

Kent  
Catholic  
Schools'  
Partnership



'Academies in Christ'  
Part of the Archdiocese of Southwark

# Behaviour, Discipline and Exclusions Policy

Date of last review:	December 2019	Date of next review:	September 2021
Author:	Policy & Projects Mgr	Owner:	Director of School Improvement
Type of policy:	Trust-wide	Approval:	Board of Directors
Stakeholders consulted	Achievement Committee Academy Leaders		

*“Just as I have loved you, you also must love one another” (John 13.34)*

## 1. Aims

This policy aims to:

- Provide guidance to ensure that all KCSP academies provide a consistent approach to **behaviour management** through an Academy specific behaviour policy and associated policies such as an anti-bullying policy;
- Summarise the **roles and responsibilities** with regards to behaviour management and exclusions
- Ensure that where **exclusions** are used that the process is applied fairly and consistently, and is understood by governors, staff, parents/carers and pupils.

## 2. Legislation and statutory guidance

This policy, and the requirements it refers to, is based on statutory guidance and advice from the Department for Education as follows.

### ***Behaviour management***

Advice from the Department for Education (DfE) on:

- [Behaviour and discipline in schools](#)
- [Searching, screening and confiscation at school](#)
- [The Equality Act 2010](#)
- [Use of reasonable force in schools](#)
- [Supporting pupils with medical conditions at school](#)
- [Special educational needs and disability \(SEND\) code of practice.](#)

Teaching and support staff union guidance on behaviour and discipline.

In addition, this statement 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 online

### ***Exclusions***

[Exclusion from maintained schools, academies and pupil referral units \(PRUs\) in England.](#)

- Section 52 of the [Education Act 2002](#), as amended by the [Education Act 2011](#)
- [The School Discipline \(Pupil Exclusions and Reviews\) \(England\) Regulations 2012](#)
- Sections 64-68 of the [School Standards and Framework Act 1998](#)

In addition:

- Part 7, chapter 2 of the [Education and Inspections Act 2006](#), which looks at 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](#)

### 3. Roles and Responsibilities

#### Headteacher or Academy Principal

##### ***Behaviour Management***

- The Headteacher/Academy Principal must develop, approve, implement and review a behaviour policy that is compliant with the DfE guidance and advice set out in Section 2 and that:
  - Provides a consistent approach to behaviour management;
  - Ensure that pupils complete assigned work.
  - Defines what the academy considers to be unacceptable behaviour, including bullying in the academy as well as online.
  - Outlines how pupils are expected to behave in general, as well as promoting their good behaviour for learning.
  - Summarises the roles and responsibilities of different people in the academy community with regards to behaviour management;
  - Outlines the academy’s system of rewards and sanctions.

##### ***Exclusions***

- Only the Headteacher/Academy Principal can exclude a pupil from the academy
- A decision to exclude a pupil permanently will be taken only:
  - In response to serious or persistent breaches of the academy’s behaviour policy; **and**
  - If allowing the pupil to remain in the academy would seriously harm the education or welfare of others.
- The Headteacher/Academy Principal **MUST** follow the statutory guidance listed in section 2 of this statement, including [Exclusion from maintained schools, academies and pupil referral units \(PRUs\) in England](#)
- The Headteacher/Academy Principal must ensure that every effort is made to avoid exclusions; a permanent exclusion should only be taken as a last resort.
- The Headteacher/ Academy Principal will consult the Executive Principal (if one is in place) and the KCC Inclusion Team on any cases of doubt and always before any permanent exclusion.
- The Headteacher/ Academy Principal will immediately notify the GB, the Executive Principal (if there is one in place) the CEO at the Trust and the Local Authority of:
  - A permanent exclusion
  - Exclusions which would result in the pupil being excluded for more than 5 school days (or more than 10 lunchtimes) in a term
  - Exclusions which would result in the pupil missing a public examination.
- For a permanent exclusion, if the pupil lives outside the Local Authority in which the academy is located, the Headteacher/Academy Principal will also immediately notify the pupil’s “home authority” of the exclusion and the reason(s) for it without delay.

- For all other exclusions, the Headteacher/Academy Principal will notify the GB on a termly basis and the Trust on an annual basis.

## **Local Governing Body (LGB) or Academy Committee (AC)**

### ***Behaviour Management***

- The LGB/AC will monitor the behaviour policy's effectiveness and hold the Headteacher/Academy Principal to account for its consistent implementation.

### ***Exclusions***

- The LGB/AC **MUST** follow the statutory guidance listed in section 2 of this statement, including [Exclusion from maintained schools, academies and pupil referral units \(PRUs\) in England](#)

## **Clerk to the LGB/AC**

### ***Exclusions***

- Where the LGB/AC is considering parental appeals for the reinstatement of a pupil (through an Exclusion Panel) the Clerk to the LGB/AC must ensure that:
  - Any governor sitting on a panel for reinstatement (an Exclusion Panel) has received training on their role within the last two years;
  - For permanent exclusions, the Exclusion Panel includes at least one governor from another school or academy in order to demonstrate appropriate independence of the Headteacher/Academy Principal.
- If parents/carers apply for an independent review, the Clerk to the LGB/AC will arrange with Kent County Council Appeals Team ([appeals@kent.gov.uk](mailto:appeals@kent.gov.uk)) for an independent panel to review the decision of the Exclusions Panel not to reinstate a permanently excluded pupil.

## **KCSP Board of Directors**

The responsibilities of KCSP's Board of Directors are to:

- Regularly review this policy to ensure it is fit for purpose and is compliant with statutory regulations;
- Monitor exclusions through reports submitted to the Board or its committees.

## **Local Authority (LA)**

- For permanent exclusions, the LA is responsible for arranging suitable full-time education to begin no later than the sixth day of the exclusion.

## **4. Links with other policies**

This statement is linked to:

- Academy behaviour policies;
- Academy SEN policies and information report.