

Behaviour and Exclusion Policy

Primary person responsible for updates to this policy: Assistant Principal (Academic)

/ Assistant Principal (SENCO)

Approved by: SLT

Last review date: September 2026

Next review date: June 2027

Circulation: This policy has been adopted by the governors and is available to parents on request. It is addressed to all members of staff and volunteers and applies wherever they are working with children.

‘Parents’ refers to parents, guardians and carers.

1. Purpose

This policy outlines how Abbey College Manchester promotes positive behaviour, manages conduct concerns, and uses iSAMS Behaviour Manager to record, monitor, and respond to student behaviour in a consistent, transparent, and data-informed way.

This policy is issued under Part 3, paragraph 9 of the Education (Independent School Standards) Regulations 2014, which requires the proprietor to ensure that a written policy to promote good behaviour is drawn up and effectively implemented, that the sanctions to be adopted in the event of misbehaviour are set out, and that a record is kept of the sanctions imposed for serious misbehaviour. It is applied alongside Keeping Children Safe in Education and has regard to the Department for Education guidance Behaviour in Schools, Searching, Screening and Confiscation, Use of Reasonable Force and Mobile Phones in Schools, together with the college's duties under the Equality Act 2010.

The policy applies to all students on roll, including students of compulsory school age, students aged 18 and over, and students on the University Foundation Programme. It applies on the college site, on college-organised activities off site, on the journey to and from college, and to online conduct where that conduct affects the safety, dignity or education of any member of the college community or the reputation of the college.

2. Principles

The college is committed to:

- Creating a safe, respectful, and inclusive environment
- Promoting positive behaviour through recognition and reward
- Using restorative approaches where appropriate
- Applying sanctions fairly, consistently, and proportionately
- Using iSAMS data to identify patterns and support early intervention
- Treating behaviour concerns in the context of student wellbeing, SEND, and wider pastoral needs

3. Student Expectations

All students are expected to:

- Demonstrate respect for staff, peers, and the wider college community
- Attend punctually and engage fully in learning and study periods
- Follow instructions and college rules
- Use digital technologies — including AI tools and mobile phones — responsibly and in line with college policy
- Uphold the college's values on and off-site, online, and on the journey to and from college, whether or not they are formally representing it
- Attend all timetabled sessions punctually, in line with the college's Attendance Policy
- Treat every member of the college community with dignity and respect, regardless of any protected characteristic

- Refrain from bringing onto site, or using on site, alcohol, tobacco, vaping products, illegal substances or any other item prohibited under Section 12

4. Positive Behaviour Rewards

Positive behaviour is logged in iSAMS Behaviour Manager and contributes to a student's overall behaviour record. Staff are actively encouraged to recognise and reward achievement.

Category	Points	Area
Excellent classwork / contribution	+3	Positive
Above and beyond - academic	+4	Positive
Improved effort or attitude	+3	Positive
Supporting peers / mentoring	+3	Positive
Leadership or contribution to college life	+4	Positive

HOs will use iSAMS reward reports to identify students deserving further recognition and to share positive news with parents via the Parent Portal.

5. Conduct Categories & Points

All conduct incidents that fall short of our expectations must be recorded in iSAMS using the categories below. Conduct incidents will be recorded within 24 hours of occurrence and will be supported by factual and objective description of the event.

5.1 Academic Engagement

Category	Points	Area
Missed deadline (first occurrence)	-2	Academic
Missed deadline (repeated)	-4	Academic
Failure to complete classwork	-2	Academic
Below expected effort/engagement	-2	Academic
AI misuse or plagiarism	-6	Academic
Failure to attend support with staff	-3	Academic
Persistent lateness to, or absence from, timetabled sessions	-3	Academic

Where suspected AI misuse or plagiarism relates to work that contributes towards a qualification — including non-examination assessment, coursework and controlled assessment — it must additionally be reported to the Examinations Officer on the same day and investigated under the college's Malpractice Policy and the relevant JCQ regulations. The award of conduct points does not discharge that duty.

