

Behaviour & Exclusions Policy

First Published: July 2018

Review Date: September 2020

Trust Board Approval: September 2019

Last Updated: August 2019

This Behaviour and Exclusions Policy applies to Folkestone Academy (Secondary Phase – Years 7-13) and all governors and staff of the Academy must abide by this policy, which has been adopted in accordance with and pursuant to the Child Protection Policy.

It is the responsibility of the Co-Principal with support from the Local Governing Body, to ensure that the school and its staff understand and adhere to this policy. In implementing this policy Academy staff must take account of any advice given to them by the Trust Executive and/or Board of Directors.

This policy is subject to the Child Protection Policy and the Trust Scheme of Delegation. If there is any question or doubt about the interpretation of this policy, the Co-Principal should be consulted.

Purpose of this policy:

This policy is to enable the Academy to support all its pupils to achieve *the knowledge they need to succeed and the skills to lead*. In the service of this, the Academy operates according to three principles; Ready, Respectful and Safe. This means we expect pupils to be ready for learning (including properly dressed and equipped at all times); Respectful to the power of education to transform their lives as well as to each other and to our staff; and, to conduct themselves in a manner which is self-aware and safe. For pupils to achieve their full potential and to uphold our Ready, Respectful and Safe principles a disruption free learning environment is required. In this policy all stakeholders are informed of how pupils are expected to protect disruption free learning as well as the steps and consequences that will be taken should learning be disrupted.

Government policy supports the Academy in this way; no student has the right to disrupt the learning of others. Teachers require disruption free classrooms in which they can teach and students deserve disruption free classrooms in which they can learn.

On a lesson by lesson basis, students will have one simple choice, to either be in class working hard and progressing with their learning or to be isolated from their peers for a period of one working day (5 consecutive teaching periods) so that the learning of others is not disrupted.

The duty of teaching staff:

At Folkestone Academy teaching staff undertake teaching duties in accordance with the Department for Education's Teaching Standards, as well as in accordance with Academy policy. This means that teachers are able to maintain purposeful and orderly classrooms and that removal from lesson is a sanction used by teachers only when normal professional standards are being undermined or breached by a pupil's choices or conduct.

Conduct in lessons

Line up quietly outside the classroom prior to the start of the lesson.

- Enter, when invited to by the member of staff leading the lesson, sit in their allocated seat and begin the 'do now' starter activity.
- Sit silently whilst the register is taken.
- Listen in silence whilst the member of staff leading the lesson speaks.
- Raise their hand to ask a question without calling out.
- Work exceptionally hard without disrupting any other student learning.

If a student fails to meet any of these simple expectations their name will be written on the whiteboard by way of a formal warning and the member of staff leading the lesson will briefly explain to the student why their name has been written on the board. The second time during a lesson that a student fails to meet these expectations they will be sent to an isolation room for a period of one working day. Failure or refusal to go to the isolation room will result in a one day fixed term exclusion with the day in isolation completed upon their re-admittance to the school.

If a student is sent to isolation, where appropriate, a member of staff will conduct a 'Behaviour for Learning' conversation where they will be made aware of what they did wrong, why it disrupted learning and what needs to be done differently next lesson. To allow this to take place students sent to isolation will be required to remain in school until 4.00pm that day.

Conduct in school generally

All students are expected to take responsibility for their actions and their choices at all times. For a serious breach of our behaviour policy a student will more likely than not be excluded for a fixed term if they:

- Swear at a member of staff (even under their breath).
- Defy a member of staff by walking off when being spoken to/reprimanded.
- Physically attack another student or a member of staff.

Mobile Communication Devices

(Phones/Tablets/Smart Watches and other Electronic Digital Devices)

These devices are not banned from the Academy as we recognise that they may be needed for the journey to and from the Academy each day. Having arrived on the Academy premises however, all phones and devices will need to be switched off and kept out of sight in the student's school bag (not in a pocket), together with any headphones at the Academy gate.

