



Behaviour, Exclusions and Attendance Policy

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Section 1: Behaviour

1. ETHOS

At Mayfield School, all students have a right to learn and all teachers have a right to teach. The most effective support systems are those which focus on quality first learning and building relationships. Students should behave in a polite and respectful manner towards all staff, fellow students and the wider community. They should uphold the value of tolerance, non-discrimination and respect towards others.

Punctuality - Students should be punctual to all lessons and should arrive ready to learn. Students who arrive after the register has been closed may have their entry to the classroom refused. Allowing the student to enter late is entirely at the discretion of the teacher. If students are refused entry they must make their way straight to the isolation room (205). Students who deliberately arrive late to lesson will be recorded as truanting and issued with a lateness detention.

Refusal - Instructions given by staff are reasonable and given for the benefit of everyone within the school community. Students who refuse to follow the instructions of a member of staff may place themselves in danger and will therefore be isolated from others to ensure that they are not a risk to others.

Bringing the school into disrepute – Students are expected to behave in an appropriate way on their way to and from school, whilst representing the school at different activities and whilst on school trips. This includes outside of school hours. Students who fail to behave in an appropriate way will be issued with a sanction by a member of the behaviour or pastoral team.

Vandalism, graffiti and damage to school property – Any student found to be damaging school property may be asked to pay for the damage. They may also be asked to participate in school based community service such as picking up litter, weeding school grounds, tidying classrooms, clearing up canteens after break times or removing graffiti.

Malicious allegations against staff – A student found to make a wrongful allegation against a member of staff may be excluded from the school. The circumstances will be investigated fully and the Headteacher will decide if the exclusion is to be for a fixed term or on a permanent basis.

Smoking - Mayfield School is a non-smoking environment. Students are forbidden to smoke on the school grounds, in the school building and around the perimeter of the school grounds. Smoking on site is illegal and will be addressed in a number of ways. Initially parents will be alerted to the fact that their child is smoking and will be sent a fact sheet around the dangers of smoking. Students will be offered support to give up smoking. If students continue to smoke on the school site we will seek to work with the local authority to request a fine. The use of e-cigarettes is also forbidden.

Bullying – Mayfield School will not tolerate bullying of any kind. Where bullying occurs it will be dealt with in line with the school's anti-bullying policy.

2. SUPPORT MANAGEMENT

The school will use a range of strategies to support students in the learning environment.

Interventions include:

Parental meetings

Restorative meetings between students

Restorative meetings between staff and students

The use of time out cards

Personalised timetables

Anger management

School counsellor

Home/family link worker

Home visits

Medical cards

Tutor Intervention Plans

Individual Education Plans

Pastoral Support Plans

Punctuality Contracts

Attendance Contracts

Behaviour Contracts

Sanctions include:

Stepped Behaviour System

All staff use the stepped behaviour system within the classroom. The system is designed to be consistent and fair and to allow student the opportunity to correct their behaviour before being removed from the learning environment.

The system varies between the infant and senior sections of the school.

Infant system is as follows:

1st time – warning given.

2nd time – name on the warning triangle

3rd time – warning given

4th time – name on the sad face & 1 minute golden time lost

5th time – warning given

6th time – name on sad face second time & another minute of golden time lost

7th time – warning given

8th time – name on sad face third time & another minute of golden time lost

9th time – warning given

10th time – another golden time minute lost & time out of classroom for 10 minutes and teachers speak to parents at the end of the day.

11th time – warning given

12th time – Sent to Head of EYS/Head of Infants Parents informed

In order to discourage children from behaving badly we believe it is important to teach them positive behaviours. If a child misbehaves staff should ask him to stop the behaviour and should discuss the incident with all those involved. Staff should encourage the children to try to resolve disputes themselves and to take responsibility for their own actions. We do this via a system of logical consequences designed to teach children that there is a consequence to inappropriate behaviour.

