

## EXCLUSION POLICY 2016-17

Work Skills Learning, hereafter referred to as 'WSL' is committed to being a fully accessible and inclusive organisation, welcoming and respecting the diversity of its student, staff, community and visitors to the school.

### 1. Rationale

This policy is underpinned by the commitment of all at WSL to ensure the safety and well-being of the whole school community and to maintain an appropriate educational environment in which all can learn and achieve. WSL has an overall aim of reducing the need to use exclusion as a sanction.

### 2. Introduction

The decision to exclude a student will be taken by the Head Teacher and/or the Proprietor in the following circumstances:-

(a) In response to a serious breach of WSL's Behaviour Policy, Anti-Bullying Policy and ICT User Agreement & Wi-Fi Usage Policy;

(b) If allowing the student to remain at WSL would seriously harm the education, welfare or health and safety of the student or others at WSL.

Before deciding whether to exclude a student either permanently, or for a fixed period, the Head Teacher will ensure appropriate investigations have been carried out, considering all the evidence available.

A student may be permanently excluded without notice in the event of;

- Supplying, possessing or use of illegal drugs and solvents or their paraphernalia or substances intended to resemble them or being under influence of illegal substances
- Being in possession of and/or under the influence of alcohol
- Smoking on the premises
- Theft, blackmail, intimidation, racism or persistent bullying.
- Misconduct of a sexual nature; supply or possession of pornography; downloading or other misuse of pornographic material from the internet.
- Computer hacking or any other serious breach of the agreement for use of school computers and computer systems.
- Possession or use of unauthorised firearms or other weapons or replica weapons.
- Vandalism, breaking into, abusing or otherwise damaging WSL property or that belonging to any member of its community.
- Misconduct which puts at risk the health and safety of any person on or near WSL premises.
- Other serious misconduct towards a member of the school community or which brings WSL into disrepute (single or repeated episodes).
- Physical or verbal abuse against staff or others
- Arson

- A student may also be required to leave if, after all appropriate consultation, the Head Teacher is satisfied that the student has persistently failed to meet the required standard of effort in academic work and/or that it is not in the best interests of the student, or WSL, to remain on roll.

This is not an exhaustive list and there may be other situations where the Head Teacher or Proprietor makes the judgment that exclusion is an appropriate sanction.

### **3. Investigation Procedure**

Any complaint or allegation of serious misconduct by a student will normally be investigated by the Head Teacher in consultation with the Proprietor. The investigation will occur as quickly as possible after the incident has occurred to reduce the stress and anxiety of all persons involved

#### **Step 1**

Once an allegation of serious misconduct is received or WSL is passed any information regarding serious misconduct or any disclosure is made by an external agency, a meeting will take place with student/students concerned to establish the nature, extent and seriousness of the misconduct. A voice recording may be taken at the meeting. If the misconduct has been reported by a member of staff, their written statement will be used at this time.

#### **Step 2**

At the end of the initial meeting the student(s) will be requested to provide a written factual account of incident. This must be done under supervision as soon as the meeting takes place.

#### **Step 3**

After consideration of the available information, a letter will be sent to the parents/guardians outlining the circumstances of the misconduct and he/she/they will be asked to make an appointment to meet with the Head Teacher and/or the Proprietor.

#### **Step 4**

The parents will meet with the Head Teacher and/or Proprietor in the presence of the student to discuss the situation. At such a time the student may offer any mitigating circumstances that might affect the conclusion of the investigation. However, WSL reserves the right for the Head Teacher and/or the Proprietor to draw whatever conclusion they see fit based on the evidence presented to them. WSL may also at this time seek information from other parties or external agencies as required for additional information.

#### **Step 5**

After all the material evidence has been considered, the Director will write a report of the misconduct and make formal recommendations to the proprietor.

#### Step 6

The Director will meet with the Proprietor to agree whether the misconduct has been proved beyond reasonable doubt and decide on the appropriate sanction.

#### Step 7

The Head Teacher will formally write to the parents/carers informing them of the decision made. If the decision is made to permanently exclude the student, that student may be allowed to return to WSL to sit public examinations or take private tuition. This will be considered on a case-by-case basis and is wholly at the discretion of WSL's management team.

#### **4. Scope**

Students who attend WSL are expected to exhibit exemplary behaviour at all times including;

- Travel to and from the College
- On college trips and visits
- At College functions and activity days
- When identified as a student at WSL

Policy Last Reviewed/Updated: 5<sup>th</sup> September 2016

Next Review: 1st September 2017