5.2 Technology & Equipment

Category	Points	Area
Mobile phone misuse	-5	Technology
Repeated mobile phone misuse	-10	Technology
Laptop misuse in lesson or study	-3	Technology

5.3 Conduct & Attitude

Category	Points	Area
Disruptive behaviour in lesson	-3	Conduct
Disrespectful to staff or peers	-5	Conduct
Misuse of common areas / study spaces	-3	Conduct
Serious misconduct	-10	Conduct
Smoking, vaping, or possession or use of alcohol on site	-6	Conduct
Bullying, including online bullying	-10	Conduct
Prejudice-based or discriminatory language or conduct	-10	Conduct

5.4 Serious Misconduct

Serious misconduct is behaviour that, by its nature or its impact, warrants referral to SLT irrespective of a student's accumulated points total. It includes, but is not limited to:

- Physical violence, or threats of violence, towards any person
- Bullying, including online bullying, and any behaviour that may constitute child-on-child abuse
- Sexual harassment, sexual violence, or the sharing of nude or semi-nude images
- Prejudice-based or discriminatory behaviour, including racism, misogyny, homophobia, biphobia, transphobia, and abuse relating to disability, religion or belief
- Possession, use or supply of illegal substances, alcohol, or unauthorised medication
- Possession of a weapon, or of any item intended to cause harm
- Theft, vandalism, or deliberate damage to property
- Deliberate misuse of college IT systems, including any attempt to circumvent filtering and monitoring
- Creating or sharing material, including AI-generated material, that depicts, degrades or impersonates another member of the college community
- Making a deliberately invented or malicious allegation against a member of staff or another student
- Persistent refusal to follow reasonable instructions
- Conduct off site or online that brings the college into disrepute or places others at risk

Any incident falling within this section must be referred to SLT on the same day and recorded in iSAMS. Where the incident raises a safeguarding concern, the DSL must be informed immediately and Section 9.2 applies.

6. Graduated Response, Sanctions & Escalation

6.1 Escalation Framework

iSAMS automatically calculates a student's cumulative negative points each half-term and notifies the relevant member of staff when a threshold is crossed. The following escalation framework applies:

Level	Trigger/half-term	Required Action	Who Acts	By When
Level 1 — Monitor	-6pts to -10pts	Tutor review with tutee at next session	Tutor	Weekly
Level 2 — Concern	-11pts to -18pts	AHOY review with student. Brief note recorded in iSAMS.	AHoY	48 hours
Level 3 — Intervention	-19pts to -22pts	HOY meets student; parent / guardian contacted; outcome recorded in iSAMS; monitoring plan considered	HOY	24 hours
Level 4 — SLT Referral	-23pts or below in a half-term, or any single incident of serious misconduct as defined at 5.4, irrespective of points	SLT leads; formal sanctions considered (isolation, suspension); full iSAMS history retrieved	SLT	Same day

Restorative conversations should be pursued at all levels where appropriate. Reflections and agreements may be recorded in iSAMS as pastoral notes.

Reward points and conduct points are recorded separately. Positive points do not offset negative points for the purposes of escalation, which operates on cumulative negative points alone. Cumulative negative totals reset at the start of each half-term, but the full iSAMS record remains available and is taken into account at Levels 3 and 4.

Thresholds inform professional judgement; they do not replace it. The Head of Year, in consultation with the SENDCO where relevant, may accelerate, defer or vary the response where the circumstances of the student or of the incident warrant it. Any variation, and the reason for it, must be recorded in iSAMS.

6.2 Sanctions

The following sanctions are available to the college. Sanctions will be applied fairly, proportionately and consistently, having regard to the student's age, to any special educational need or disability, and to any welfare or safeguarding factors known to the college.

Sanction	Authorised by	Recorded in
Verbal correction and restorative conversation	Any member of staff	iSAMS, where a point is awarded
Removal from the lesson or study session to supervised alternative provision	Class teacher, or duty SLT	iSAMS
Break, lunchtime or after-college detention	Teacher, AHOY or HoY	iSAMS

Sanction	Authorised by	Recorded in
Report card or daily monitoring	HoY	iSAMS
Behaviour support plan or behaviour contract	HoY, with the SENDCO where relevant	iSAMS and student file
Withdrawal of privileges, including study leave, trips and representative roles	HoY or SLT	iSAMS
Internal isolation from the timetable	SLT	iSAMS and the record of sanctions for serious misbehaviour
Fixed-term suspension	Head of College, or an Assistant Principal in their absence	iSAMS and the record of sanctions for serious misbehaviour
Requirement to withdraw, or permanent removal	Head of College, with the proprietor notified	Student file and the record of sanctions for serious misbehaviour

Corporal punishment is prohibited in all circumstances and may not be used, or threatened, by any person with control or charge of students, including volunteers, contractors and homestay hosts.