- If a phone/tablet is seen during lesson time or around the Academy, it will be confiscated and parents/carers will be asked to collect it from the main Academy reception at the end of the day.
- The same applies to headphones; these should be placed in bags during the school day.
- If a student refuses to hand their phone over, they will be sent to isolation for a period of one working day
- Refusal to go to isolation will result in a one day fixed term exclusion with the day in isolation completed upon their re-admittance to the school.

This is in line with the agreements made between parents and the school upon original admission.

Smoking

No student will smoke on Folkestone Academy grounds or when dressed in the uniform of our Academy. [Note: 'Smoking' is defined to include any tobacco based products and also e-cigarettes and vaping products] If a student smokes or chooses to associate with smokers the consequences will be as outlined below:

- Smoking/associating with smokers/ being found in the possession of smoking paraphernalia will lead to a one day fixed term exclusion.
- Refusal to hand over smoking paraphernalia when asked by the Co-Principal (or nominated staff) could lead to a five day fixed term exclusion.
- All tobacco and related paraphernalia will be destroyed.

“Serious Offences”

There are some offences that we consider very serious if committed by students. If these occur, it is highly likely that the student/s will be permanently removed from our Academy. An indicative but non-exhaustive list would include:

- Bringing recreational drugs into school.
- A weapon of any sort including pen knives and BB guns.
- Persistent bullying.
- Persistent disruption of lessons.
- A physical assault of a member of staff.

Behaviour on the walkways and around the site

During transitions between lessons (going from one lesson to another) students will act appropriately, that means walking calmly with purpose on the walkways. To avoid congestion, we say to all students **‘Keep LEFT, Walk with purpose’**

Students are also required to respect that others may be learning when they move around the building at break or lunch time, and to keep noise to a minimum accordingly. Disrupting the learning of others through noise will be sanctioned via isolation.

It is essential that all students are aware of the time and the need to arrive promptly to every lesson to avoid any sanction.

During social times students are expected to do the following:

1. To sit/stand with their friends before school, break, lunch and after school in the designated duty areas of the school. (The main courtyards, seating areas and outside playground)
2. Food is to be eaten when sat in the designated areas only.

The Journey to and from Home

Students are expected to demonstrate a high standard of conduct on the journey to and from the academy (within the boundaries of the Academy – primary and secondary phases) as each person is an ambassador for the Folkestone ‘All Age’ Academy.

Students are expected to:

1. To arrive at the Academy and leave the Academy in full uniform (students are not permitted to wear hoodies).
2. To use the pedestrian crossings where possible to cross the road safely.
3. To use the cycle lanes/pedestrian zones safely.
4. To take any litter home and dispose of it properly.
5. To respect our neighbours and all local residents.

Students who have an Educational Health Care Plan

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

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

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

Searching of Possessions and Confiscation

It is our first priority to ensure that students are in a safe and secure environment when they are in our care, and any items that may jeopardise the safety of other students or themselves will be taken off students without notice.

Following guidance set out by the Education and Inspections Act 2006, Academy staff are authorised under the general power to discipline to confiscate, retain or dispose of a student's property, so long as it is reasonable in the circumstances. All staff may search a student's possessions with their consent if they suspect they have any items that are banned in the Academy.

Certain members of staff authorised by the Co-Principal have the power to search students or their possessions, without consent, where they suspect the student has:

1. Knives and/or weapons
2. Alcohol
3. Drugs or stimulants of any kind
4. Tobacco and cigarette papers
5. Fireworks
6. Pornographic images
7. Any article that has been or is likely to be used to commit an offence, cause personal injury or damage to property

