



**Behaviour
Policy
2017**



Introduction

Original, Ambitious and Responsible

The Arco Academy Alternative Provision's Behaviour Policy is designed to uphold the values and beliefs in the mission statement:

The Arco Academy Alternative Provision for Sports, aims to provide a high-quality education for 13 to 16-year-olds through a specialist curriculum.

We believe that:

- Young people wish to learn and participate in a creative environment within a firm framework of teaching and learning;
- The best discipline comes from a commitment to shared goals;
- The Sports encourage each individual to work in a creative, co-operative and collaborative manner;

The ARCO AP is committed to these beliefs and its structures and teaching methods are planned to reflect them.

Aims of the Behaviour Policy

The policy recognises current legislation, and is designed to ensure that all staff, students and parents have a clear framework and understanding of the Arco Academy Alternative Provision's expectations. Within the guidance, there are clear expectations for students, parents, teachers, Principal and governors.

The policy includes guidance outlining the powers to discipline, the power to search, the use of reasonable force and the power of the Principal to discipline beyond the Arco Academy Alternative Provision's premises. All actions must be consistent with safeguarding procedures, and the Arco Academy Alternative Provision's policy on safeguarding.

It is not an exhaustive list of sanctions and should be applied using reasonable understanding and common sense. The policy is available to parents and students via the AP website.

The policy aims:

- To provide a safe, purposeful and professional environment enabling teachers to teach and all to learn, free from disruption, violence, bullying and any form of harassment or discrimination.
- To determine the boundaries of acceptable and unacceptable behaviour, the graduated responses regarding rewards and sanctions and how these responses will be fairly and consistently applied by all.

- To ensure a range of early intervention strategies are in place to both support expected behaviour, challenge behaviour concerns and help reduce the risk of both fixed and permanent exclusions.
- To support the ethos of the Arco Academy Alternative Provision in promoting positive relationships, fostering equal opportunity and raising attainment for all.
- To value the individual, promote equality and support the Arco Academy Alternative Provision's work in social inclusion.
- To focus throughout on rewarding exemplary behaviour rather than only responding to behaviour concerns.
- To ensure that the disciplinary procedures seek to resolve concerns.
- To ensure that there are regular reviews of its effectiveness by senior leaders, pastoral staff and governors.
- To be accessible to all members of The Arco Academy Alternative Provision community.
- To be used as a clear foundation for communication between staff, students and parents/carers.

Arco Academy Alternative Provision Expectations - Students

Students, parents and staff are expected to familiarise themselves with these guidelines; paying due care and attention to these guidelines helps to foster the unique atmosphere of our institution.

Equal Opportunities

Students are expected to adhere to all aspects of the Arco Academy Alternative Provision Equal Opportunities policy and to play an important part in its effective implementation.

Policy extract: ***"The Arco Academy Alternative Provision is committed to working towards becoming an equal opportunities institution in its intention not to discriminate against any person on the grounds of race, colour, religion, gender, sexual orientation or disability and in its active promotion of respect and response to a full range of individuals reflecting the society in which it operates."***

Conduct

Students are expected to conduct themselves in a professional, productive manner appropriate to the institution they have joined. Respect and understanding must be shown towards other students, teachers, support staff, visitors and to the environment within which everyone is working. This includes the local community and other site users.

Physical violence, threats, bullying, deliberate malice, theft, being in possession of or under the influence of illegal drugs or alcohol, in appropriate language, sexist / racist / homophobic comments and gestures will not be tolerated and will result in disciplinary action. The misuse of drugs will result in a fixed term exclusion and may lead to permanent exclusion (see the Arco Academy Alternative Provision's Anti-Drugs Discipline Structures pgs. 19-21).

Personal Organisation

Students are required to prepare themselves for their programme of study, to be punctual and properly equipped for each session. Curriculum/professional requirements and deadlines must be adhered to.

Attendance

Students are expected to attend all their timetabled sessions throughout the year. The minimum expectation for student attendance is 96% (including lates) each term. All absences must be substantiated by an appropriate email, note, phone call and/ or medical certificate; details will be noted in the students' personal files. Family holidays must not be taken during term time. Parents should note that some public examinations fall during Arco Academy Alternative Provision holidays. Requests for term time absence due to student extra-curricular commitments outside of AP can only be authorised in exceptional circumstances by the respective Pastoral Leader.

