

Exclusion Policy

Version No	Purpose/Change	Lead	Review Date
Previous versions available.			
7.0	Reviewed and updated	BW	September 2023
-	Reviewed – no changes	SDE	September 2025

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. When a student is excluded all available evidence and any mitigating factors must be taken in to consideration before a decision, including consideration to any wider Child Protection and safeguarding issues.

There are two routes to exclusion:

- Gross misconduct deemed to be extreme behaviour
- Failure to meet the terms of a College 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 parent/guardian will be informed. At this stage, the suspension is not classed as disciplinary, and the student's bursary (if applicable) should not be affected. Where practical, a meeting should take place with the student prior to suspension and detailed notes taken. A note on Cedar must be used to record the incident and discussions.

Following the investigation (maximum five College 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 SLT 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 College Contract

Students who fail to meet their College Contract will be dealt with through the Student Conduct and Behaviour for Learning Policy guidelines, which set out requirements for parental involvement.

With sufficient evidence in place via information recorded on Cedar and any other relevant information, the Student Conduct and Behaviour for Learning Policy should be followed and utilised where appropriate.

A lack of progress at any stage of the Student 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. Extreme Behaviour

Extreme behaviour may warrant any college action (in line with the Student Conduct and Behaviour Management Policy), including a student having their place being revoked, without the need to refer to this policy.

Decisions to revoke a student's place at the college do not have to be based on previously recorded incidents or information. When professional opinion is used to decide a sanction, the Faculty Head (or staff member) must discuss their concerns with the Student Services Manager, who will consult with a member of SLT before invoking an action.

If the behaviour of the student is deemed extreme a student may be excluded without a meeting taking place with the student's parents/guardians. In these circumstances parents/guardians will be informed of this decision and the reasons why the decision has been made and be informed that they have the right to appeal this decision.

The college will endeavour to support students to integrate/ re-integrate into the college community with decisions to revoke a student's place taken only with good reason and it deemed appropriate to take this action.

4. Appeal

There is a right of appeal to the Principal. If they wish to do this, they should write to the Principal setting out the grounds for their appeal within five working days of receipt of the letter/email from the member of SLT. The grounds for an appeal would normally be that the decision to withdraw the student was unreasonable because:

- there was procedural irregularity in the application of this policy, or
- the student's performance was affected by circumstances which were not fully communicated or evidenced at the time the original decision was made.

The Principal will convene the Appeal Hearing Panel to take place within ten days of receipt of the appeal letter. This will consist of the Principal, who will Chair the Panel, as well as an independent senior member of staff. The member of SLT who made the exclusion will also be invited to attend. The Panel will give the student and their parents/carers the opportunity to put forward their case. Following this, all parties will leave the Appeal Hearing to allow the Panel to assess the issues. The Panel will communicate the decision 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.