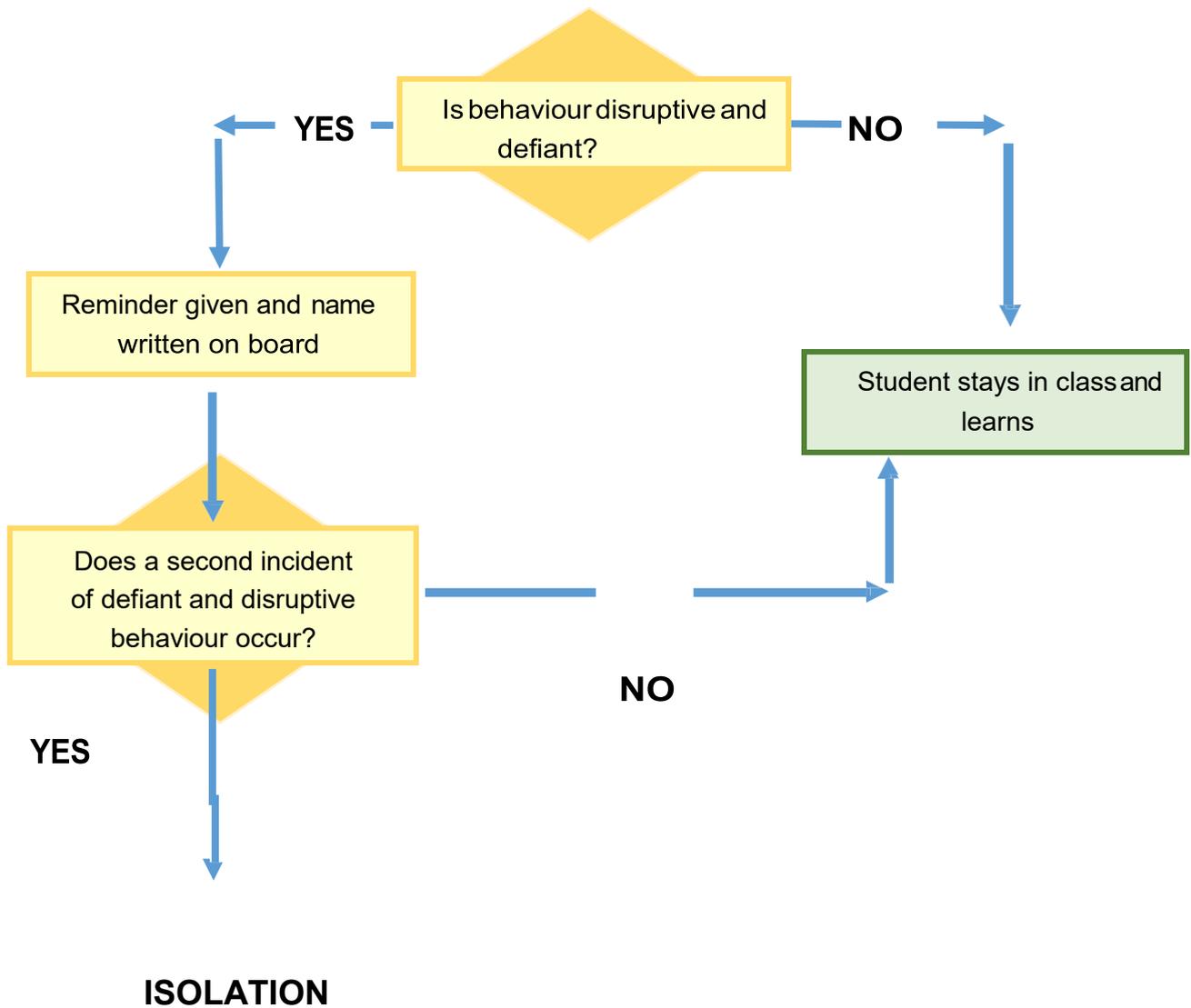
The legislation sets out what must be done with prohibited items found as a result of a search. Drugs, weapons and knives and extreme or child pornography will always be handed over to the police otherwise Parents/Carers will be expected to collect in person all other confiscated items.