Timeout

Sometimes a child may need time away from their class to calm down or re-focus. Firstly, they will be sent to another teacher for 5 minutes 'time out'. They will be asked to sit quietly and think, or continue with a piece of work before returning to class. However, on some occasions, a senior member of staff may be needed to intervene with a particular pupil to avoid disruption for other pupils.

Senior system is as follows:

Step 1 – Name on the board

Step 2 – Tick next to name

Step 3 – Student is removed from the learning environment to the isolation room (205)

Duty Manager Support

At any time during the lesson a member of staff can email the duty manager to help resolve issues within the classroom. If this is not successful they will escort the student to the isolation room. Incidents of poor behaviour are recorded immediately and a sanction applied.

Referral Room

In order to avoid exclusions and to help support an improvement in student behaviour, the referral room is used for internal exclusions and extended internal exclusions. Students are given access to curriculum resources but must manage their own pace of learning

Whole School Detentions

Students who are persistently late to lessons will sit a detention of up to 2 hours in the main hall on a Friday after school. Minutes late are recorded by staff each time a student is late.

Students who fail to follow the rules of the school may be set a whole school detention. Whole school detentions for behaviour of up to 2 hours are held in the main hall on a Wednesday after school. Any member of staff can request a detention on a Wednesday.

From time to time students who fail to complete Prep will be placed in a Tuesday detention for between one and two hours. Failure to complete four pieces of Prep per half term will result in a three hour Saturday detention with the Headteacher.

Parental consent is not required for detentions however; the school will endeavour to give 24 hours' notice of a detention where possible. Detentions will not be re-arranged unless medical evidence or a letter from parent giving a satisfactory reason is provided.

Detentions Outside of School Hours

For some students, a detention outside of school hours may be suitable. The head teacher can nominate a member of staff to run a detention on a Saturday morning (except the weekend preceding or following a half term break) or on a non-teaching day (INSET days).

Aspire Alternative Provision Base and Evening School Provision

Students who persistently fail to follow the school rules and demonstrate incidents of poor behaviour may be placed in the schools' alternative 1pm – 6pm provision for a period of time. This may be in place of fixed term exclusions. If students are to be in the alternative provision for longer than a day, parents will be notified.

3. OUTSIDE AGENCIES

A range of outside agencies may be contacted to support students in school if their behaviour is of concern. Members of the pastoral teams and behaviour and attendance teams will initiate this after discussion at a Behaviour and Attendance team meeting on a Tuesday. Currently these agencies include educational psychologists, family and mental health groups, social care, attendance monitoring and Police Community Support. Parents will be contacted prior to the involvement of any of these agencies.

Section 2: Exclusion

The Headteacher can decide whether to exclude a student for a fixed period of time or on a permanent basis in line with the school's behaviour policy. The Headteacher must take into account all of the circumstances, the evidence available and the need to balance the interests of the student against those of the whole school community. The Headteacher will write to parents when their child is excluded to advise them of the following:

Procedure for fixed term exclusion

On reaching the decision to exclude a student, the Headteacher, Assistant Headteacher in charge of behaviour or the Behaviour Manager will contact the parents/carers to discuss the reason(s) for the exclusion.

In a letter, the Headteacher will formally notify the parents/carers about:

- a) The reason for the exclusion
- b) The period of the fixed term exclusion
- c) Parents/carers rights to make representations to the Governing body
- d) How representations can be made
- e) Their legal responsibility for their child whilst they are excluded

Parents/carers have the right to make representations to the Governing body about any exclusion and the Governing body will review the exclusion decision in certain circumstances, which includes all permanent exclusions. The school has a duty to provide suitable full-time education for excluded students from the sixth school day of any fixed period exclusion of more than five consecutive school days.

Parents and exclusion

Parents/carers have a clear role in ensuring that their child is well behaved in school. If they do not, the school or Local Authority may ask them to sign a parenting contract or may apply for a court-imposed parenting order.

Parents/carers must take responsibility for their child if they are excluded and must ensure that they are not in a public place without good reason during school hours within the first five days of any exclusion.

Parents/carers must also make sure that their child attends the suitable full time education provided from the sixth day of the exclusion.

