



Lakelands
Academy

SANCTIONS POLICY

**NEXT REVIEW:
Autumn 2021**

Policy Approved: 20/12/2020
Review Period: 1Yr
Policy Approval:
Policy Responsibility: AH

DISCIPLINARY PROCEDURE

Classroom Teacher

- The classroom teacher is the first step of the sanction process and should impose relevant sanctions, including detentions if a student's behaviour is not deemed appropriate. The teacher should inform parents/carers about the situation at an early stage and also make the students form tutor aware. Other strategies that might be employed could be:
 - Class report
 - Seating plan changesbut this is not meant to be an exhaustive list.
- If the issue persists after these measures have been implemented and a reasonable amount of time given to assess their impact, students should then be referred to the Faculty Leader. Of course, help/advice and support from the FL and HOY could be sought at any time.

Faculty Leader

The role that the Faculty Leader (FL) has in the sanctioning process is important. A Faculty detention is one of the sanctions available to Faculty Leaders when other measures have been tried. The Faculty Leader should also inform parents of the situation and that it has escalated to them as the leader of the subject team. The FL should also inform the tutor. If not resolved, liaise with the Pastoral Team/HOY re escalation.

Emergency referrals

On occasions it may be necessary to remove a student from the classroom immediately. In this case an email message should be sent to SLT, internal admin and Achievement team asking for an HOY/AHOY (or SLT if no HOY/AHOY available) member to remove the student and arrange the necessary supervision or return the student to the class or a FL's class, if a satisfactory outcome is achieved. Whoever removes the student from the lesson should email the HOY/Subject teacher and FL to aid communication and make the relevant staff aware. A suitable sanction should be agreed by the subject teacher/FL or HOY. For more serious incidents resulting in removal from the class, the HOY may have to discuss suitable sanction with SLT.

Out-of-class problems

Incidents should be referred to the relevant form tutor in the first instance (depending on the nature of the incident) or HOY, for more serious incidents (e.g. violence, smoking). There are always SLT members on duty every break and lunch who can be contacted via walkie talkie.

Pastoral problems

Should staff become aware of a pastoral problem or have a cause for concern he/she should inform the Form Tutor as soon as possible and inform the tutor of

the concern verbally but always via e-mail so that the tutor has a written record of the concern. If considered more serious then the member of staff can inform the HOY/AHOY.

IF ANY MEMEBR OF STAFF FEELS THAT THERE IS A SAFEGUARDING CONCERN WITH A PUPIL THEY SHOULD MAKE DIRECT CONTACT WITH ONE OF THE SAFEGUARDING OFFICERS IN SCHOOL IMMEDIATELY.

Use of SIMS

Every incident should be logged on SIMS by the member of staff who was directly involved, including any action taken and interventions put in place.

When an incident escalates to FL/HOY/AHOY/SLT level then they would be responsible for logging any further action taken.

Role of the form tutor

The Form Tutor is central to the welfare, care guidance and support of students in their tutor group. The tutor's knowledge of students in their group (inc home background) over the five years in school is likely to mean they are very influential on their behaviour and should be involved as fully as possible – monitoring behaviour and progress and communication with home. If their intervention (tutor) is not having the desired impact, he/she should refer any problems to the relevant HOY.

Behaviour and discipline

Aim - the aim of a policy on behaviour and discipline is to secure the orderly atmosphere necessary in school for effective teaching and learning to take place.

Objectives - to be achieved by:

- ensuring that everyone connected with the academy knows what the academy stands for and how it goes about realising this
- having in place procedures dealing with particular areas of behaviour and discipline
- providing a staffing and supervisory structure to implement these requirements

Methods

Statements defining what the academy stands for and how it goes about realising this are:

- the Academy Aims
- the Academy vision
- the Academy Development Plan

Procedures to deal with particular areas of behaviour and discipline are:

- a code of conduct
- COVID-19 BEHAVIOUR ADDENDUM AND PUPIL PROTOCOLS
- rewards and sanctions policies

- rules concerning attendance and punctuality
- a strategy to combat bullying/foster relationships

The staffing and supervisory structure to implement these requirements is:

