



Exclusion Policy Bath Academy

The Decision to Exclude

If, as a result of previous disciplinary action, a student has been issued with a 'Code of Conduct' or put 'on report' and this has been broken, then a formal disciplinary hearing will be convened to review the breach. The hearing panel will be made up of the Principal and another member of the Senior Management Team. Those invited to attend the hearing will include, the parents or guardian of the student, as well as the student. After the meeting, the two members of the panel will make a decision that the Code of Conduct be renewed, or that there is no case to answer, or that the student be excluded for a fixed term or permanently.

A decision to exclude a student is taken if

- a) the student is in serious breach of the Behaviour Policy/Student Guidelines
- b) if allowing the student to remain in the school would seriously harm the education or welfare of the student or others in the college

The Principal or one of the Directors of Studies in the absence of the Principal may exclude a student. There will be exceptional circumstances where, in the Principal's judgement, it is appropriate to exclude permanently a student for a 'first' or 'one-off' offence. These might include:

- a) serious actual or threatened violence against another student or a member of staff
- b) sexual abuse or assault
- c) supplying an illegal drug
- d) carrying an offensive weapon

The Principal will consider whether or not to inform the Police where a criminal offence has taken place.

Before taking the decision to exclude a student, the Principal should:

- a) ensure that an appropriate investigation has taken place
- b) consider all the evidence available to support the allegations taking into account the Behaviour Policy and Equal Opportunities Policy
- c) allow the student to give his or her version of events

- d) check whether the incident may have been provoked
- e) consult the Assistant Principals and any other member of staff who may have relevant information or who witnessed the incident

The Procedure for Excluding a Student

It is the responsibility of the Principal to ensure fairness and openness in the handling of exclusions.

When the Principal excludes a student, the parents or guardians should be notified immediately in the first instance by telephone. This should then be followed up by a letter within one college day. The letter of notification of an exclusion should state:

- a) the fact that it is a permanent or fixed term exclusion
- b) the reasons for the exclusion
- c) the parent's/guardian's right to make representations about the exclusion to the Directors
- d) the person whom the parent should contact if they wish to make such representations (in the case of Bath Academy this is Mr David Game and Mr Mansour Kaveh)
- e) the date the exclusion takes effect and any relevant previous history
- f) contact numbers of the LEA who can provide advice

The Principal must inform the Director of any decision to exclude a student.