Parents/carers are expected to attend a reintegration meeting following any fixed term exclusion of more than five days.

Procedure for permanent exclusion

Permanent exclusion is rarely used by Mayfield School. However, there are some occasions where the Headteacher could reluctantly exercise the right to do so. Permanent exclusion from Mayfield School may be for one or more of the following reasons:

- a) An irretrievable breakdown in the relationship between the school and student due to a persistent failure to follow the expectations of the school and/or refusal to cooperate with the school community
- b) Preventing other students from learning due to continued poor behaviour
- c) Serious and extreme verbal abuse towards or physical abuse of any member of the school community
- d) Preventing a member of staff from conducting their professional duties around school. In the event of a fight, a member of staff will issue clear, loud, verbal instructions to pupils. If they fail to follow these instructions and intentionally or unintentionally strike a member of staff who is trying to intervene, the Headteacher will recommend a permanent exclusion
- e) The use of or sale of prohibited substances
- f) A severe threat to the health and safety of the school
- g) Wilfully setting off the school fire alarm

The process

- On reaching the decision to permanently exclude a student, the Headteacher will contact parents/carers and inform them of the decision
- A letter will be sent within a reasonable amount of time confirming the decision and providing the parents/carers with the Local Authority contact for advice and support
- The school, through its Behaviour team, will make arrangements to send work home and organise arrangements for it to be marked once it is completed
- The Local Authority will be informed of the decision
- The Governing Body will be informed and an arrangement will be made to review the decision to permanently exclude
- All school documentation relating to the exclusion, for presentation at the Disciplinary Hearing, will be sent to the parents/carers at least 48 hours before the meeting
- At the exclusion hearing, the Governing Body will review the evidence submitted by the Headteacher, parents/carers and the Local Authority

The parents/carers and the school will be notified of the Governing Body decision in writing within a reasonable length of time after the hearing.

- Should the Governing Body overturn the decision to exclude, the school will make arrangements for the student to return as soon as possible. In most cases this will be with support from outside agencies in order to ensure a successful outcome
- Where the Governing Body upholds a permanent exclusion parents/carers have the right to appeal the decision to an Independent Review Panel. Parents/carers may request an SEN expert to advise on such a review. The Local Authority are under duty to provide suitable full-time education from the sixth school day of a permanent exclusion.

More information about exclusion can be found within the statutory instruments document on the DFE website No.1033 "The School Discipline (Pupil Exclusions and Reviews) (England) Regulation 2012"

4. SCREENING, SEARCHING AND CONFISCATION

Searching students – Members of staff may search a student by law with or without their consent for prohibited items including knives, weapons, alcohol, illegal drugs, stolen items, tobacco and cigarette papers, fireworks, pornographic images, items that have been or are likely to be used to commit an offence, cause damage to property and any item banned by the school rules.

As set out in Section 91 of the Education and Inspections Act 2006, school staff can seize any prohibited item found as a result of a search for any item banned by the school rules which has been identified in the rules as an item which may be searched for.

Electronic devices (such as mobile phones) can have their files or data examined. Following examination, a member of staff can decide to return the device, retain the device, or return the device to a parent/carer, and erase data or files if they think there is a good reason to do so. In determining “good reason” the member of staff must reasonably suspect that the data or files on the device in question has been, or could be, used to cause harm, to disrupt teaching or break the school rules. If inappropriate material is found it is up to the member of staff to decide whether to delete it or to keep it as evidence to be passed on, if necessary, to the Police.

More information can be found within the DFE guide for “Screening, Searching and Confiscation” (February 2014).

Confiscation – Members of staff are able to confiscate, retain or dispose of a student’s property as a punishment. Weapons, knives, stolen items and illegal substances will be handed over to the Police. Lighters, matches, tobacco products and fizzy drinks may be disposed of at the discretion of staff. Students who have their mobile phone or items of jewellery repeatedly confiscated will only have them returned to a parent or adult responsible for them.

