



# Exclusion Policy

## Related documents include:

- Student Handbook
- Behaviour Management Policy

## Legal Status:

## Monitoring and Review

- This policy will be subject to continuous monitoring, refinement and audit by the Principal
- The Principal will 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 one year 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.
- The next official date for review is **September 2019**

## Introduction

Abbey College in Malvern actively promotes good behaviour amongst our students, though when a student breaks a College rule they are sanctioned. The disciplinary measures taken are appropriate to the offence when possible and include:

- Detentions for lack of homework or poor behaviour in class
- Class reporting to monitor a student's academic performance
- Confiscation of room key between 08:30 and 16:00
- Gating: this is when the student has to have a form signed by a member of staff at a specified time, which subsequently monitors and restricts their movement on and off campus.
- Suspension: when a student attends their lessons as normal but is placed in a home stay during evenings and weekends.

On rare occasions students will be put on a full suspension where they stay with a home stay full time.

With the exception of a full suspension, these sanctions have been devised to protect a student's studies and they are expected to attend all of their lessons, at the same time as helping them understand the consequences of their behaviour and that such behaviour is not acceptable within a boarding school setting.

**The aim is to support the student in positively modifying their own behaviour.**

Parents and/or agents are kept fully informed if a student's behaviour is continually problematic and if they are removed from the campus. Communication thereafter remains regular and they are kept closely informed of their student's progress at the school if there are further examples of the student not meeting College expectations. Students are also spoken to about their behaviour and notes from these conversations are kept

Produced by:	CS	Date:	16/08/2017	Checked by:	WR	Date:	20/08/17	Approved by:	MW	Date :	27/09/17
--------------	----	-------	------------	-------------	----	-------	----------	--------------	----	--------	----------



in their student file. This communication is normally organised by the Principal. All records of this correspondence and interviews are kept in the student's file in the Registrar's office.

## Home stay Alternative

It may also be the case that a student's behaviour is such that the College believes they would better focus on their studies without the distractions of living in a boarding school, and the family is advised that the student may benefit from permanently remaining in a home stay.

## Exclusion

On very rare occasions a student may be **permanently excluded** from the school. This may be as a result of continual poor behaviour during which time the student has been sanctioned using a variety of the methods discussed above. At each point the parents and/or agents would have been informed and the possibility of exclusion if the behaviour is persistent would have been communicated on several occasions.

However, sometimes a student's behaviour may be so serious that an **instant exclusion** could be considered.

Examples of such behaviour include:

- Supply or possession of alcohol, illegal drugs or solvents, or their paraphernalia, or substances intended to resemble them.
- Theft, blackmail, intimidation, physical violence or bullying.
- Misconduct of a sexual nature, this includes the possession of pornography
- Possession of firearms or bladed items.
- Serious vandalism.
- Behaviour which is deemed to be seriously racist or discriminatory.

Incidences of such behaviour are investigated by the Principal in conjunction with other relevant members of staff and parents and/or agents will be informed immediately. During the investigation process the Principal will gather evidence, interviews students and staff as necessary and the student may be removed from the College whilst a decision is being made. The final decision is made in conjunction with the Owner's Representative.

If a student is excluded from the school they will be placed with a home stay until their parent and/or agent organises their return journey home.

**It should be noted that permanent exclusions are very rare and this decision is not taken lightly.**

Produced by:	CS	Date:	16/08/2017	Checked by:	WR	Date:	20/08/17	Approved by:	MW	Date :	27/09/17
--------------	----	-------	------------	-------------	----	-------	----------	--------------	----	--------	----------