6.3 Record of Sanctions for Serious Misbehaviour

A record of the sanctions imposed on students for serious misbehaviour is maintained by the Assistant Principal (Academic), as required by paragraph 9(b) of the Independent School Standards. The record states the date, the student, a factual summary of the behaviour, the sanction imposed, the member of staff who authorised it, and any contact with parents or guardians. It is reviewed by SLT each term, reported annually to the proprietor, and made available for inspection on request.

6.4 Suspension, Requirement to Withdraw and Permanent Removal

Fixed-term suspension, requirement to withdraw and permanent removal are exercised under the terms of the parent contract and are authorised by the Head of College. Before any such decision is taken:

- The student will be told what is alleged and given the opportunity to give their account, in the presence of a member of staff not directly involved in the incident
- Parents or guardians will be informed in writing as soon as practicable of the reason, the length of any suspension, and the arrangements for the student's education during it, subject to Section 9.7
- For students of compulsory school age, work will be set and marked from the first day of any suspension
- The SENDCO will be consulted where the student has an EHC plan or a support plan
- The DSL will be consulted where any safeguarding concern is present, including consideration of whether the student is at greater risk outside college than within it

Where a student of compulsory school age is removed from the admission register, the college will notify the local authority in accordance with the Education (Pupil Registration) (England) Regulations 2006. Where the student holds a Child Student or Student visa

sponsored by the college, the Compliance Manager will be informed so that reporting duties to UK Visas and Immigration are discharged.

6.5 Review of Sanctions, Appeals and Complaints

A student, or their parent or guardian, may ask for a sanction to be reviewed. The request should be made in the first instance to the Head of Year, who will respond within five college days. Where the sanction was imposed by SLT, the review will be conducted by a member of SLT not involved in the original decision. If the matter remains unresolved, or where the sanction is suspension, requirement to withdraw or permanent removal, it may be pursued under the college's Complaints Procedure, which provides for a panel hearing including a member independent of the management and running of the college.

7. Roles & Responsibilities

Role	Responsibilities
All Teaching Staff	Log incidents in iSAMS within 24 hours using the correct category and factual notes. Apply behaviour expectations consistently. Follow escalation procedures. Manage low-level behaviour in the first instance through classroom strategy and restorative conversation before awarding points. Refer any incident falling within Section 5.4 to SLT on the same day.
Form Tutor	Respond to AHOYs weekly summary and review with tutee's at Level 1
AHOY	Run weekly incident reports. Act on all Level 2 cases within the required timescale.
HoY	Contact parents at Level 3. Present half-termly behaviour summary to SLT. Review category trends each half-term.
SLT	Review whole-college behaviour dashboard monthly. Lead on all Level 4 cases. Oversee formal sanctions. Review the category structure and point thresholds each term. Ensure policy is applied consistently across the college.
SENDCO	Liaise with HOYs and SLT to ensure behaviour is considered in the context of additional needs. Advise on adjustments in line with EHCPs or support plans. Attend Level 3/4 meetings where relevant.
DSL (Designated Safeguarding Lead)	All safeguarding concerns identified through behaviour records must be passed to the DSL immediately. The DSL will advise on whether concerns should be logged in iSAMS or My Concern.
Head of College	Authorises internal isolation, fixed-term suspension, and any requirement to withdraw or permanent removal. Authorises staff to conduct searches under Section 12. Reports to the proprietor each term on sanctions imposed for serious misbehaviour.