The Education Act 2011 allows for staff seizing an electronic device to examine any data or files on the device if they think there is good reason to do so. These data or files may be erased before returning the item if they believe there is good reason to do this. These data or files may be given to the Police.

Power to use reasonable force

The legal provisions on Academy discipline also provides members of staff with the power to use reasonable force prevent pupils committing an offence, disrupting school events, trips or visits, injuring themselves or others or damaging property, and maintain good order and discipline in the classroom.

Behaviour Management Binary Flowchart



*Those students who have an Educational Health Care Plan or identified additional need will receive learning support.

What Happens next?

There are a number of things that will happen once a student has been sent to the Isolation room. The following is a simplified version of the binary behaviour process:

1. The student arrives at isolation:
 - The student hands over their mobilephone.
 - The student completes a reflection sheet.
 - Once the reflective sheet is completed the student is then given additional work to complete.
 - At the end of the day the student is expected to engage in a restorative conversation with the teacher.
 - The student remains in isolation the next day until the time they were sent out of lessons (e.g. sent out lesson 3 remain isolated until the end of lesson 3 the following day).
 - If the student does not engage with any of the above expectations they will be given a Fixed Term Exclusion (FTE).
2. Parents will be contacted by the Isolation Manager to inform them their child has been isolated:
 - The Isolation manager will email the teacher concerned to remind them to attend the behaviour for learning conversation and contact home.
 - The teacher will have a behaviour for learning conversation with the student.
 - The teacher will then contact home to explain/discuss the incident.
3. If the student receives, **Repeated Exclusions or a significant number isolations** in one term they will be required to attend a **Three-day** assessment programme.
 - Parents will be required to meet with a Vice Principal / Assistant Principal and will be contacted each day with a progress update.
 - A report will be created on the student, as a result of the testing that has taken place. Any teaching adjustments as a result will be shared with staff and parents prior to reintegration back into the main school.

Academy Uniform and Dress Code

The purpose of the uniform and dress code is to ensure that students are ready to learn, demonstrate respect for learning and school, and are equal in the school community.

Dress Correctly

You must wear your uniform correctly at all times.

Long-sleeved under garments cannot be worn under Academy uniform.

Uniform for Years 7-11:

Boys' Uniform

The following items are compulsory:

Grey blazer with Academy logo Black

Tank top with Academy logo Black

trouser with Academy logo Folkestone

Academy tie

Long or short sleeved white shirt with a collar (according to personal preference).

Shirt must be worn tucked in at all times. Sleeves must not be rolled up and the top button must be fastened.

Plain black formal leather shoes (laces must be plain black)

Plain black socks

Plain black bag, large enough to carry sports kit and equipment. A small logo on the bag is allowed.

The following items are optional:

Black jumper with Academy logo (optional, but no other jumper may be worn)

Boys' Sportswear

The following items are compulsory:

Sports short with Academy logo

Sports polo with Academy logo

Academy sports socks

Track pants with Academy logo

(optional, but no other track pants may be worn) Black sports hoodie with Academy logo (optional, but no other hoodie may be worn)

Girls' Uniform

The following items are compulsory:

Grey blazer with Academy logo Black tank top with Academy logo

Black Academy skirt or black Academy trousers (for safeguarding reasons skirts must not be rolled up)

Academy tie

Long or short sleeve white blouse with a collar

Blouse must be worn tucked in at all times. Sleeves must not be rolled up and the top button must be fastened.

Plain black knee high socks

Plain black formal leather shoes with a heel no higher than one inch Hair accessories must be plain black

Girls' belts must be plain and black

Plain black bag, large enough to carry sports kit and equipment. A small logo on the bag is allowed.

