



ACORN HOUSE COLLEGE

Exclusion Policy

Acorn House College

Authorised by	The principal and the proprietor
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Aims and Objectives

- To achieve consistency in the application of an exclusions policy across the whole College
- To minimise the number of fixed term exclusions (suspensions)
- To coordinate the procedure for exclusions within the College's Behaviour Policy and Behaviour Management System
- To arrive at a situation where any form of exclusion has had a positive impact on individuals and groups
- To ensure a fair and transparent procedure in the regrettable instance in which a student is excluded either for a fixed term or permanently
- To not confuse internal exclusion with the need for much shorter periods of "time out" (between 5 and 60 minutes) from one particular lesson or activity

Exclusion Process

- There are two types of exclusion: Fixed Term Exclusion (sometimes referred to as suspension) and Permanent Exclusion
- The final decision to exclude will be taken in every case by the Principal
- Fixed term exclusion will be one or two day exclusions in the first instance and up to ten school days for extreme and persistent cases
- Permanent exclusions will often be used for a repeat offence following a period of fixed term exclusion for that offence or another offence
- A student may be excluded on a fixed-term basis whilst a decision is taken by the Principal whether or not to allow the student to return to the College
- In exceptional cases, and only with cooperation from families, students suffering from an illness may be sent home to recover
- In equally exceptional cases, it may only be possible for a particular piece of work to be completed at home free from disruption/interruption at College
- If a student is excluded the College will send work home to be completed. It is the responsibility of the student and parents to ensure the work is completed appropriately.

Triggers for Exclusions

Reference should be made to the College's Behaviour Policy in order to understand the College's expectations of acceptable behaviour. Exclusions may be applied as a sanction in the event of breaches of this policy in particular of level three offences. The following list gives examples of behaviour that may trigger a fixed-term exclusion and is not meant to be exhaustive:

- Persistent disruption of lessons/failure to respond to series of preventative strategies
- Persistent lateness and or failure to meet the college's expectations in regards to attendance and work completion
- Found in possession of potentially harmful or prohibited materials, substances, or weapons, with the full intention of carrying out unlawful acts

- Significant damage to property (such as windows, damage to personal property, cars, etc.)
- Serious unprovoked assault on another student or member of staff, which is not part of a physical restraint. This may require police intervention in extreme cases
- Illegal activity
- Repeat unacceptable behaviours
- Incidents of damage - theft, drugs and alcohol related incidents, racism, sexual misconduct, bullying, verbal abuse and threatening behaviour

Students may also be excluded at the discretion of the principal for non-payment of tuition fees or overdue fees. For further details, refer to the college's terms and conditions.

Triggers for permanent exclusions

Permanent exclusions are reserved for the most extreme offences that will have a seriously damaging effect on the life of the College, the well-being of others or seriously and persistently interfere with the teaching and learning of the College.

This can include but is not limited to:

- Serious violence which creates fear and anxiety among staff or students
- Possession of an offensive weapon on the College site
- Dealing in drugs on the College site
- Persistent defiance of College authority or disruption of teaching and learning
- Persistent bullying, harassment or abuse
- Persistent failure to adhere to the College's academic expectations in regards to attendance, punctuality and work completion following repeated attempts to support and warn the student about their conduct
- Failure to meet conditions of return to the College following a fixed-term exclusion
- Illegal activities

This policy is not intended to be hierarchical and a student may be permanently excluded without having served a fixed-term exclusion particularly for an offence at level three of the College's Behaviour Policy or the items listed above.

Communication with parents

If a student is required to serve a fixed-term exclusion, parents/guardians will be contacted immediately by telephone and within two working days in writing. A meeting will be arranged with the Principal to discuss the matter and make arrangements for their child to return. This will involve a set of clearly stated conditions that the student will be required to adhere to in order to remain at the College.

If a student is permanently excluded, parents/guardians will be contacted immediately by telephone and within two working days in writing. A decision to permanently exclude can be appealed.

An exclusion can begin immediately (i.e. on the day of the offence). The College may ask, but cannot expect parents/guardians to collect their child immediately and for this reason there may be a period of 'internal exclusion' whilst the excluded child awaits collection/can leave the college safely. This will be supervised by a member of staff.

For the whole duration of any exclusion parents are required to ensure that their child is not in a public place during normal school hours without good reason.

Appeals

Parents/guardians may appeal against a decision to exclude their child if they consider that the College has not acted in accordance with its policies. A request to appeal must be made in writing to the Proprietor/Chair of Governors who will arrange to meet with parents for an initial discussion. If the matter is not resolved to the satisfaction of the parent/guardian at this meeting, the parent/guardian can state in writing to the proprietor that they wish to make an appeal.

The College will follow its complaints procedure in the event of an appeal. This procedure can be found on the college's website or is available on request.

The decision of the complaints panel is final. Parents will be informed in writing either physically or by electronic mail of the final decision and the details will be recorded in the student's file and in the appropriate place of the student MIS.

Communication with the Local Education Authority

All permanent exclusions are reported to Ealing Council within two working days.

Communications with Governors

The Principal reports permanent exclusions immediately to the Proprietor. Exclusion data is reported to the Governors termly through his Principal's Report as well as to the Proprietor.

Assistance to Excluded Students

When a pupil is excluded the Principal will convene an interim review to discuss what different provision is appropriate in order to sustain the student's learning and welfare.

This will be monitored and reviewed until the student is either integrated back into the College or placed in a more appropriate setting.