8. iSAMS Reporting & Data Use

8.1 Weekly Reports (AHOY)

Every week, AHOYs will run the following reports in iSAMS Behaviour Manager:

- New incidents — past 7 days, filtered to their year group
- Cumulative points — to identify students at Level 2 or above

- Category trends — to identify spikes in specific behaviour types
- Positive behaviour — to identify students for recognition

8.2 Half-Termly Reports (HoY/SLT)

At the end of each half-term, HOYs will produce a summary for SLT covering:

- Students with the highest negative point totals
- Students with zero incidents (to celebrate)
- Most frequent behaviour categories and any emerging trends
- Comparison with the previous half-term
- Any recommended changes to categories or thresholds

8.3 Annual Policy Review

Conduct data will be reviewed annually by SLT each June. The review will consider iSAMS trend data, student and staff feedback, and outcomes for key groups (students with SEND, students with EAL and international students, students in receipt of bursaries, and students sharing other protected characteristics under the Equality Act 2010). The review will establish whether any group is disproportionately represented in conduct records and, where it is, what action is required.

9. Special Considerations

9.1 SEND

Conduct will always be considered in the context of a student's additional needs. Adjustments to expectations and sanctions will be made in line with EHCPs or support plans, in consultation with the SENDCO.

9.2 Safeguarding

Any conduct concern that raises a safeguarding risk must be reported to the DSL immediately. The DSL will advise on recording. Conduct records in iSAMS do not replace a formal safeguarding referral.

9.3 Restorative Practice

At all levels of the escalation framework, staff are encouraged to use restorative approaches — structured conversations that focus on repairing relationships and understanding impact. Outcomes of restorative conversations should be recorded.

9.4 Child-on-Child Abuse

The college recognises that students can abuse other students, and that such abuse can occur inside and outside college and online. It will never be tolerated, or dismissed as banter, as part of growing up, or as having a laugh. Any behaviour that may constitute child-on-child abuse — including bullying, physical abuse, sexual harassment, sexual violence, the sharing of nude or semi-nude images, initiation or hazing, and upskirting — must be reported to the DSL immediately, whether or not conduct points have also been awarded. The DSL

determines the response, including any referral to children's social care or the police; the behaviour route follows that decision rather than replacing it. Support will be put in place for the student who has been harmed and for the student who has caused harm.

9.5 Equality and Prejudice-Based Incidents

Sanctions will not be applied in a way that discriminates against a student because of a protected characteristic. Where behaviour arises in consequence of a disability, the college will consider what reasonable adjustments should be made before a sanction is imposed, and will record the adjustment made. Prejudice-based incidents, including those relating to race, religion or belief, sex, sexual orientation, gender reassignment and disability, are flagged separately in iSAMS, reported to SLT each half-term, and analysed as part of the annual review at 8.3.

9.6 Behaviour, Mental Health and Wellbeing

Behaviour is a form of communication. Where a pattern of conduct suggests that a student is experiencing difficulty, the Head of Year will involve the pastoral team and, where appropriate, the DSL, and will consider whether support rather than sanction is the proportionate response. Staff are not expected to diagnose; they are expected to notice and to refer.

9.7 Students Aged 18 and Over

Many students in Year 13, on one-year A Level programmes and on the University Foundation Programme reach the age of 18 during their course. The expectations and sanctions in this policy apply to them in full. Information may, however, only be shared with parents or guardians where the student has given consent, or where there is a safeguarding or vital interests basis for doing so. Consent is sought at enrolment and recorded in iSAMS. Where consent is withheld, the Head of Year will engage the student directly and record that the parental contact step at Level 3 was not available.

9.8 Students in Homestay, Residential or Guardianship Arrangements

Where a student lives in accommodation arranged or approved by the college, the Head of Year will ensure that the accommodation provider or appointed guardian is informed of any Level 3 or Level 4 outcome, subject to Section 9.7. Conduct within the accommodation that raises a welfare or safeguarding concern is dealt with under the Safeguarding Policy rather than under this policy.

9.9 Allegations Against Staff

An allegation made by a student against a member of staff is dealt with under the college's procedures for managing allegations, in accordance with Part Four of Keeping Children Safe in Education, and not under this policy. Where an allegation is found to have been deliberately invented or malicious, the college will consider the full range of sanctions at 6.2. No student will be sanctioned for an allegation that is unsubstantiated, unfounded or false but made in good faith.

10. Student & Parent Engagement

- Students will be alerted by email when reward or conduct points are recorded.
- Parents and guardians receive updates via written reports, and direct contact from the HOY at Level 3 and above
- Students are made aware of the behaviour categories, points system, and escalation thresholds at induction
- Students and parents are told at induction how to ask for a sanction to be reviewed, as set out at 6.5, and how to raise a matter under the Complaints Procedure
- Where a student is aged 18 or over, communication with parents and guardians is subject to Section 9.7

11. Monitoring & Review

This policy will be reviewed annually by SLT. Mid-year amendments may be made by SLT if required by changes in guidance, legislation, or college need. All amendments will be communicated to staff before implementation.

