



BISHOP MILNER CATHOLIC COLLEGE

EXCLUSION POLICY

'You see that a person is justified by works and not by faith alone'
James 2:20

Approved by Representatives: November 2020

Date for Review: November 2022

This policy is written to comply with the regulations, advice and guidance contained in the following documents

- Education and Inspections Act 2006
- Advice and Guidance DfE
- Bishop Milner Catholic College Behaviour Management Policy

Support and Advice

Support and advice on all matters concerning exclusion can be sought from an Inclusion Officer, (Dudley Council) 01384 814255

Rationale

The college views the exclusion of any student to be a serious matter. The college will endeavour to act in a way that is fair, proportionate and with a view to the best interests of the student concerned, other students, members of staff and the college.

The college is motivated by a sense of the moral seriousness of what colleges do; by a conviction that education, while important, should also be fun; by a belief that colleges should be inclusive communities in which everyone is equally valued; and by a determination that we should not tolerate underachievement.

The college want to meet the unique needs of every individual; we recognise that colleges are places where young people come to learn and the college accept that they will sometimes make mistakes. The college aim to be a forgiving and understanding institution.

However, the college also have high expectations of the behaviour of students and must protect the dignity and interests of everyone who works at our college. As such, the college operate a system of sanctions to deter and punish bad behaviour.

The college has a flexible hierarchy of responses to bad behaviour. Exclusion from the college is the most serious response in the hierarchy – it is intended as a signal that the college will not tolerate the behaviour in question.

Investigations leading to exclusion

The college will make every effort to be fair in making decisions regarding exclusions. The student will have the opportunity to make a full written statement as soon as possible after the incident; members of staff and other students will also be asked to give their accounts of the incident(s).

The Principal will then review the evidence and decide whether an exclusion is necessary and, if so, how long it will be. When there is contradictory or uncertain evidence, the Principal must decide 'on the balance of probability' which account of the incident(s) is most likely to be correct.

Fixed Term Exclusions

The college will sometimes exclude a student for a fixed number of days (to be determined by the Principal on the basis of the seriousness of the incident, the previous behaviour of the student and other relevant circumstances). At the end of the exclusion, the student will be re-admitted to the college following a formal meeting between the student, parents and a member of the Senior Leadership Team.

The college may exclude a student while an investigation takes place (if the student's presence at college would be detrimental to the investigation or if the incident being investigated is very serious); under these circumstances, the length of the exclusion will not necessarily be known at first. Similarly, if additional information becomes available after the length of the exclusion has been decided, the Principal may shorten or extend the exclusion.

The college recognises that exclusions of up to five consecutive days and those over five days require different arrangements.

Where an exclusion is of five or fewer days the college will expect parents to assume responsibility for an excluded child during college hours. Where an exclusion is of six or more days the college will assume responsibility for ensuring the child receives an appropriate education from the sixth day. Arrangements will be made on a case by case basis, the most common arrangement involving a temporary placement in a neighbouring college.

Permanent Exclusion

The college will, where appropriate, consider the permanent exclusion of a student.

Permanent exclusion may result from a single serious incident or from a more gradual breakdown in the relationship between the student and the college.

Who makes the decision to exclude?

The decision to exclude a child from college is taken by the Principal. In the absence of the Principal a Vice Principal may take the decision which is then confirmed by the Principal as soon as possible.

The Principal will wish to listen to the advice of other senior members of staff, the lead staff member for pastoral care in particular.

The decision to exclude is generally taken without consultation with the family of the student. However, parents are informed as soon as possible

What behaviour leads to exclusion?

Exclusion at Bishop Milner Catholic College is generally a response to a specific incident of a serious nature. In the past this has fallen into the following main groups (In most cases reference is made to Stage 6 of the college's behaviour policy)

- Swearing at or in the presence of a member of staff
- Other abusive behaviour toward a member of staff
- Persistent and/or severe bullying
- Violence
- Serious vandalism or damage to property
- Theft
- Persistent refusal to comply with instructions
- Possession of or attempt to use knives, drugs, firearms and explosives

How is the length of the exclusion determined?

This is a complex matter that involves issues of judgement. The first principle is that the exclusion should be as short as possible given the circumstances. In coming to a decision the college will consider the following

- How effective is the exclusion likely to be?
- How serious was the incident e.g.
 - Did the student swear **about** the teacher in hearing of the class?
 - Did the student swear **at** the teacher?
 - Was the student's behaviour threatening to the teacher?
 - Were two students having an argument that turned into a fight?
 - Did one student seek out and assault another?
 - The degree of harm that has resulted
 - The degree to which the poor behaviour was pre-meditated
- Previous incidents involving the student
 - The extent to which the authority of staff has been undermined
 - How public the incident was
- What effect will the exclusion have on the feelings of other people?
- How will the exclusion affect preparation for public examination? (students are expected to attend college to sit public examinations if they are held during the course of an exclusion)

How is the exclusion communicated to parents or carers?

In almost all cases parents are informed by telephone and arrangements made for the student to be collected from college. Parents may give permission for the student to be sent home or the college may keep the student until the end of the college day.

A formal letter setting out the reasons for the exclusion, the duration of the exclusion, the return date and parents/carers rights to appeal is normally sent the same day by first class post and where possible, email.

Why exclusions are sometimes extended?

Sometimes the college will set an initial exclusion period and this may then be extended. This happens because

- The full events surrounding the situation need further investigation or further information comes to light
- The college is waiting for other agencies (e.g. the police) to make further enquiries
- A multi agency planning meeting needs to be arranged

Who else needs to be informed?

In all cases the college will inform:

- The local authority exclusion officer
- Academy Committee discipline committee

Reintegration interviews

Students returning from exclusion will have a formal meeting with the Principal or his representative before they return to lessons. Parents/carers are expected to attend – it is vital that they have a chance to discuss the incident(s) and help the student decide how to avoid further exclusions. If parents are unable to attend then the student will be placed into the college's Damascus room until the meeting takes place.

Students will be expected to apologise formally to any student or member of staff who has suffered as a result of their actions. Where blame for an incident is shared, the college will take steps to reconcile those involved.

Setting and Marking Work

Bishop Milner Catholic College is responsible for setting and marking work during first five days of an exclusion. The college will make work available for collection by a person other than the excluded student at the college office. This work will normally be available within half a day of the start of the exclusion.

Behaviour management context

Following each exclusion the college will review its behaviour management of the excluded student. This may result in a Pastoral Support Plan being written, a Common Assessment Framework being completed or other plans drawn up.