Time Keeping

Students are expected to develop the excellent timekeeping required in the competitive industries for which they are preparing themselves. Lateness may result in unauthorised absence or non-admittance to lessons. This will be noted in the students' personal files and may have a bearing on the minimum 96% attendance (including lates) requirement. Punctuality is important after lunch and break time and students are expected to manage their own timekeeping. KS4 students are only allowed offsite at lunchtime when they do not have lessons or activities in the afternoon.

Care for the Environment

The Arco Academy Alternative Provision has a wealth of equipment and is a good environment in which to work. Students are expected to take care of this environment and equipment. Misuse of the environment, equipment, computer network or Internet facilities is not acceptable and will result in disciplinary action. Students are expected to observe the requirements of all professional and designated learning areas. Please see guidelines issued by areas for subject-specific matters. Eating or drinking is permitted only in designated areas. Vandalism, litter or graffiti are not acceptable.

Smoking

The Arco Academy Alternative Provision site is a non-smoking environment. Smoking is not allowed anywhere on the Alternative Provision site and is discouraged anywhere in sight of the Alternative Provision premises. Arco Academy Alternative Provision is also committed to encouraging and supporting Post 16 students choosing to quit smoking through the Personal and Professional Development (PPD) education programme. Any student (KS4 and Post 16) or their family expressing a concern about smoking can be referred to various support agencies by pastoral staff.

Corridors and Communal Eating

No eating or drinking is allowed in the foyer of the Arco Academy Alternative Provision. Eating should take place in either of the canteens. When the canteens are full it is expected that students eat outside. When poor weather makes, this impractical, students may eat in areas of the Alternative Provision building where their presence does not hinder others. All litter must be discarded responsibly.

Students are asked to note that the Arco Academy Alternative Provision receives a multitude of visitors on a regular basis. It is important that these visitors see young potential professionals hard at work during their time here.

Students are reminded that the Learning Resource Centre (LRC) is a place for students to study quietly. Social

activities should not take place in these areas and staff will ask students to leave if behaviour is a concern. Repeated concerns in the LRC will be brought to the attention of the relevant Pastoral Leader.

Dress, Presentation and Personal Possessions

Students are expected to present themselves in a professional manner; makeup, hair and dress should be suitable to a working Sports environment. They may be sent home if dressed inappropriately. Jewellery must be removed if staff are concerned about safety or appropriateness. Students are advised not to bring valuables, expensive clothing or large quantities of cash to the Alternative Provision premises. Arco Academy Alternative Provision cannot take responsibility for the loss of or damage to personal property and staff are not encouraged to take responsibility for these items (including during practical activities such as Dance or PE). Arco Academy Alternative Provision provides lockers for all students to store their personal property.

Mobile Phones

Mobile phones should be handed in to office reception as pupils arrive at school and must be placed in the phone box, and collected at the end of the day or earlier if being used for lessons, Mobile phones may be used freely in the canteen and outside of Alternative Provision buildings. Elsewhere in the Alternative Provision building they must not be used for phone conversations although can be kept on silent and used to share photos, videos and texts. Photos/ videos must never be taken without the consent of the subject. In lessons mobile phones must NOT be used unless directed by the teacher. In some cases, teachers instruct students to use their mobile for educational purposes. The teacher has the right to confiscate a student's phone if they are used without permission. Phones may then be collected from Student Services at the end of the day.

Security

Students are expected to take reasonable steps to ensure the safety of themselves and their peers. Students should acquaint themselves with the document, 'Safety and Arco Academy Alternative Provision Students' available at Reception. Students are expected to report strangers on site, to observe the rules regarding visitors, and only use selected entrances and exits to the Alternative Provision except in emergencies.

Student Visitors

Student visitors are only allowed on site in exceptional circumstances and special permission must be sought at least 24 hours in advance. Request forms are available from the office.

Identity Cards

Each student is issued with an Arco Academy Alternative Provision Identity & Access Card at the start of the academic year. Students must wear this card using the provided lanyard and it must be clearly visible at all times whilst on the Alternative Provision premises. Students must have the card in their possession at all times as it will allow access to important areas of the Alternative Provision and provides security and a level of safeguarding for our students and staff. It is also needed to borrow books from the library and borrow equipment from departments. If a Post 16 student fails to bring their identification they must purchase a new one from reception before attending any lessons. A charge of £5 will be levied to cover the cost of production. Post 16 students who do have funds to purchase a new card will be required to return home and either collect their card or the required £5 to purchase a new card. Parents of KS4 students will be invoiced for KS4 students requiring a new card, but without funds.