The following items are optional:

Black jumper with Academy logo (optional, but no other jumper may be worn)

Black trouser with Academy logo

Girl's Sportswear

The following items are compulsory:

Sports short with Academy logo

Sports polo with Academy logo

Academy sports socks

Girls sports skort with Academy logo (optional, but no other skort may be worn)

Track pants with Academy logo (optional, but no other track pants may be worn)

Girls sports leggings (optional, but no other leggings may be worn) Black sports hoodie with Academy logo (optional, but no other hoodie may be worn)

Post 16 Uniform:

In the Sixth Form students must dress formally, as if for professional or formal office work. Sixth Form students' clothes must be smart, modest and safe. Students must avoid displaying extremes of fashion.

Boys

Leather shoes Smart
trousers
Formal jacket or blazer
Collared shirt
Tie

Girls

Leather shoes (no high heels permitted for health and safety reasons)
Skirt (with tights)/Dress/Trousers (skin-tight dresses, skirts and trousers, including leggings are not permitted)
Formal jacket or blazer
Blouse or shirt

Trousers

Trousers must be smart and plain. Jeans, tracksuits, leggings, cords and casual trousers will not be allowed.

Skirts and dresses

Skirts/dresses should be of modest length, no shorter than just above the knee. Skin-tight clothing is not suitable for school.

Shoes

Shoes must be appropriately practical and sensible. Heels of medium height, if robust, are acceptable. Stilettos, trainers, open-toe or open back shoes, canvas shoes, flip-flops, slides and Ugg-type boots will not be allowed.

The following applies to all students (Years 7-13):

Expensive Personal Items

Students are advised not to bring expensive item(s) onto the Academy site or take on a school visit. Responsibility for any such item(s) remains with the owner. The Academy is not insured for loss, damage or theft of students' personal possessions.

Hairstyles

All Academy students are expected to wear their hair in a smart and tidy style, as they would be expected to within a business environment. Extreme hairstyles such as Mohican, back-combed styles and patterns shaved into hair are not permitted. Hair must be natural in colour. Boys should be clean shaven.

Piercings

If students have their ears pierced they can wear plain studs only in the earlobe.

Medical Alerts

Students who wear a medical alert bracelet or necklace are permitted to wear the alert but items must be worn under the uniform. The nature of the alert must be communicated to the Student Welfare Officer and the student's Head of Year. During PE lessons all alert items must be removed for health and safety reasons and given to PE staff for safekeeping in the valuables box.

The following items are not allowed:

Students found with any of the items in the following list on their person whilst on the Academy grounds or on a school visit, will have the item(s) confiscated by a member of staff. The items will be locked safely in the students' Year office. All valuable items will be locked in the Academy's safe. The item(s) will be returned to the student at 3.30pm on the same day or can be collected by a parent on the day of confiscation or any day thereafter.

Make-up, Jewellery and Accessories

- All forms of jewellery including piercing retainers, facial piercings, tongue and other bodily piercings
- Personal artefacts such as braidings and wrist and ankle bracelets
- All forms of permanent or temporary tattoos
- Girls in Year 7 and 8 are not permitted to wear make-up
- Any make-up worn by girls in Year 9, 10 and 11 should be discreet
- Acrylic nails and nail varnish are not acceptable

The following items are not permitted:

- Sandals or any shoes with an open toe, open back or decorative accessories.
- Trainers, unless participating in sporting activities.
- Canvas or suede shoes or plimsolls
- Boots
- No heel higher than one inch

Mobile Devices (see also section Expensive Personal Items)

Mobile phones (all phones brought into the Academy must be switched off and at the bottom of the bag. If found it will be confiscated and returned at the end of the day. Students are not permitted to take photographs of any kind in the Academy). Please refer to the Acceptable Use policy (signed upon admission).

Folkestone Academy Detention System

As a school, we are departing from issuing traditional break or lunchtime detentions. In their place will be a standard after school detention from 3:30 – 4:00 Monday – Thursday. This will be centrally supervised by a rota of staff and the Senior Team. They will be issued for persistent uniform infringements, failure to complete work and other infringements of the Academy's rules. Parents and Guardians should be aware that 24 hour notice for detention is not required for same day detentions under one hour.