The policy is approved by the proprietor on the recommendation of SLT. The Head of College reports annually to the proprietor on the operation of the policy, on the pattern of sanctions imposed for serious misbehaviour, and on any changes recommended. The policy is published on the college website and provided to parents and guardians on request, in accordance with Part 6 of the Independent School Standards.

12. Searching, Screening and Confiscation

The Head of College, and staff authorised by the Head of College, may search a student or their possessions where they have reasonable grounds to suspect that the student has a prohibited item. Prohibited items are: knives and weapons; alcohol; illegal drugs; stolen items; tobacco, vaping products and cigarette papers; fireworks; pornographic images; and any article that has been, or is likely to be, used to commit an offence, cause personal injury or damage property. Mobile phones, laptops and other devices may also be confiscated where they have been used in breach of this policy.

Searches will be conducted with the student's consent wherever possible. A search without consent may only be carried out by a member of staff authorised by the Head of College, of the same sex as the student where practicable, with a second member of staff present as a witness. Staff may not require a student to remove any clothing other than outer clothing. Strip searches may only be conducted by the police, and never by college staff.

Where an electronic device is confiscated, staff may examine and, where there is good reason, delete data or files, having regard to the Department for Education guidance and to Keeping Children Safe in Education. Where a device is suspected to contain nude or semi-nude images of a person under 18, staff must not view, copy or forward the content; the device must be secured and the DSL informed immediately.

Every search and every confiscation is recorded in iSAMS, stating the grounds, who conducted it, who witnessed it, what was found, and what was done with any item

recovered. Prohibited items may be retained, disposed of, or handed to the police. Parents and guardians will be informed of any search conducted without consent, subject to Section 9.7.

13. Use of Reasonable Force

Members of staff may use reasonable force to prevent a student from committing an offence, injuring themselves or others, damaging property, or engaging in behaviour prejudicial to good order. Force will be used only where no lesser intervention is available, will be the minimum necessary, and will be applied for the shortest time possible. Force will never be used as a punishment.

Any use of force is reported to the Head of College on the same day and recorded in writing, stating the circumstances, those present, the intervention used and the outcome. Parents and guardians are informed, subject to Section 9.7. Where a student has an EHC plan or support plan that identifies a risk of physical intervention, planned strategies will be agreed in advance with the SENDCO and with parents.

14. Staff Training and Consistency of Application

All staff receive training on this policy at induction and an annual update before the start of the autumn term, covering the conduct categories, the escalation framework, the sanctions available, searching and confiscation, and the child-on-child abuse duty at 9.4. Staff authorised to conduct searches receive additional training and are named on a list held by the Head of College. SLT monitors consistency of application through the iSAMS dashboard, including variation between departments, year groups and individual members of staff, and addresses inconsistency through line management and CPD.

15. Records, Retention and Data Protection

Behaviour records are personal data and are processed in accordance with the college's Data Protection Policy and privacy notices. Entries must be factual, objective and proportionate, and must not record opinion as fact. Behaviour records are retained for the duration of enrolment and for six years after the student leaves, after which they are securely destroyed; records relating to safeguarding are retained in accordance with the Safeguarding Policy. Students, and parents where Section 9.7 permits, may request access to behaviour records under the right of subject access.

16. Related Policies and Statutory Framework

This policy should be read alongside:

- Safeguarding and Child Protection Policy
- Anti-Bullying Policy
- Attendance Policy
- Complaints Procedure
- SEND Policy

- AI Policy and Acceptable Use of Technology Policy
- Mobile Phone Policy
- Malpractice Policy and JCQ regulations
- Data Protection Policy
- Equality Policy and Equality Objectives

The policy has regard to: the Education (Independent School Standards) Regulations 2014, Parts 3 and 6; Keeping Children Safe in Education; Behaviour in Schools; Searching, Screening and Confiscation; Use of Reasonable Force; Mobile Phones in Schools; the Education (Pupil Registration) (England) Regulations 2006; and the Equality Act 2010.