Relationships with the community

Students are reminded that the Alternative Provision location is in a residential area and the Alternative Provision's relationship with its neighbours is important. Students must therefore remember to be courteous and quiet and fulfil the high expectations of the Alternative Provision when in the surrounding area and when on Alternative Provision visits or trips. Failing to fulfil expectations in these circumstances will be considered in the same light as if on Alternative Provision premises.

Performances and Copyright Law

Parents/Carers and students are requested to respect the Alternative Provision's obligations under copyright law by not filming or recording performances unless they have first obtained written consent from the copyright holder.

Parent/Carer Role

The AP asks for parent/carers co-operation in achieving the above and will expect to meet with them if the student's conduct, achievement, attendance or punctuality is considered unacceptable.

KS4 Parents/carers are expected to make use of the Arco Academy Alternative Provision student planner to communicate with, and to check and sign it on a regular weekly basis.

Arco Academy Alternative Provision Expectations – Staff, teachers, parents, governors and other adults

All Alternative Provision staff are expected to uphold the Behaviour policy. Teaching staff will be expected to model good practice in support of the Behaviour policy demonstrating:

High expectations: Help students understand the boundaries for attendance, behaviour and quality of work.

Early intervention: Prompt intervention will help to prevent further escalation of attendance, behaviour or underachievement. Ensuring the students understand this will not be tolerated and action will follow where required.

Identifying Issues: Prompt investigation into why a student's behaviour is a cause for concern. Are there issues accessing the curriculum? Is there literacy or numeracy weaknesses requiring additional support? Each member of the Arco Academy Alternative Provision is responsible for seeking the appropriate additional support for students.

Rewarding Achievements: Positive recognition of students, classes and groups achievements in attendance, behaviour, progress and attainment through formal recognition, letters of praise, certificates and/or prizes.

Providing Additional Support & Time: Provide assistance with 'Learning to Learn' techniques. Ensuring each student understands how to access the intended knowledge or skill expected. Provide activities or time for students to receive extra support or opportunities to extend their engagement through intervention, extension clubs or a lesson follow-up to ensure all students are working towards and beyond expected progress.

Using Sanctions: The Arco Academy Alternative Provision staff must follow the agreed sanctions process, applying sanctions consistently to address behaviour concerns, attendance, lack of work, or other relevant concerns.

Parents will be expected to:

- Support expected behaviour through the re-enforcement of the behaviour expectations set by the

Alternative Provision.

- Participate in all Parents' Evenings to review student attendance, behaviour, progress and attainment.
- Participate in Parent Teacher Meetings to discuss any attendance, behaviour, progress or attainment concerns.
- Read, sign and return any letter forwarded to parents informing of any attendance, behaviour, progress or attainment concerns.
- Support the Alternative Provision decisions in support of their child's education and welfare.

It is also hoped that parents will engage with and enjoy the Arco Academy Alternative Provision community by attending the diverse range of events and engaging with the Parent Forum where possible.

Communication with Parents/Carers:

Parents/carers form a crucial partnership with us in the education of their children and have a right to information about their progress and behaviour. All parents/carers sign a partnership agreement when their child joins the Alternative Provision. Forms of communication with parents/carers should be clear, concise and free of jargon. The Alternative Provision aims to provide an interpreter, when necessary, for ESOL parents/carers who require it.

Other adults:

Any adult employed directly or indirectly will be expected to uphold the Arco Academy Alternative Provision Behaviour Policy.

Taking account of individual needs:

The following groups of vulnerable students may at some point require the adults in AP to take account of their individual needs and circumstances when applying the Arco Academy Alternative Provision's Behaviour Policy:

- Minority ethnic and faith groups, travellers, asylum-seekers and refugees
- Students who need support to learn English as an additional language (EAL)
- Students with special educational needs
- Children looked after by the local authority
- Sick children
- Young carers
- Children from families under stress
- Any other students at risk of disaffection and exclusion

Guidance on responses to behaviour concerns

The Arco Academy Alternative Provision teaching staff are expected to deal with the following in the first instance:

- Attendance and punctuality
- Manners and use of language (including body language)
- Respect to one and other
- Lack of equipment

- Lack of classwork or quality of classwork
- Lack of homework or quality of homework
- Maintaining expected behaviour in classes and around the AP

The Arco Academy Alternative Provision staff must address the behaviour concerns listed above. Initially staff members should aim to deal with the situation as it arises. Referral should only be taken when the staff member has dealt with the situation and one of the following has occurred :

- After investigation, it is deemed the need to be escalated to their appropriate line manager.
- The student has not responded accordingly to the teacher's instructions.
- The teacher has ongoing concerns.