Students who fail to attend their after school detention will be referred to the Isolation Room for 24 hours. **Please note that detentions are not negotiable.**

Folkestone Academy Rewards:

Positive motivation lies at the heart of effective education and our system at all times is designed to recognise and celebrate effort, achievement and success at the Academy.

The Purpose:

- To motivate and encourage students.
- To recognize achievement.
- To foster a healthy atmosphere of competition between individuals and year groups.
- To promote a culture of achievement and hard work.
- To underpin and promote the characteristics of being a successful learner.

The system:

Students collect 'Recognition-points' throughout the year. These can be awarded by teachers, TAs or other staff and are recorded on the system. Examples of what students should be rewarded for are:

- High quality work in class or at home.
- Helping others.
- Showing determination and effort.
- Successful achievement in test or competitions.
- Putting themselves out for others.
- Representing our Academy.
- Outstanding attendance.

The process:

- **Recognition points issued & recorded**
- **Reports generated weekly for tutors/Head of Year showing attendance and Praise- points**
- **Progress reported and celebrated at assemblies**
- **End of main term certificates and nominations from Head of Year for the Principal Awards**

Students will be rewarded through certificates, letters home and nominal prizes each term. The following milestones will be celebrated:

100 Recognition-points	BRONZE Level: Letter home and certificate
200 Recognition-points	SILVER Level: Letter home from Head of Year and a silver certificate
500 Recognition-points	GOLD Level: Letter home from the Co-Principal and a gold certificate
1000 Recognition-points	PLATINUM Level: Letter home from the Governing Body, and a platinum certificate

High levels of attendance at Folkestone Academy and improved attendance will be rewarded in the following ways:

- 100% attendance for the term (6 * peryear).
- Students with 100% attendance for the term will be entered into a prize-draw and the winning student will receive vouchers for treats such as the cinema.
- Students with 100% attendance for each half term will also receive a letter home from their Head of Year and a certificate.
- Students with 100% attendance to date for a full term, will receive a letter home from the Co-Principal and a certificate.
- At the end of each full term, the student with the most improved attendance will also receive a certificate of achievement from Head of Year.

Staff Responsibilities:

- To reward students regularly and consistently by using the system outlined above.
- Log recognition through SIMS when given.
- To inform your tutor group each week of the current status for rewards and attendance.
- To celebrate success and publicise achievements with Head of Year and where appropriate through the Academy Bulletin.

Head of Year Responsibilities:

- To issue certificates/letters and rewards when students reach set milestones.
- To celebrate student success through notice boards/big screen and calendared reward assemblies
- To foster a culture of competition between tutor groups/yeargroup.

Senior Leaders/Governor Responsibilities:

- To issue certificates/letters and rewards when students reach set milestones.
- To celebrate student success through assemblies and celebration events.

Student Responsibilities:

- To be aware of their current level of rewards and to know which milestone they are aiming for.

Exclusions

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

Section 1 – Guidance Framework

1a) Folkestone Academy policy is written in line with the DFE Guidance on Exclusions.

Section 2 – Links to other policies

2a) This policy for exclusions should be considered within the context of this Behaviour Policy. Other Policies to be considered: Anti-Bullying, Child Protection, SEND.

Section 3 – Principles

3a) The Academy is a learning institution which aims to improve life chances for all of its students. We view exclusion as a last resort when all other possible methods of managing student behaviour have been exhausted. The decision to exclude is never taken lightly and careful consideration is taken of the facts and the surrounding circumstances before reaching a decision to exclude.

3b) We recognise the detrimental impact of exclusion on both the education and well-being of students and their families. We also recognise the impact of social exclusion which can result from the permanent exclusion of a student and will try hard to avoid it.

3c) Permanent exclusion is an extremely serious step to take and has a significant impact on the ability of a student to access education in the future. It is only used where it is unavoidable and where every possible appropriate alternative has been considered. We are committed to using alternatives to permanent exclusion such as managed moves and alternative provision where appropriate.

