the data on the school's use of suspension, exclusion, off-site direction to alternative provision and managed moves.

The governing board will consider:

- How effectively and consistently the school's behaviour policy is being implemented
- The school register and absence codes
- Instances where pupils receive repeat suspensions
- Interventions in place to support pupils at risk of suspension or permanent exclusion
- Any variations in the rolling average of permanent exclusions, to understand why this is happening, and to make sure they are only used when necessary
- Timing of moves and permanent exclusions, and whether there are any patterns, including any indications which may highlight where policies or support are not working
- The characteristics of suspended and permanently excluded pupils, and why this is taking place
- Whether the placements of pupils directed off-site into alternative provision are reviewed at sufficient intervals to assure that the education is achieving its objectives and that pupils are benefiting from it
- The cost implications of directing pupils off-site

### The LA

For permanent exclusions, the LA will arrange suitable full-time education to begin no later than the sixth school day after the first day of the exclusion.

For pupils who are LAC or have social workers, the LA and the school will work together arrange suitable full-time education to begin from the first day of the exclusion

### Considering the Reinstatement of a Pupil

The governing body will consider and decide on the reinstatement of a suspended or permanently excluded pupil within 15 school days of receiving the notice of the suspension or exclusion if:

- The exclusion is permanent
- It is a suspension which would bring the pupil's total number of days out of school to more than 15 in a term; or
- It would result in a pupil missing a public exam or National Curriculum test

Where the pupil has been suspended, and the suspension does not bring the pupil's total number of days of suspension to more than 5 in a term, the governing body must consider any representations made by parents. However, it is not required to arrange a meeting with parents and it cannot direct the headteacher to reinstate the pupil.

Where the pupil has been suspended for more than 5 days, but less than 16 days, in a single term, and the parents make representations to the board, the governing body will consider and decide on the reinstatement of a suspended pupil within 50 school days of receiving notice of the suspension. If the parents do not make representations, the board is not required to meet and it cannot direct the headteacher to reinstate the pupil.

Where a suspension or permanent exclusion would result in a pupil missing a public exam or National Curriculum test, the governing body will, as far as reasonably practicable, consider and decide on the reinstatement of the pupil before the date of the exam or test. If this is not practicable, the governing body will consider the suspension or permanent exclusion and decide whether or not to reinstate the pupil.

The following parties will be invited to a meeting of the governing board and allowed to make representations or share information:

- Parents, or the pupil if they are 18 or over (and, where requested, a representative or friend)
- The pupil, if they are aged 17 or younger and it would be appropriate to their age and understanding (and, where requested, a representative or friend)
- The headteacher
- The pupil's social worker, if they have one
- The VSH, if the pupil is looked after
  
- The local authority

The governing board will try to arrange the meeting within the statutory time limits set out above and must try to have it at a time that suits all relevant parties. However, its decision will not be invalid simply on the grounds that it was not made within these time limits.

The governing body can either:

- Decline to reinstate the pupil, or
- Direct the reinstatement of the pupil immediately, or on a particular date (except in cases where the board cannot do this – see earlier in this section) In reaching a decision, the governing body will consider:
  - Whether the decision to suspend or permanently exclude was lawful, reasonable, and procedurally fair
  - Whether the headteacher followed their legal duties
  - The welfare and safeguarding of the pupil and their peers
  - Any evidence that was presented to the governing board

They will decide whether or not a fact is true 'on the balance of probabilities'.

Minutes will be taken of the meeting, and a record kept of the evidence that was considered. The outcome will also be recorded on the pupil's educational record, and copies of relevant papers will be kept with this record.

The governing body will notify, in writing, the following stakeholders of its decision, along with reasons for its decision, without delay:

- The parents, or the pupil, if they are 18 or older
- The headteacher
- The pupil's social worker, if they have one
- The VSH, if the pupil is looked after
- The local authority
- The pupil's home authority, if it differs from the school's

Where an exclusion is permanent and the governing body has decided not to reinstate the pupil, the notification of decision will also include the following:

- The fact that it is a permanent exclusion
- Notice of parents' right to ask for the decision to be reviewed by an independent review panel
- The date by which an application for an independent review must be made (15 school days from the date on which notice in writing of the governing board's decision is given to parents)

- The name and address to which an application for a review and any written evidence should be submitted
- That any application should set out the grounds on which it is being made and that, where appropriate, it should include reference to how the pupil's special educational needs (SEN) are considered to be relevant to the permanent exclusion
- That, regardless of whether the excluded pupil has recognised SEN, parents have a right to require the academy trust to appoint an SEN expert to advise the review panel
- Details of the role of the SEN expert and that there would be no cost to parents for this appointment
- That parents must make clear if they wish for an SEN expert to be appointed in any application for a review
- That parents may, at their own expense, appoint someone to make written and/or oral representations to the panel, and parents may also bring a friend to the review
- That, if parents believe that the permanent exclusion has occurred as a result of unlawful discrimination, they may make a claim under the Equality Act 2010 to the first-tier tribunal (special educational needs and disability), in the case of disability discrimination, or the county court, in the case of other forms of discrimination. Also that any claim of discrimination made under these routes should be lodged within 6 months of the date on which the discrimination is alleged to have taken place

### An Independent Review

If parents apply for an independent review, the Academy Trust will arrange for an independent panel to review the decision of the governing board not to reinstate a permanently suspended pupil. Applications for an independent review must be made within 15 school days of notice being given to the parents by the governing body Suspensions committee of its decision to not reinstate a pupil.

A panel of 3 or 5 members will be constituted with representatives from each of the categories below. Where a 5-member panel is constituted, 2 members will come from the school governors category and 2 members will come from the headteacher category.

