GREENWOOD ACADEMIES TRUST

Pupil Behaviour and Exclusions Policy

Version: 8.0 Approval Status: Approved

Document Owner:	Chief Education Officers
Reviewed:	11/07/2025

Table of contents

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

1. Policy overview

The aim of this policy is to ensure that all Greenwood Academies Trust (GAT) pupils learn in a safe and secure environment where each Academy upholds high standards of behaviour which support good learning.

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

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

2. Encouraging positive behaviour

High standards of behaviour and discipline are expected inside and outside of each Academy and classroom. Each Academy has a behaviour protocol that details these standards and this is communicated clearly to pupils, families, staff and other stakeholders. The protocol will follow the GAT checklist.

All staff are accountable for implementing high expectations and for challenging behaviour which prevents effective teaching and learning. All staff are also expected to support all pupils appropriately to achieve high standards of behaviour, work and dress. The Trust seeks the support of parents in upholding the standards in each Academy and values a partnership with home.

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

3. Equality

In accordance with the Equality Act 2010, each Academy makes reasonable adjustments to the application of the policy where the behaviour is due to a reason related to a child's special educational needs or disability, thereby ensuring that children with SEND are not placed at a disadvantage or unlawfully discriminated against.

Staff seek to identify the underlying cause of any unacceptable behaviour, for example an unmet special educational need, and to put in place measures to address the cause, ensure that the pupil receives appropriate support and prevent the behaviour re-occurring.

Staff will also seek to identify any 'triggers' for pupils displaying challenging behaviours to prevent the challenging behaviour persisting or worsening.

Academies will work closely with all parents/carers of children with behaviour difficulties.

4. Reasonable force

Where it is necessary to prevent a pupil from

- causing injury or damage to the property of any pupil (including him or herself)
- prejudicing the maintenance of good order and discipline at the Academy

reasonable force may be used by a member of staff.

The use of reasonable force is a last resort and alternative strategies will be adopted wherever possible, for example contacting the parent or the police for support. Reasonable force will never

be used as a sanction and the degree of force used will be the minimum needed to achieve the necessary result.

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

5. Searching and confiscation

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

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

The Greenwood Academies Trust does not encourage the use of force but a member of staff may use reasonable force to carry out a search for a prohibited item as listed above.

Where a member of staff reasonably suspects that a pupil is on possession of a prohibited item and the pupil refuses to cooperate with a search of their person or their property, the Academy may treat this as a disciplinary matter and apply an appropriate sanction.

In dealing with the confiscation or disposal of items found following a search, the Academy will have regard to the DfE's guidance on searching and confiscation. (*Searching, screening and confiscation - Advice for Headteachers, school staff and governing bodies.*)

Any cigarettes or e-cigarettes confiscated in the Academy may be destroyed.

6. Managed moves to another school

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

7. Non-compliance with the Academy uniform policy

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

8. Behaviour off site

Where pupils misbehave on the way to or from the Academy, near the Academy premises or in circumstances in which the Academy considers it reasonable to impose sanctions for behaviour outside of school, this policy will apply and the pupil will be disciplined by the Academy. In deciding whether to apply sanctions and the appropriate level of sanction, the Academy will take into consideration

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

9. Suspensions and exclusions

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

For serious incidents of poor behaviour or persistent breaches of this behaviour policy, the Principal may resort to either a suspension or an exclusion.

The Greenwood Academies Trust is fully aware of its duties not to discriminate against, harass or victimise pupils due to their sex, race, disability, religion or belief, sexual orientation or because of pregnancy or gender reassignment. For disabled pupils, each Academy will make reasonable adjustments to its policies and practices to ensure disabled pupils are not placed at a substantial disadvantage compared to their non-disabled peers.

All suspensions and exclusions are monitored by the Academy and the Education Directors who report on a termly basis to the Greenwood Academies Trust Board.

Where an excluded pupil is due to sit an external examination, suitable arrangements will be made to ensure the pupil can still sit the examination.

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

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

The decision to suspend or exclude will only be taken for a reason related to behaviour and all decisions will be formally recorded.

In line with the DfE's *SEND Code of Practice*, where an academy has concerns about the behaviour, or risk of exclusion, of a child with additional needs and a pupil with an EHC plan it should, in partnership with others (including the local authority as necessary), consider what additional support or alternative placement may be required. This should involve assessing the suitability of provision for a pupil's SEN. Where a pupil has an EHC plan, academies should consider requesting an early annual review or interim/emergency review. For those pupils who are SEND-K, a co-production meeting (professionals and families meeting) should be arranged to discuss the additional support and strategies which may need to be considered.

