



EXCLUSION PROCEDURES

2022/23

Responsibility

SMT member: Principal

Aims

Students may be excluded from College on behavioural or academic grounds; this document details the procedural framework for both circumstances.

Behavioural reasons for exclusion

A student may be excluded for behaviour that:

- causes serious offence;
- endangers themselves or others;
- prejudices the education of other students;
- is illegal;
- shows serious or repeated disregard of College rules, procedures or policies.

(Illustrative examples of the above types of behaviour are set out in the Appendix.)

No students will be excluded in the above circumstances without an initial verbal warning to themselves and a written warning to both the student and their parents (wherever possible), **except** in a case of gross misconduct or where they may present a danger to others, exclusion may be immediate. A temporary exclusion of a minimum of 2 days will be used for investigation to take place.

In the event of a possible criminal offence the College reserves the right to initiate prosecution or invite the Police to investigate.

Academic reasons for exclusion

A student may be excluded if, despite advice, encouragement and counselling and after a verbal warning to themselves, and written warning to both the student and their parents (wherever possible), he or she is, in the opinion of the Principal, Deputy Principal or the Academic Progress Manager and the Safeguarding and Pastoral Manager, incapable of benefiting from the courses offered by the College.

Fixed term and permanent exclusion

Permanent exclusion

Permanent exclusion may be made by the Principal or the Deputy Principal.

The reason(s) for the exclusion shall be notified to the student and confirmed in writing to parents/guardians, taking all possible means to contact the parents/guardians if the student is under the age of 19. An opportunity for written representations to, and/or a meeting with, the Principal will be offered and the procedure for formal appeal to the Governors will be clearly explained in the letter.

Fixed term exclusion

Exclusion may be for a fixed term of up to five College days.

The reason(s) for the exclusion, the period of the exclusion, and any conditions attached to the ending of the exclusion shall be notified to the student and confirmed in writing to parents/guardians, taking all possible means to contact the parents/guardians if a student is under the age of 19. An opportunity for the student and/or their parents to make written representations to, and/or a meeting with, the Principal will be provided and the procedure for formal appeal to the Governors will be clearly explained in the letter.

Fixed term exclusions may run consecutively if conditions attached to the ending of the exclusion are not met.

Formal appeals against exclusion

The student and/or parents/guardians shall have the right of appeal against an exclusion to an Appeals Group comprising three Board members selected by the Corporation's Board of Governors (excluding the Principal or anyone with an interest in the appeal). The decision of the Appeals Group will be final.

Appendix – illustrative examples of the types of behaviour which could lead to exclusion

Behaviour that causes offence

e.g., verbal abuse, vandalism, bullying, offensive behaviour, sexual harassment (including through the use of social media).

Behaviour endangering themselves or others

e.g., reckless or unsafe driving on the College site, physical abuse, violent or threatening behaviour.

Illegal activity

e.g., the taking or purveying of illegal drugs on the College site or premises, stealing, and some behaviour amounting to personal abuse may constitute gross misconduct and result in immediate exclusion, illegal use of social media/internet.

College rules

Alcohol is forbidden on the College site and premises and students are not permitted to drink alcohol at lunchtime or prior to arriving at College.

There is no smoking/vaping throughout the College buildings and external campus.

There is no gambling on College site and premises.

Students must abide by the College IT policy and rules.

Procedures

This refers to general, routine College procedures.

e.g., punctuality and regular attendance at daily registration and other timetabled commitments.

e.g., codes of conduct relating to specific areas of the College, such as the computer suite and laboratories.