



## EXCLUSIONS POLICY

### Exclusions Policy

Collingham College sets out to establish a framework of good behaviour and academic achievement. Its ethos is to emphasise encouragement and confidence building wherever possible; but within this we establish firm boundaries. The Collingham Behaviour Management Policy is posted on the Portal and the Code of Conduct (“Be The Best That You Can Be”) are clearly displayed around the College.

Collingham College:

- requires all staff to use positive strategies for handling any unacceptable behaviour by helping students find solutions in ways that are appropriate for their ages and stages of development;
- acknowledges that such solutions might include, for example, acknowledgement of feelings, explanation as to what was not acceptable, and supporting students to gain control of their feelings so that they can learn a more appropriate response;
- supports each student in developing self-esteem, confidence and feelings of competence;
- explains the effect of unacceptable behaviour, making it clear to the student that it is the behaviour that is unacceptable, and not the person.

When students behave in unacceptable ways, we help them to understand the outcomes of their actions and support them in learning how to cope more appropriately. We provide opportunities for students to learn how to interpret and cope with feelings, listening to them and offering the necessary support to enable them to verbalise their own frustrations, hurts and disappointments. We do not use techniques intended to single out and humiliate individual students. Corporal punishment, which is strictly forbidden at Collingham College, is a criminal offence.

For problems of a general nature, such as disruptive behaviour in class, disrespect to a teacher, any form of anti-social behaviour, failure to attend lessons and so forth, we escalate through the following stages as necessary:

Stage 1 Verbal warning by Principal /Vice-Principals /Director of GCSE

Stage 2 Detention (GCSE)

Stage 3 A letter to parents/possible meeting with parents

Stage 4 Suspension

Stage 5 Exclusion

In the Sixth Form, we reserve the right to send a student home immediately following an incident of misconduct and will contact parents as soon as reasonably possible to inform them of the situation.

For issues which are primarily academic, the framework is that Collingham College seeks to prepare students for university life and places a strong emphasis on self-motivation and mature working relationships between tutors and students. Students who under-perform academically will receive firm guidance and counselling from tutors and Personal Tutors. In the case of students who consistently fail to complete work to the best of their ability, the following action may be taken:

- monitored study time in the Study Room;
- as a last resort, exclusion.

*Collingham College is committed to safeguarding and promoting the welfare of our students and expects all staff and volunteers to share this commitment. It is our aim that all students fulfil their potential.*

Set Study Room time gives students the opportunity to catch up on work, while at the same time encourages a more consistent pattern of independent work. Overall, the emphasis is on the production of outstanding work and the establishment of positive study habits, rather than punishment per se.

When a sanction is imposed on a student, details will be recorded on the student's file and in the Incident File which is kept by the Principal and by the Director of GCSE at Queen's Gate Place.

Clearly, this is a pattern which has to be interpreted in terms of the nature of the problem but, fundamentally, the sanctions will escalate if there is no response to the first stages of discipline.

### *Drugs and Substance Abuse*

Collingham's policy in this area is uncompromising: anyone found in possession of an illegal substance will be excluded. Monitoring of students' behaviour takes place continuously, both inside and in the area immediately outside the building. Anyone suspected of using, selling or buying any illegal substance will be interviewed by the Principal and may be excluded immediately.

### **Serious Offences and Exclusions**

Serious offences are those that may have a significant impact on the individual student or others in the college. Examples include:

- severe or persistent bullying, racism or harassment;
- stealing;
- extreme or persistent violence, actual or threatened, against a student or member of staff;
- sexual abuse, assault or activity;
- illegal drugs (possession and/or use ) or alcohol (consumption or possession)
- significant vandalism;
- persistent misbehaviour when normal disciplinary measures have failed;
- carrying an offensive weapon.

### **Procedure to be followed**

- Parents must be informed of the incident immediately by phone and in a follow up letter.
- The student will be suspended from College.
- Where possible, work will be provided for the student to do at home.
- The College will investigate the circumstances and reach a decision regarding exclusion within 5 days of the initial letter.
- If the Principal decides that the student will be excluded, the Board of Directors will then be notified.
- Parents will then be notified of the decision in writing and of their right to appeal.
- In cases in which the Principal decides that a fixed-term suspension is an appropriate sanction, arrangements will be made for a return-to-college interview that includes the parents/carers and a re-integration support plan will be put in place.

All cases of exclusion will be treated in the strictest confidence on a need to know basis and are not to be discussed outside the college.

### **Appeal**

In the case of permanent exclusion, the parent or guardian has a right to state their case to the Principal, as well as to the Board, in writing and within one week of the letter notifying the parents or guardians of the exclusion. The Board will establish an Appeal Panel to consider the appeal. The Appeal Panel will consist of one Collingham College Director and Jenny Welsh (Vicar, St Mary of the Boltons) or one of the Church Wardens of St Mary of the Boltons (Ann Mulcare and Leo Fraser-Mackenzie).

The Appeal Panel will normally convene within three weeks of the receipt of the letter requesting the appeal. The parents or guardian may bring a representative to the meeting. All letters and documents relied on by the Principal shall be made available to the parents or guardian prior to the hearing. The parents or guardian or their representative may ask questions of the Principal or may raise any relevant matter for the consideration of the Panel. The Panel may call for any further information it requires. No evidence or argument shall be presented to the Panel in the absence either of the parents or guardian or their representative, or in the absence of the Principal. At the conclusion of the hearing, the Panel shall retire to consider their decision. The Panel's decision may be:

- The permanent exclusion is confirmed
- The permanent exclusion is rescinded
- The permanent exclusion be rescinded and replaced with an alternative sanction.

The Panel's decision shall be communicated within reasonable time to the parents or guardian and the Principal.

**Legal Status:**

- Regulatory Requirements, Part 3, Paragraph 9 and Exclusion Element of Part 6 (24)(3)a of the Education (Independent School Standards) (England) Regulations 2010

**Applies to:**

- The whole college along with all activities provided by the college, including those outside of the normal college hours;
- All staff (teaching and non-teaching), the directors and volunteers working in the college.

**Relevant Documents:**

- Anti-bullying
- Safeguarding Children - Child Protection Policy
- Behaviour Management including Discipline and Sanctions Policy

**Availability**

- This policy is made available to parents, staff and students in the following ways: via the College website, within the Parent Policies Folder in the reception area, and on request a copy may be obtained from the College Office.

**Monitoring and Review:**

- This policy will be subject to continuous monitoring, refinement and audit by the Principal.
- The Board of Directors undertake a formal annual review of this policy for the purpose of monitoring and of the efficiency with which the related duties have been discharged, by no later than two years from the date shown below, or earlier if significant changes to the systems and arrangements take place, or if legislation, regulatory requirements or best practice guidelines so require.

Signed:

Dr Sally Powell  
Principal

Reviewed: March 2017

Robert Marsden and Edward Browne  
Board of Directors