There are times when a staff member may need to refer a situation at hand directly to their line manager/pastoral leader/a designated safeguarding officer.

All staff should refer the following behaviour concerns:

- Use of obscene / offensive language
- Bullying of any form (including cyber/online bullying)- based on e.g. race, religion, sexuality, gender, disability,
- Intimidating, threatening or violent behaviour (emotional, psychological or physical)
- Fighting
- Theft – also to be logged at Main Reception by the student
- Vandalism
- Truancy
- Deliberate disobedience/defiance
- Smoking, drug or alcohol related concerns (including so called 'legal-highs')
- Possession of an illegal item related concerns

Safeguarding concerns - to be referred to the designated safeguarding officer, logged through CPOMS (on the AP website)

Writing accounts and conducting investigations into incidents

Teachers find themselves dealing with incidents in a range of places. It is sometimes necessary to write an account of such incidents. It is not always practicable to use a single pre - printed account form as these may not always be to hand at the time of writing. It may be necessary to email an account form at a later point.

When writing an account, staff should include the following:

- the full name and tutor group of all those involved – unless a referral system must be used. If this is not possible at the time, the designated safeguarding officer must be informed (the communication should be as discrete as possible, e.g., only to those required to know in the first instance and the initials of the students involved used).
- the date, the lesson, location and time of the incident and a signature/staff name.
- a brief account of what had happened (including how it began).
- an account of what action has already been taken.

Staff should be factual in their accounts, avoid extraneous comments or value judgements, as the facts usually speak for themselves. Copies should go to the Tutor/Head of Year/Director/Pastoral Leader and if appropriate, to the appropriate member of the SLT.

Staff should use professional judgement on whether an incident should be recorded. Where matters have been resolved, this may not be necessary. However, all of the following must be recorded:

- Use of obscene / offensive language
- Bullying of any form - based on e.g., race, religion, sexuality, gender, disability, (including cyber/online bullying)
- Intimidating, threatening or violent behaviour (emotional, psychological or physical)
- Fighting
- Theft – also to be logged at Main Reception by the student
- Vandalism
- Truancy
- Deliberate disobedience/defiance
- Smoking, drug or alcohol related concerns
- Possession of an illegal/banned item related concerns (including so called 'legal highs')
- Safeguarding concerns – to be referred to the designated safeguarding officer, logged

through CPOMS (on the AP website)

A range of staff may be involved in investigating an incident, and the following guidelines, which are general and not exhaustive, are intended to ensure the investigation is conducted fairly:

- Identify the main witness(es) and the main students(s) involved/affected
- Ask students to write accounts of their version of events and sign and date them
- Where AEN or EAL students are involved, ensure they have any necessary support in writing their accounts
- Review and cross-check the accounts and investigate discrepancies or points that are not clear
- Consult with colleagues as necessary
- Decide on Appropriate course of action
- Contact Parents/carers and give relevant/Appropriate details of the incident and action taken/to be taken (it may be necessary for a meeting to take place)
- The incident/concern is logged on Progresso

Parents/carers will be notified as and when appropriate and may be asked to attend a meeting at Alternative Provision premises.

At all stages behaviour events should be recorded on Progresso. Hardcopies of account forms, parent meeting forms, support plans, reports, letters home, etc. must be copied to Student Services for the student's file.

If an incident occurs outside of lessons (e.g. during lunch or a break):

KS4 Home/Alternative Provision Agreements

STUDENT FORENAME: **STUDENT SURNAME:** **YEAR :**

THE ARCO SCHOOL AGREEMENT

The Arco Academy Alternative Provision

We agree:

- To work towards the realisation of our mission statement;
- To encourage the well-being and success of every student;
- To facilitate and support the personal development of every student as Appropriate;
- To provide a secure, positive, stimulating learning environment;
- To provide a comprehensive and specialised curriculum;
- To pursue excellent teaching and provide high quality resources;
- To raise student attainment through our programme of assessment and monitoring;
- To keep parents systematically informed of student progress;
- To promote highest standards of personal and professional conduct and to deal with counterproductive behaviour appropriately;

- To provide opportunities for students to be heard through student council, assemblies, creative output and policy making.