- The Senior Leadership Team (SLT) being responsible for promoting, monitoring and evaluating behaviour and discipline matters across the school
- Faculty Leaders and their staff being responsible for these matters within curriculum areas
- HOYs and their staff (tutors) being responsible for these matters
- Teaching and supervisory staff being responsible for these matters outside the classroom at the start and end of each day, during break and lunch time

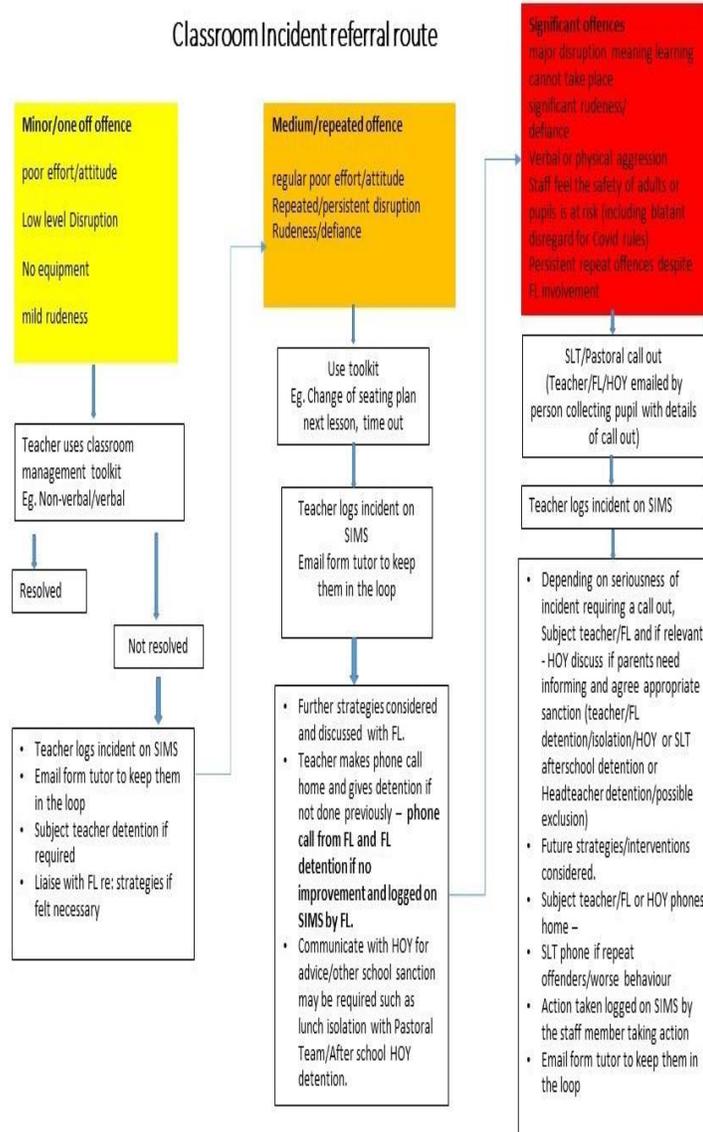
Purpose

To set a framework in which sanctions may be applied in a graduated way to students who have breached the code of good conduct with varying degrees of severity.

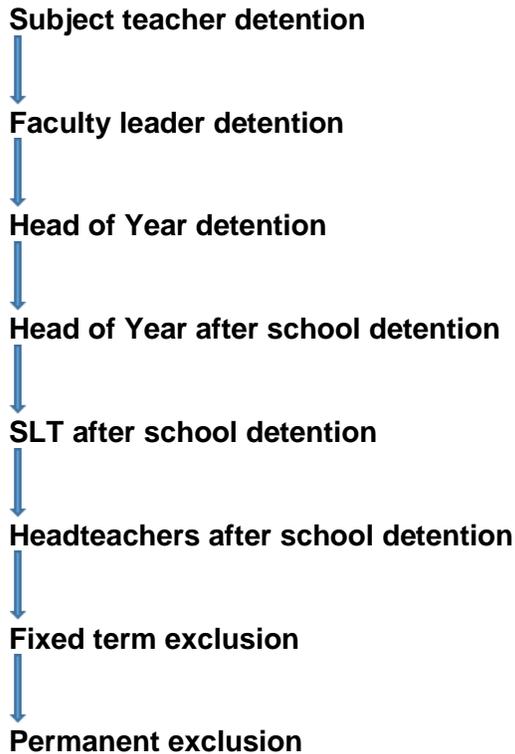
All students have a responsibility to behave well and to be honest and trustworthy. All teachers have a responsibility to try to ensure that good order is maintained. If there is a breach of the code of conduct then a clearly defined hierarchy of sanctions will be applied depending on the severity of the incident. This hierarchy is shown on the next page.

