

Exclusion Policy

Version No	Purpose/Change	Lead	Impact Assess	Review Date	Next Review Date
1.0	Introduction of policy				
2.0	Reviewed and updated	BW		September 2014	September 2016
3.0	Reviewed and updated	BW		September 2016	September 2017
4.0	Reviewed and updated	BW		September 2017	September 2018

Introduction

The College is committed to meeting the personal and educational needs of all students and this entails providing the highest level of academic and pastoral support. However, it is recognised that there may be circumstances where the College will need to exclude students.

There are two routes to exclusion:

- Gross misconduct
- Failure to meet the Commitment Contract

1. Gross Misconduct

Students alleged to be involved in acts of gross misconduct should be suspended in the first instance to allow evidence to be gathered. A parents/guardian will be informed. At this stage, the suspension is not disciplinary and the student's bursary should not be affected. Where practical, a meeting should take place with the student prior to suspension and detailed notes taken. A Columbus note (Event or Action Note) must be used to record the incident and discussions.

Following the investigation (maximum five days), a meeting will be held with the student and parent/guardian. The College will be represented by minimum of two staff (one being; a member of SMT or Student Services Manager). These will include the member of staff who conducted the investigation and one who has not been involved at any stage.

The procedure for the meeting is as follows:

- Investigation outcomes are presented.
- Student/parent presents/responds/comments.
- Student/parent withdraws.
- College staff reach a decision and communicate to student/parent.

2. Failure to meet Commitment Contract

Students who fail to meet their Commitment Contract will be dealt with through the 'Student Conduct' guidelines, which set out requirements for parental involvement.

With sufficient evidence in place via; Events information and Action Notes, the Student Conduct Behaviour for Learning Policy should be followed and utilised where appropriate.

A lack of progress at any stage of the Student Code of Conduct and Behaviour for Learning Policy will result in further action, which can ultimately lead to a student's place at the College being revoked.

3. Appeal

There is a right of appeal to the Principal. An appeal must be lodged within ten College days of the decision of the exclusion meeting. The Principal will review the exclusion to consider whether procedures were correctly followed, resulting in an outcome that is fair, impartial and consistent. The parent/student can, as part of this review, present new evidence if they believe that it would have affected the original decision, had it been available. The decision will be communicated to all parties.

Please note: that whilst every effort will be made to follow this policy, circumstances may not always allow this or may render certain parts of the policy inappropriate. Individuals will be treated fairly and in line with legislation in all instances.