3d) We take account of the Equality Act and of our duty not to discriminate against students for any reason.

3e) We also take account of our statutory duties in relation to SEND / CIC

3f) We aim to involve parents as early as possible in any process.

Section 4 – The decision to exclude

4a) The authority to exclude is held by the DCEO who delegates this responsibility to the Co-Principal in accordance with the clauses below.

4b) There are five circumstances where a student may be required to leave the School site with the authorisation of the Co-Principal:

- 1) Where a decision has been made to exclude.
- 2) Where a student has committed a serious criminal offence outside the jurisdiction of the School and it is determined by the Co-Principal that it is in the interests of the community for the student to be educated offsite. This is not an exclusion.
- 3) Where, for medical reasons, the presence of a student represents a serious risk to the health or safety of other students or staff. This is not an exclusion.
- 4) If a student is given permission by the Co-Principal to leave the premises briefly to remedy a breach of the School rules on appearance or uniform. This should be for no longer than is necessary to remedy the breach and is not an exclusion but an authorised absence.
- 5) Where there is good reason to believe that a student is carrying an item which is not allowed onto the site such as an illegal substance or an offensive weapon and they refuse to be screened. In this circumstance the student can be refused entry. This is not an exclusion but an unauthorised absence in the first instance but could lead to exclusion following a full investigation.

4c) The decision to exclude a student is not taken lightly and the Co-Principal will:

- Ensure that a thorough investigation has been carried out.
- Consider all the evidence available to support the allegations.
- Allow and encourage the student to give their version of events.
- Keep a written record of the actions taken including the signed statements of witnesses.
- Be confident that the procedures detailed later in this policy have been carried out.
- Ensure SEND expert advice has been taken into account where appropriate.
- Ensure that parents have been kept informed throughout the process and consulted

4d) The standard of proof applied when deciding on whether to exclude is 'on the balance of

probabilities' where the evidence points to it being more likely than not that something happened. The burden of proof will always remain on the Academy so it is for the Academy to collect the evidence and present it.

4e) Exclusion will not be used as a consequence for the following:

- 1) Minor incidents such as a failure to complete homework.
- 2) Poor academic performance.
- 3) Lateness or truancy.
- 4) Breaches of school rules on uniform or appearance except where these are persistent or in open defiance of such rules.
- 5) Pregnancy.
- 6) As a punishment for the behaviour of their parent / carer.
- 7)

Section 5 – Fixed Term Exclusion

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

5a) The decision to exclude a student for a fixed-term may be taken in response to breaches of the Academy's Behaviour Policy.

5b) Examples of behaviour that **may** lead to a fixed-term exclusion include the following:

- Verbal abuse of staff or students.
- Physical abuse of staff or students.
- Indecent behaviour.
- Damage to property.
- Misuse of illegal drugs or other substances.
- Theft.
- Serious actual or threatened violence against another student or a member of staff.
- Sexual abuse or assault.
- Carrying and / or supplying an illegal or stimulating substance.
- Carrying an offensive weapon* or a banned item.
- Arson.
- Persistent poor behaviour contrary to acceptable behaviour outlined in the School's Behaviour Policy.
- Bullying, including cyber-bullying.

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

This is not an exhaustive list and there may be other examples of behaviour where the Co-Principal judges that exclusion is an appropriate sanction. Where a student is suspected of carrying an offensive weapon or misusing / carrying / supplying an illegal substance or being part of a group involved in such activity but the evidence is not sufficient they will be given the benefit of the doubt on the first occasion. If there is a repeat of such concern they will run the risk of exclusion.

5c) The Co-Principal may exclude a student for one or more fixed periods which do not exceed a total of 45 school days in any one school year.