Parental support for these sanctions, including detentions, is implicit in parents' acceptance of all academy's policies that are agreed by staff and the Board of Governors of Lakelands Academy.

Classroom Incident referral route



Sanctions flow chart



Formal permanent exclusion

Constant feedback and communication needed between Form Tutor/ HOY/Parent/SLT
Individual circumstances may dictate a change in the above sequence

Exclusion

These are conducted in accordance with DfE guidance

The formal exclusion of a student whether it is temporary or permanent, is the strongest sanction available, and one that will never be used without considerable and serious consideration by all concerned. It is a provision to maintain a high standard of behaviour, a harmonious working relationship, a safe and responsible environment and one in which students can develop as valued members of society.

The serious nature of exclusion will mean that it should act as a deterrent to those students who may not share these values. Wherever possible if there is a risk of students becoming excluded, home will be contacted in advance in order to

consider the position and strategies that may be used to remedy the situation before the academy has to resort to exclusion.

Reasons for exclusion:*

- Persistent/serious breaches of the school's behaviour policy
- Serious breaches of the academy's Sanctions policy e.g. gross insolence, rudeness to staff, open refusal to comply with instructions (including serious breach of Covid addendum policy)
- Change to Physical or verbal threatening behaviour towards students or staff.
- wanton damage to academy or other property
- bullying (including Cyber bullying) or intimidation of staff or students
- sexual or racial harassment
- Repeated smoking on the Academy site/or on the way to and from the academy.
- Bringing/found with substances or alcohol on the academy site.
- theft from the academy site, staff or pupils.
- repeated non-compliance with uniform policy

The above are examples of where exclusion may be used, but all cases will be carefully considered in the light of the circumstances.

* - It may be that some of these could result in permanent exclusion, depending on the individual context

Each incident of exclusion will be recorded in a standard format. This will give:

- the name of the student
- the gender of the student
- the ethnic group into which the student falls
- the type of exclusion
- in the case of fixed term exclusions, the number of days for which the student will be excluded
- the reasons for the exclusion.
- The date of the exclusion

Written statements will be gathered from staff and other students if necessary to inform the decision along with any CCTV footage if accessible and necessary. The HOY/Assistant Head will ensure that **the student who is at risk of being excluded will always have the opportunity to give their version of events** (all written evidence to be kept in the students file and/or scanned onto SIMS). When the Headteacher has decided that there are adequate grounds for excluding a student, the parents will be informed as soon as possible. A letter will be sent to parents on the day of the exclusion wherever physically possible. This letter will set out:

- the reasons for the exclusion

- the length of the exclusion
- the date of the exclusion
- a date for the re-admission meeting.
- their right to appeal and make representations to the Board of Governors.

The academy will organise work for completion by a student who has been excluded from the academy.

NB: If a student is excluded for a total of five (or If a student's total number of excluded days exceeds 5 days over any period) days or more in any one term or is at risk of permanent exclusion, the Governors Student Disciplinary committee will be convened to assess the behavioural issues and action taken by the academy. The student and his/her parents/carers will be invited to attend but the meeting would still proceed in their absence.

If the exclusion is for 6 working days or more the Headteacher will;

- Plan full-time, offsite, educational provision from day 6 of the exclusion.
- Ensure that work is set and sent home for completion for the first 5 days of the exclusion.
- Notify parents of their responsibility to ensure that their child is not found in a public place during school hours.
- Inform the LA of the details of the exclusion and the provision made for the individual.