- 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
- School governors who have served as a governor for at least 12 consecutive months in the last 5 years, provided they have not been teachers or headteachers during this time
- Headteachers or individuals who have been a headteacher within the last 5 years

A person may not serve as a member of a review panel if they:

- Are a member of the Academy Trust or governing board of the excluding school
- Are the headteacher of the excluding school, or have held this position in the last 5 years
- Are an employee of the Academy trust, or the governing board, of the excluding school (unless they are employed as a headteacher at another school)
- Have, or at any time have had, any connection with the Academy trust, school, governing board, parents or pupil, or the incident leading to the Suspension, which might reasonably be taken to raise doubts about their impartiality
- Have not had the required training within the last 2 years (see appendix 1 for what training must cover)



A clerk will be appointed to the panel. The independent panel will decide one of the following:

- Uphold the governing board's decision
- Recommend that the governing board reconsiders reinstatement
- Quash the governing board's decision and direct that they reconsider reinstatement (only when the decision is judged to be flawed) The panel's decision can be decided by a majority vote. In the case of a tied decision, the chair has the casting vote.

### School Registers

A pupil's name will be removed from the school admissions register if:

- 15 school days have passed since the parents were notified of the Suspension panel's decision to not reinstate the pupil and no application has been made for an independent review panel, or
- The parents have stated in writing that they will not be applying for an independent review panel

Where an application for an independent review has been made, the governing board will wait until that review has concluded before removing a pupil's name from the register. Where alternative provision has been made for a suspended pupil and they attend it, code B (education off-site) or code D (dual registration) will be used on the attendance register. Where suspended pupils are not attending alternative provision, code E (absent) will be used.

### Returning from a suspension

Following a suspension, a re-integration meeting will be held involving the pupil, parents, a member of senior staff and other staff, where appropriate.

The following measures may be implemented when a pupil returns from a fixed-term Suspension:

- Review of the stage of the pupil in terms of the escalation process
- Internal isolation
- Parent support in lesson
- Alternative Provision
- Reflection – or Lesson 6/CLIMB additional lessons after school to catch up missed work and / or to rectify the behaviour concern
- Take 2 referral
- Off-site direction

### Monitoring Arrangements

The Vice Principal - Behaviour and Pastoral monitors the number of suspensions every half term and reports back to the Headteacher and Governors. This policy will be reviewed by the Vice Principal Behaviour and Pastoral. At every review, the policy will be shared with the governing board.

### Links with other Policies

This Suspensions policy is linked to our:

- Behaviour policy
- SEND policy
- Safeguarding Policy

## Appendix 1: Independent Review Panel Training

The Academy Trust must ensure that all members of an independent review panel and clerks have received training within the 2 years prior to the date of the review. Training must have covered:

- The requirements of the primary legislation, regulations and statutory guidance governing Suspensions, which would include an understanding of how the principles applicable in an application for judicial review relate to the panel's decision making
- The need for the panel to observe procedural fairness and the rules of natural justice
- The role of the chair and the clerk of a review panel
- The duties of headteachers, governing boards and the panel under the Equality Act 2010
- The effect of section 6 of the Human Rights Act 1998 (acts of public authorities unlawful if not compatible with certain human rights) and the need to act in a manner compatible with human rights protected by that Act

## Appendix 2: Example Suspension Letter

Dear [Parent's Name]

I am writing to inform you of my decision to suspend **[Child's Name]** for a fixed period of **[specify period]**. This means that he/she will not be allowed in school for this period. The exclusion begins/began on **[date]** and ends 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 suspended for this fixed period because **[reason for exclusion]**.

[for pupils of compulsory school age]

You have a duty to ensure that your child is not present in a public place in school hours during this suspension on **[specify dates]** 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 school hours on the 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 days specified in the previous paragraph as school days during the period of his/her suspension when you must ensure that he/she is not present in a public place without reasonable justification. **[detail the arrangements for this]**. Please ensure that work set by the school is completed and returned to us **[detail the arrangements for this]** promptly for marking.

[Next two sentences ONLY FOR PUPILS MISSING PUBLIC EXAMINATIONS/NT TESTS]

**[Child's Name]** is scheduled to take **[external examinations/NC tests – list]** on **[dates – list]**. The governing body and chair of governors' will carefully consider the implications of your child missing these assessments.

You have the right to make representations to the governing body about this decision to suspend your child from school **[include information as to how to do so]**.

If you wish to make representations please contact **[usually name of Chair of Governors]** on/at **[contact details — address, phone number, email]**, as soon as possible. Whilst the 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 school record.

You should also be aware that if you think the suspension 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-andtribunals/tribunals/send/index.htm>).

[This paragraph is OPTIONAL and may be used if the head teacher chooses to hold a **reintegration interview as part of the reintegration strategy.**]

You and your child **[pupil'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 school **[within the next ten 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 school can be successfully managed.

You also have the right to see a copy of **[Child's Name]**'s school 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 school record. I will be happy to supply you with a copy if you request it. There may be a charge for photocopying.

You may also find it useful to contact the Coram Children's Legal Team Children's Legal Centre. They aim to provide free legal advice and information to parents on state education matters. Further information can be found at <http://www.childrenslegalcentre.com/>. Information on school discipline and exclusions issued by the Department for Education can be found at <http://www.gov.uk/schooldiscipline-exclusions/exclusions>

**[Child's Name]**'s suspension expires on **[date]** and we expect **[Child's Name]** to be back in school on **[date]** at **[time]**.

Yours sincerely

**[Name]**

Head teacher