5. USE OF REASONABLE FORCE

All school staff have the legal power to use reasonable force to prevent students committing an offence, injuring themselves or others or damaging property, and to maintain good order of discipline in the classroom. This includes removing students who disrupt a lesson or preventing a student from leaving the classroom. The Headteacher and staff authorised by the Headteacher can use such force as is reasonable when searching a student without consent for prohibited items, except where the search is for an item banned by the school rules.

Section 3: Attendance

1. EXPECTATIONS

At Mayfield School, attendance matters. Improving attendance is the responsibility of everyone in the school community – parents/carers, students and all staff. It is the expectation that students attend school, on time, every day unless the reason for absence is unavoidable. Permitting absence from school without good reason is an offence by the parent/carer. There is a clear correlation between high levels of attendance and high academic performance. Therefore, every student is encouraged to maintain the highest level of attendance, remembering that even 95% attendance is still taking 10 days off in a year.

Students are expected to be punctual to school and lessons and we treat lateness as unacceptable. Students who are late will be expected to make up the time during detentions.

All absences require an explanation. Parents/carers are expected to inform the school on each and every day of absence by contacting the attendance office, preferably by 9am. The school is responsible for deciding whether or not an absence will be authorised or unauthorised. Authorised absences include:

- Genuine illness
- Urgent medical treatment
- Religious observance
- School exclusion

The parent of any student reaching 6 sessions (3 days) of absence will receive a letter requesting medical evidence in order to for any further absences to be authorised. Medical evidence can be a copy of a prescription or appointment card. Please note that a doctor's letter is **NOT** required.

Unauthorised absences include:

- Holidays
- Illness of a family member
- Parents keeping students off of school for example to look after siblings, as a birthday treat or to go shopping
- School refusal
- Transport issues
- Non-urgent medical appointments such as the doctor or dentist
- Truancy
- Absences for which no reason has been given
- Students who arrive too late in the morning to receive their morning mark

Good or improved levels of attendance will be rewarded in line with the school rewards policy. Parents/carers will be informed of their child's attendance through parent evenings, regular reports home, texts, letters and telephone calls.

Application for leave of absence

Application for leave of absence must be made in advance by submitting the appropriate form to the attendance office. The decision to authorise any absence request will ultimately be taken by the Headteacher.

Exceptional circumstances will be considered for events such as a family bereavement or trauma. A holiday in term time is not exceptional circumstances and will not be authorised. Any requests for absence that are not granted but subsequently taken will be unauthorised. Unauthorised absence may result in a Fixed Penalty Notice to each person with parental responsibility for each child absent.

Persistent Absence

Students who miss 10% of the school year are classed as persistently absent. It does not matter what the reason for the absences are or whether they are authorised or unauthorised. At Mayfield we monitor the attendance of students closely to try to ensure that they are not at risk of becoming persistently absent. Students who are identified as having poor attendance will be spoken to by the Education Welfare Officer and attendance team and a member of their pastoral team. Students may be placed on an attendance contract in order to improve their attendance. Parents of students who are at risk of becoming persistently absent will be invited in for a meeting with the Education Welfare Officer.

Consequences

If parents/carers do not contact the attendance office on the first day of absence, they will be contacted or visited by a member of the attendance team. Every absence must be classified as authorised or unauthorised by the school NOT by the parent/carer. The school works closely with the Portsmouth City Council School Attendance Team and Police Community Support Officers. If there is concern regarding absence, we will also send our Home Family Link worker to the registered address to investigate.

The Attendance Team, Heads of House and tutors regularly monitor attendance and work alongside external agencies to ensure that students attend school regularly. If a student's attendance drops to a level deemed unacceptable by the school, parents/carers may be invited into school to attend an interview with the appropriate member of staff. The purpose of this is to agree ways in which to improve attendance to acceptable levels.

In some circumstances the attendance team will request a Fixed Penalty Notice or an Attendance Panel for students with irregular attendance. Fixed Penalty Notices are requested by the Education Welfare Officer or Assistant Headteacher responsible for attendance in order to ensure consistency.