Signed Principal:

Date:

Parents and Carers

I/we agree:

- To support the Arco Academy Alternative Provision in its realisation of its mission statement;
- To support the Alternative Provisions' Attendance and Punctuality policy;
- To support your son/daughter's commitment to their whole study programme for the full course duration
- To ensure that holidays are not taken during term time.
- To support the completion of homework and coursework and sign the PLANNER every week.
- To give permission for the Alternative Provision to store data on my/our child/ward.
- To give permission for the Alternative Provision to use photographs and film footage of my/our child/ward in an Alternative Provision context for possible public circulation.
- To conform to the protocols for security and access required for the ICT network.
- To ensure all work submitted by my/our child's/ward's and particularly coursework submitted for examination units, is my/our child's/ward's own work and includes no form of plagiarism.
- To inform the Alternative Provision of welfare issues which could have an impact on learning or personal health;
- To provide resources and a suitable place for independent study;
- To stay informed and involved by attending performances, events and parents' evenings;
- To respect the Alternative Provision's obligations under copyright law by not filming or recording and performances

• Signed Parent/Carer:.....Date:

KS4 Home/Alternative Provisions Agreements (cont'd)

The Student

I agree:

- To work towards the realisation of the Arco Academy Alternative Provision mission statement;
- To commit to your whole Study Programme completing homework/coursework conscientiously and return it within the deadlines set;
- To work hard to reach my true potential both academically and creatively;
- To maintain an attendance and punctuality level in excess of 96% (including lates) for your chosen Study Programme
- To conduct myself in a respectful and professional manner in and around the AP (see document *Arco Academy Alternative Provisions Expectations*);
- Not book non-urgent medical or dental appointments during the Alternative Provision day;
- Not bring anything to the Alternative Provision which is dangerous, illegal or against the Arco Academy Alternative Provision rules including any implement which could be used as a weapon, alcohol or drugs;
- Wear ID badge and lanyard at all times so that it is clearly visible;
- To respect the Alternative Provisions' obligations under copyright law by not filming or recording performances.
- To adhere to all aspects of the Alternative Provision's Equal Opportunities Policy;
- To take care of the Alternative Provision environment and equipment;
- To ensure my appearance and dress is appropriate for each lesson;
- To arrive at lessons on time and be properly equipped for work.
- To conform to the protocols for security, access required for the ICT network and use of the Internet
- Ensure all work submitted is my own work and includes no form of plagiarism.
- Keep my planner up to date by entering all homework and any additional information as required

Signed Student:

Date:

A C A D E M Y

Exclusion Procedures

Exclusion from the Alternative Provision will usually only be used after other sanctions and support have been applied, unless the offence is a serious one-off event. The Governors of the Arco Academy Alternative Provision take the view that disruption to the good order and discipline of the Alternative Provision, whatever form it takes, can damage the life chances of other students, and must therefore be taken seriously.

Students could be excluded from Alternative Provision, for example, for repeated behaviour concerns, deliberate refusal to comply with the Alternative Provision's procedures or reasonable instructions from a member of staff, repeated or serious defiance, persistent lesson disruption, all forms of bullying including for example persistent racist, sexist or homophobic remarks and behaviour or remarks and behaviour that are targeted at differently-abled students, including those with a learning difference, swearing at staff, mischievous or malicious allegations against staff, theft, and violence to others. The number of days' exclusion will vary according to the offence and the disciplinary history of the student, and will be decided after an assessment of the evidence and discussion with the Principal and relevant staff, usually the SLT line manager and the Pastoral Leader.

Where there has been a deliberate serious sexual or physical assault or harassment of staff or the threat of physical violence, the matter will always be referred to the Governors for consideration of a serious sanction. This may include arranging a managed move, a final Governors' warning or, depending on the circumstances, a permanent exclusion.

Permanent exclusion is likely to be used as a sanction in cases where all other intervention strategies have been unsuccessful, and where there is a history of persistent serious behaviour concerns over time. Permanent exclusion will be used in extreme cases, which may be one-off, but so serious that there is a threat to the health and safety of the student or others in the Alternative Provision community. **Permanent exclusion may be used where students are found selling illegal drugs or to have brought a weapon into Alternative Provision premises, regardless of the circumstances.**

A decision on permanent exclusion would not normally be taken in the Principal's absence, except in exceptional circumstances. An interim position, in the case of a serious incident, would be for the Deputy Principal to exclude in the first instance, subject to review or further investigation by the Principal.