5d) For an exclusion that is permanent or would mean a student being excluded for more than 15 school days in a term, missing 10 lunchtimes or missing a public exam, the Co-Principal must consult with the DCEO without delay and notify the following by an email:

- The Trust CEO and Chair of the Local Governing Body, giving the duration of and reasons for the exclusion; and the requirements for the LGB to consider the exclusion.
- The Local Authority, giving the duration of and reasons for the exclusion; and for a

permanent exclusion, the student's home Local Authority if different.

For an exclusion that does not bring the total to more than 5 school days in a term and the parent has made representations, the Co-Principal must without delay notify by email the CEO and Chair of the LGB.

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

5f) For an exclusion of longer than 5 days, the School will arrange fulltime educational provision from the sixth day of exclusion.

5g) Before the end of any fixed-term exclusion, parents / carers will be invited to attend a reintegration meeting at the school with their son/daughter in full school uniform. The purpose of the meeting is to ensure that the student understands the reason for the exclusion and is committed to preventing the behaviour that led to the exclusion from being repeated. The School will consider all further support needed to help the student, including referral to external agencies if appropriate. The student will also spend a period of time on report to support their reintegration.

5h) During the first five days of any exclusion, the parents of an excluded student must ensure that they are not present in a public place during normal school hours without reasonable justification, whether with or without a parent / carer. Failure to comply with this is an offence for which a fixed penalty notice can be issued.

Section 6 – Permanent Exclusion (Level 3 Exclusion)

6a) Permanent exclusion is an extremely rare sanction at the School and always avoided wherever possible. The decision to permanently exclude is taken only:

- (1) In response to serious breaches of the School's behaviour policy and
- (2) If allowing the student to remain would seriously harm the education or welfare of that student or others at the School.

6b) A student may be permanently excluded where there have been repeated breaches of the behaviour for learning policy for which a range of consequences and strategies have been applied without success. It is an acknowledgement that the Academy has exhausted all available strategies for dealing with the student and is a last resort.

6c) There may be exceptional circumstances where, in the judgement of the Co-Principal it is appropriate to permanently exclude a student for a first or 'one off' offence. These might include:

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

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

6d) The School operates a 'zero tolerance' approach to the carrying of offensive weapons and the

carrying and supplying of illegal, and or stimulating substances of any kind.

6e) Any student who brings an offensive weapon or a banned item onto site, or who brings and/or supplies an illegal substance on site may be permanently excluded. A student who is found in possession of these items on site also runs the risk of permanent exclusion.

The Co-Principal will meet with the parents and student before reaching a decision to permanently exclude a student. Under normal circumstances, a student will be excluded for a fixed-term before the decision is made to permanently exclude.

Section 7 – Governors Exclusions Committee

7a) The Governors have the responsibility for reviewing decisions made in relation to exclusions. Level 2 or Level 3 exclusions will involve governors as part of the process. Level 1 exclusions will be monitored and reviewed throughout the year.

7b) The Exclusions Committee of the Governing Body will automatically review any exclusion which results in a student being excluded for more than 15 school days in any one term, and any permanent exclusion.

7c) Parents / carers have the right to make representations to the governing body about a decision to exclude, and where an exclusion would mean a student being excluded for more than 5 school days in a term they may request reinstatement of the student. The representations should be made in writing and should set out the question(s) which they wish the committee to consider.' *See DfE Guidance (2017) for full details.*

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

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

If the exclusion is upheld, the parent /carer has the right to ask for a review by an Independent Review Panel - by writing to the Clerk to the LGB c/o the school within 15 school days.

Section 8 – Behaviour Outside the school gates

8a) Our exclusion and behaviour policy covers behaviour not only within school but outside of school. We will sanction students, up to and including Permanent Exclusion, for any behaviour which contravenes our policies when a student is:

- Taking part in any school-organised or school-related activity, or travelling to or from school and wearing our school uniform, or in some other way identifiable as a Folkestone Academy student.

Or for behaviour which at any time;

- Could have repercussions for the orderly running of the school, or
- Poses a threat to another student or member of the public, or could adversely affect the reputation of the school.