Suspensions

If a decision is taken to suspend a pupil (i.e. for a fixed term)

- the parent is contacted by the Principal as soon as possible and the decision is confirmed in writing. The letter will outline any relevant incident(s), the reason for the exclusion and the duration of the fixed term exclusion. The parents' right to make representations about the suspension or request a meeting of the Governors' Disciplinary Committee (GDC) is highlighted as appropriate.
- a meeting is set up for the parent/carer and pupil to attend on return from a suspension with a senior member of staff.

Following this meeting

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

In accordance with the requirements set out in the DfE Guidance, we will arrange for a GDC to meet to consider reinstatement of the pupil if the suspension would bring the pupil's total number of school days of exclusion to more than fifteen (15) in a term or if the suspension would result in the pupil missing a public exam.

If requested to do so by parents, the GDC must also consider the reinstatement of an excluded pupil if that pupil would be excluded from school for more than five (5) school days but not more than fifteen (15) in a single term. Where a pupil is suspended for fewer than five (5) days in a single term, the GDC will consider any parental representations but will not meet and cannot direct reinstatement.

Decision to permanently exclude

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

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

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

- Physical assault against another pupil
- Physical assault against a member of staff or any other adult
- Verbal abuse/threatening behaviour towards another pupil
- Verbal abuse/threatening behaviour towards a member of staff or any other adult
- Any form of bullying

- Racist abuse
- Sexual misconduct or assault
- Drug and alcohol related incidents
- Damage to property (including arson)
- Theft
- Carrying an offensive weapon
- Malicious allegations against members of staff
- Racist, sexist, homophobic or other forms of discriminatory behaviour
- Persistent, disruptive behaviour
- Serious incidents that bring the academy or GAT into disrepute
- Other (only in exceptional circumstances).

The Greenwood Academies Trust will do everything possible to avoid the permanent exclusion of a Looked After Child. Each Academy is expected to be proactive and work with the young person, carers, the virtual school and social workers to do everything reasonable to avoid excluding a Looked After Child. The Education Director will be informed of any Permanent Exclusion decision.

Permanent exclusion processes

The processes that the Academy must undertake following a decision to permanently exclude follows precisely the DfE guidance in this area.

When the Principal decides to permanently exclude a pupil, a GDC will review the case within fifteen (15) school days of the exclusion. The panel will ensure they consider the facts of the case and representations at the meeting carefully before making a decision either to reinstate or decline to reinstate the pupil.

If, following the completion of the exclusion review process, a pupil who was permanently excluded is to be re-instated, the process of re-integration will require careful planning. A re-integration plan may also involve carrying out a risk assessment and implementing measures to reduce identified risks. The Academy will formalise re-integration plans, where actions, expectations and consequences are made clear in writing and may include a parental contract. Should a further exclusion be necessary, this could be used to demonstrate that a sound integration plan was put in place and rigorously applied.

If the decision to permanently exclude is upheld, parents/carers have the right, as described in DfE guidance, to request that the decision of the Disciplinary Committee be reviewed by an **Independent Review Panel**.

Independent Review Panels will be impartial and constituted in accordance with the detailed provisions of the DfE Guidance. The Trust will ensure that Independent Review Panel members and clerks are suitably trained. Where requested by the parent, a SEN expert will be appointed by the Trust to advise the Independent Review Panel.

The Independent Review Panel may decide to

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

The Independent Review Panel's decision is final and binding on the Academy, pupil and parents. The Independent Review Panel does not have the authority to direct the instatement of a pupil. A parent may not appeal to the Commissioner for Local Administration (the Local Government Ombudsman) about maladministration as the Commissioner's remit is limited to considering the conduct of appeal panels constituted by Local Authorities.

Parents' responsibilities

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

Continuing education during the exclusion period

For the first five days of a suspension, the Academy will set work appropriate to the pupil's age and ability and make arrangements for this to be collected and returned for marking. Where a pupil is given a suspension of six (6) days or longer, the Academy has a duty to arrange suitable off-site full-time educational provision from and including the sixth day of exclusion as day one. With reference to permanent exclusions, the Academy will set work as described above for the five days following a permanent exclusion.