Before making the decision to exclude, the Alternative Provision will ensure that a **thorough investigation** has been carried out, including allowing the student to give an account, seeking any **witness accounts** and considering any evidence of the particular circumstances. Any record of previous behaviour concerns will be taken into consideration and referred to in the correspondence with parents/carers.

No student will be sent off site before the end of the day unless contact has been established with parents/carers. In the event of contact not being made, the student must remain on site, withdrawn from class until the end of the normal Alternative Provision day. At the point of exclusion, a letter will be sent home both by hand and by first-class post, stating the reason for the exclusion. Wherever possible, telephone contact will be made with the parent/carer of the student informing them of the exclusion. All exclusions will be recorded on Progresso and in the Alternative Provision Exclusion Record by the **Principal's PA** and held on the student's file. The Chair of Governors will be kept informed of fixed term exclusions and will be informed promptly of any permanent exclusions.

General Guidance

Only the Principal may exclude a student from the Alternative Provision. In the absence of the Principal, this role may be undertaken by the Deputy Principal. The Alternative Provision regards exclusion as a serious sanction, to be used when other sanctions have failed or when the breach of discipline is serious enough to put the learning opportunities and/or health and safety of other students at risk. The guidance in full can be accessed from:

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/269681/Exclusion_from_maintained_schools_academies_and_pupil_referral_units.pdf

Since September 2007, APs have the responsibility to educate students who are excluded for a continuous term of six days or more.

Fixed term exclusion from Alternative Provision will usually follow a series of incidents which have resulted in interventions from pastoral staff, but where there has been no improvement. This will generally be the case but not invariably, as some offences may warrant immediate fixed term exclusion from the Alternative Provision. Standard letters for fixed-term and permanent exclusions, as set out in the DfE guidance on exclusions, are kept centrally and must be used according to the length of the exclusion.

A Governors' Discipline Committee must meet to review an exclusion of 16+ days. For exclusions between 6 and 15 days, parents/carers have the right to request a meeting of the Governors' Discipline Committee if they wish. The Local Authority may send a representative and the parents/carers have the right to attend with a friend or representative.

When making decisions about the length of an exclusion, the following should be taken into account:

- the seriousness of the concern
- whether this is a one-off event and, if so, the degree of seriousness
- whether it is part of a long-term pattern of behaviour concern
- evidence presented by staff
- written accounts by the student and student witnesses where appropriate
- disciplinary history of any student involved
- the degree of culpability of any student involved
- any other evidence which could be deemed relevant

When a student is excluded from Alternative Provision, they would usually see a member of SLT and receive a letter to take home. A letter will also be sent by first class post. These letters follow the format in the DfE and LA guidance. In addition, every attempt will be made to contact the parent to inform them by phone and explain the situation; this is likely to be done by a member of SLT. A decision about who is the most appropriate person will be decided at the time of the exclusion.

Exclusions from Alternative Provision

Consideration for fixed term and permanent exclusion from Alternative Provision is in the judgement of the Principal.

All recommendations will have regard to the legal framework and will take into consideration the following:

Typical Fixed Term Exclusion – i.e. up to 15 days

- Bullying/intimidation
- Persistent disruption
- Assault on staff/other pupils
- Abuse
- Fighting
- Petty theft
- Attack on a victim after he has reported earlier bullying
- Illegal activity (e.g. taking illegal drugs/banned substances)

Potential Permanent Exclusion

- Violent assault with intent (pre-meditated on a pupil by an individual or group of individuals)
- Persistent failure to respond to advice and/or expectations set by the Alternative Provision
- Persistent bullying
- Persistent theft
- Dangerous/violent behaviour to pupils or staff
- Grievous bodily harm
- Serious assault on staff
- Behaviour that endangers self or others
- Sexual assault on other students or staff
- Major violent incident
- Illegal activity (e.g. supplying or selling drugs / taking illegal drugs / serious theft)
- Bringing/possession of a weapon in AP

Bringing to/possession of a weapon in AP

Any pupil who is found to have brought a weapon into the Alternative Provision or is found in possession of a weapon, regardless of the circumstances, will be recommended for permanent exclusion from the Arco Academy Alternative Provision.

