



# Procedure for Disciplinary Exclusion

## Related Documents Include:

- Student Handbook
- Behaviour Management Policy

## 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 **February 2026**.

## Introduction

Abbey College in Malvern actively promotes good behaviour amongst its students. However, when a student breaks a college rule, they are sanctioned. The disciplinary measures taken are proportionate to the level of the offence 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 16:15
- Gating: this is when the student must 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 an officially registered home stay, local to the College, during evenings and weekends.

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

Even in the case of a full suspension, these sanctions have been devised to protect a student's studies, so they are expected to attend all their lessons (or have work assigned to them for remote study) at the same time as helping them understand the consequences of their behaviour and that such behaviour is not acceptable within a boarding college 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 - they are kept closely informed about their student's/son or daughter's progress at the College and any further instances of them not meeting College expectations. Students are also spoken to about their behaviour and notes from these conversations are kept 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.

Produced by:	JKS	Date:	26/02/25	Checked by:	JR	Date:	03/03/2025	Approved by:	MN	Date:	03/03/2025
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## Homestay 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 on campus, 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 College. This may be because 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.

A student may be excluded from Abbey College under the following circumstances:

- In response to a serious breach of the College rules and discipline
- In response to a student's continual refusal to comply with the College rules (after the College has applied all reasonable strategies to avoid excluding the student) and if allowing that pupil to remain in school would, in the opinion of the College, seriously harm the education and welfare of other pupils or members of the school community.
- If he or she has been found to have committed a criminal offence in or outside College or found to have behaved in a manner that tends to bring the school into disrepute.
- If the Principal considers that the student's attendance, progress or behaviour (including behaviour outside college) is unsatisfactory and in the reasonable opinion of the Principal the removal is in the College's best interests or those of the student or other students.
- If the behaviour of one, or both parents, is, in the opinion of the Principal, unreasonable and affects or is likely to affect adversely the student's or other student's progress at the College or the well-being of College staff or to bring the College into disrepute.
- The College Rules state explicitly the offences likely to be punishable by temporary or permanent exclusion. The Principal may decide that exclusion for a lesser offence is justified where there has been previous misbehaviour. All aspects of the student's record at the College may be taken in to account.

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.

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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 College, they will be placed with a homestay 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.**

## Guiding Principles

Whilst the precise procedure to be followed in a given situation will depend on the circumstances of the case, the following key principles are followed:

- A fair and reasonable investigation will take place. No decision will be made until sufficient information has been gathered.
- Students and parents will be informed of the allegation and supporting evidence and must be given a reasonable opportunity to exculpate themselves.
- The sanction should be proportionate and an appeal should be offered in cases of permanent exclusion.
- Immediate exclusion of a student will only take place in exceptional circumstances e.g. If there is an immediate risk to the safety of others in the College or the student concerned. Parents, guardians or carers will be contacted and asked to escort their son or daughter from the premises.

Only the Principal can permanently exclude a pupil from the school.

## Procedure

### Clarification

When a matter arises, which may lead to permanent exclusion of a student, the Principal will seek clarification as to the exact nature of the allegation and the extent of the information available. He will make a judgement as to whether external agencies should be involved.

### Investigation

Unless it is likely that a crime has been committed, at which point advice will be sought, the Principal will designate a staff member, usually the Welfare Manager, to interview all staff and pupils involved in strictest confidence. There is no requirement for parents to be present. Statements may be taken from staff and students involved in the matter or who may have witnessed an incident. All written statements will usually be attributed, signed and dated by the witness, having first had a chance to read through the text. They should be countersigned by the person who took the statement.

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Students involved in the matter should be kept apart throughout the period of the investigation as far as is reasonably possible. Each student interviewed should be told not to discuss the matter with other students, especially others involved in the incident. Mobile phones may be confiscated.

It may be appropriate to temporarily exclude the pupil while the investigation continues. If this is the case, the period of time will be kept as brief as possible and arrangements will be made to provide support to the students(s) for its duration. It must be made clear to both parents and students that this is to allow the College to investigate the matter properly and that it is not a disciplinary sanction. If the student is temporarily excluded, he/she remains under the care of the Welfare Manager.

Parents will be informed by the Principal that an investigation is happening.

On conclusion of the investigation, all statements or evidence will be given to the Principal. If presented to the student alleged to have committed a breach of Level 3 College Rules, the Welfare Manager or another witness must be present in the interview. If the student has admitted the breach of Level 3 College Rules, a statement, without coercion, would be requested and signed.

The College may refer to the police any matter which amounts to criminal activity. The College may refer to social services any case where it is believed that a student may be suffering, or may be at risk of suffering, significant harm.

### **Final Decision**

The Principal will make the final decision based on the results of the investigation. If oral notification is given to the parents and student, written notification must follow as soon as reasonably possible. This should state:

- The Principal's decision
- The sanction and when it takes place
- The reasons for the decision
- In the case of permanent exclusion, parents must be made aware of their right to appeal to the Director.
- The Director is notified of the permanent exclusion and given a copy of the Letter of Permanent Exclusion if requested.

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## The Right of Appeal and Process

Application for Appeal must be made by the parents/guardian of the student within 14 days of receipt of the Letter of Exclusion to the Director. The right of Appeal will lapse after 14 days.

In making the application the parents should:

- State the decision appealed against and the date of the permanent exclusion.
- State their grounds for Appeal.
- Provide any new evidence not available at the time of the investigation. The Director must be satisfied that it is relevant and there was good reason why it was not brought forward at the time.

The Director will acknowledge receipt of the Appeal and he will consider the matter and make the final decision on the Appeal.

The parents will be informed of the decision of the Director.

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