The Head Teacher alone will normally decide if a student is to be excluded for a fixed period. The only exception will be when the Head Teacher is absent from the academy, when his/her power to exclude for a fixed period will be delegated to the Deputy Headteacher. The Headteacher/Deputy will not make that decision until in possession of all the facts and has given the student an opportunity to express a view. The only exception to this is when there is an immediate safety risk. When a student is excluded the Headteacher will inform the parents, the Chair of the Board of Governors. Thereafter directions laid down by the Board of Governors must be followed.

The Board of Governors has the power to reinstate a student who is excluded. A student will be allowed on site to sit public examinations if they fall within the exclusion period. Parents must be informed of their right to appeal against exclusion to the Board of Governors. If the student is permanently excluded parents have a formal right of appeal to an independent Appeal Committee.

PERMANENT EXCLUSION

The Head Teacher alone may decide if a student is to be permanently excluded. If the Head Teacher is temporarily absent from the academy and an incident

occurs in which the Deputy Headteacher feels that permanent exclusion may be the appropriate response, the Deputy may exclude the student concerned for a fixed-term period to allow the Head Teacher to consider the case on his/her return.

Permanent exclusion is seen as a very serious matter and will only be used as a last resort. It is likely to be applied only after all other sanctions, including fixed-term exclusions, have failed to produce the desired response in the student. It may, however, be an appropriate response to a single incident of extreme misconduct, this might, but not exclusively*, include:

- Substance related incidents where 'dealing' / 'supplying of drugs, alcohol or legal highs
- Sexual abuse or assault
- Putting pupils or staff at increased risk of contracting Covid 19 through serious breach of Covid behaviour addendum policy and protocols
- Threatening violence with an offensive weapon/ carrying
- Serious actual or threatened violence against another student or member of staff

* not intended to be an exhaustive list

The Head Teacher will inform the parents of a permanent exclusion immediately by letter and, if possible, by telephone. The letter will give parents at least seven days notice of a hearing before the Governors' Student Disciplinary Committee to consider the exclusion. The letter will state:

- that the student has been permanently excluded
- the reasons for the permanent exclusion
- details of previous disciplinary measures leading up to the permanent exclusion.
- the parents right to examine the student's record
- the purpose of the hearing
- that the parents and student should attend and that they may be accompanied by a friend
- that if they do not attend the Hearing it may proceed in their absence
- that if the Governors confirm the exclusion, the parents (or student if over 18) have a right of appeal to an Independent Appeals Committee.

A copy of this letter will be sent to:

- The Chair of Governors
- The Chair of the Governors' Student Disciplinary Committee
- LA

The Head Teacher will make arrangements for a hearing before the Governors' Student Disciplinary Committee to take place within fifteen working days of the date of the exclusion. Normally, three members of the Student Disciplinary

Committee will hear the case. No Governor who has any prior knowledge of the case will participate in the hearing.

The procedure followed at the hearing will be as informal as possible. It will normally follow the format set out below:

- a. The committee will meet jointly with the Head Teacher and the parent and/or the student and any accompanying friends of the parents. A representative from the Local Authority may also be present.
- b. The Governors will invite the Head Teacher to give his/her reasons for recommending permanent exclusion.
- c. The parents will be invited to ask questions of the Head Teacher. The Governors should also be seen to be asking questions of the head teacher.
- d. The parents will be given the opportunity to explain why they think permanent exclusion is inappropriate.
- e. The Head Teacher will have an opportunity to ask questions of the parents. Governors should also be seen to be asking questions of the parents.
- f. The Head Teacher and the parents will be given an opportunity to sum up and to ask further questions of the Governors. The Governors may wish to ask further questions of either the Head Teacher or the parents.
- g. The Head Teacher and the parents and student will then withdraw from the meeting and allow the Governors to consider the case on their own.

NB – An LA representative will be invited to attend

The Governors will decide to either:

- a. Confirm the permanent exclusion
- b. To order the immediate reinstatement of the student.

The decision of the Governors' Student Disciplinary Committee will be communicated to the parents by letter within 2 working days. If the Governors have decided to confirm the permanent exclusion, the letter will inform parents of their right of appeal to an Independent Appeals Committee.