The relevant LEA will be informed of any managed moves or permanent exclusions.

Students recognized at risk of Permanent Exclusion

Students at risk of permanent exclusion must attend a meeting with the Principal/Deputy Principal and the

parents/carers. The meeting should ensure that, as appropriate to the concern, support has been put in place and expectations have been made clear to the student and their family. Expectations of all parties will be agreed and if appropriate the student will begin a Stage 3 Support Plan. Failure to successfully meet the expectations in the Support Plan or the seriousness of the incident, may result in a managed move, permanent exclusion or being required to find another Alternative Provision/college.

Fixed Period Exclusions of Five Days or Less

The parent(s) may wish to make written representation to the Chair of Governors about an exclusion. A parent(s) wishing to make representation should do so in writing within 5 AP days of the date of notification via recorded delivery. The Chair of Governors will respond as Appropriate within 20 days. The Governor representation has discretion as to whether to call a meeting or not. The actions will be recorded and placed on the student file.

If a meeting is held, it will be after the period of exclusion has been served. The parent/carer may, if they wish, have someone of their choice to accompany and assist them at the meeting. The meeting is not an appeal and will not cause an interim postponement of the exclusion.

The purpose of the meeting is to enable the parent/carer to be satisfied that his/her views have been heard and consideration given as to whether more information should be added to the student's record. The decision of the Governor will be final in respect of matters regarding temporary exclusions for fixed periods in any one term of 5 days or less.

In the event of a meeting being called, Governors cannot overturn the exclusion, but can add a note to the student file. The letter informing parent(s) of the exclusion will explain the procedure to make representations.

Fixed Period Exclusions of more than 5 and less than 15 days in any one term

For an exclusion (or series of exclusions) of more than 5 days but not more than 15 days in any one term, the Governors meeting should take place between the 6th and 15th AP day after the date of notification, if the parent(s) request it. The parent(s) must request an appeal within 5 Alternative Provision days of notification by recorded delivery.

Parent(s) and the AP will be invited to present evidence. The Chair of Governors will make a decision, which will be provided via the Clerk of Governors in writing to the parent(s) and posted within 5 AP days after the meeting.

Fixed Period Exclusions of more than 15 days in any one term

For a fixed period exclusion (or series of temporary exclusions) adding up to more than 15 days in any one term, the panel must meet between 6 and 15 days from the date of exclusion – **whether the parent(s) request it or not.**

Parents/carers and the Alternative Provision will be invited to present evidence. The Chair of Governors will make a decision which will be provided via the Clerk of Governors in writing to the parent/carers and posted within 5 Alternative Provision days after the meeting. Where a student is excluded on a number of occasions, his/her situation will be reviewed leading to either the agreement of a pastoral support plan (PSP) or permanent exclusion either on the grounds of their being a serious one-off incident or on the grounds of persistent and defiant misbehaviour. The decision will be conveyed in writing and include details of the procedure for a parent/carer to follow in exercising his/her right of appeal against permanent exclusion.

Off-site Provision

When a student is excluded for 6 or more days, that with a home based exclusion of 5 days, then the Governing Body (or Local Authority in relation to a student excluded from a Pupil Referral Unit) must arrange suitable full time education for any student of compulsory Alternative Provision age. This provision must begin no later than the sixth day of the exclusion.

Student Support Programme following fixed period exclusion

All temporarily excluded students will be put on a Reintegration Agreement in their re-admittance to the Alternative Provision. This programme is intended to ensure the positive re-integration of students into the life of the Alternative Provision and improve behaviour.

Appeals

Parents/carers have the right to an independent appeal against a permanent exclusion. Details of this process will be communicated to parents/carers from the Governor's Disciplinary Panel.

Missing a public examination

If any exclusion would result in a student missing a public examination, the Principal will review this decision. In the event of the Principal deciding it is not appropriate for a student to take an examination this will be referred to the Student Disciplinary Committee. The panel should attempt to meet before the examination. If, exceptionally, it is not practical for the Panel to meet before the examination is due to be taken, the Chair of the Student Disciplinary Committee or the Chair of Governors has the discretion to allow the student on site to take to the examination.

National documents

[https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/269681/Exclusion from maintained schools academies and pupil referral units.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/269681/Exclusion_from_maintained_schools_academies_and_pupil_referral_units.pdf)

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