

Bicester Technology Studio

Exclusion Policy

Introduction

Exclusion is an extreme sanction and will be avoided wherever possible. In most cases, behaviour which may once have resulted in fixed-term exclusion will result in internal exclusion. This means, students whose behaviour transgresses the behaviour standards of Bicester Technology Studio (BTS) will be punished, but their work will suffer less than if they were excluded from BTS.

With regard to the above, the decision to recommend a student for fixed-term or permanent exclusion will be taken in the following circumstances:

- In response to a serious breach of the school's Behaviour for Learning Policy, beyond that which would result in an internal exclusion
- If allowing the student to remain in BTS would seriously harm the education or welfare of the student or others in the school .

Please note that before a permanent exclusion is considered, a 'Managed Move' may be resorted to, if appropriate.

Aims

Exclusion is a sanction used by the school only in cases deemed as serious breaches of the school Behaviour for Learning Policy. A student may be at risk of exclusion from BTS for:

- Verbal or physical assault of a student or adult;
- Persistent and repetitive disruption of lessons and other students' learning;
- Extreme misbehaviour which is deemed outside the remit of the normal range of sanctions.

A fixed term exclusion from the school can only be authorised by the Principal or the Vice Principals acting on their behalf. If none are available to authorise the exclusion a decision should be deferred until the opportunity for authorisation is available.

In the case of a Permanent Exclusion this can only be authorised by the Principal and should be done after consulting the Chair of the Board of Governors, although the final decision rests with the Principal.

The school seeks to reduce the number of incidents leading to exclusions by promoting a positive atmosphere of mutual respect and discipline within the school .

The school regularly monitors the number of fixed term exclusions to ensure that no group of students is unfairly disadvantaged through their use and that any underlying needs of individuals are being fully met.

Responsibility for Exclusion

Exclusion is only administered by the Principal (or, in the absence of the Principal, the Vice Principal who is acting in that role).

Causes for Exclusion

Exclusion, whether internal, fixed term or permanent, may be used for any of the following, all of which constitute examples of unacceptable conduct and are infringements of the school's Behaviour Policy:

- Actions which put the student or others in danger
- Verbal abuse to staff and others
- Verbal abuse to students
- Physical abuse to/attack on staff
- Physical abuse to/attack on students
- Indecent behaviour
- Damage to property
- Misuse of illegal drugs
- Misuse of other substances
- Theft
- Serious actual or threatened violence against another student or a member of staff
- Sexual abuse or assault
- Supplying an illegal drug
- Carrying an offensive weapon
- Arson
- Unacceptable behaviour which has previously been reported and for which BTS sanctions and other interventions have not been successful in modifying the student's behaviour

This is not an exhaustive list and there may be other situations where the Principal makes the judgment that exclusion is an appropriate sanction.

Notification of Exclusion

Parents / guardians will be notified as soon as possible of the decision to exclude a student and the reason for the exclusion. This will be done on the day of the exclusion being authorised by either direct phone contact or a face-to-face meeting. A written confirmation of the reason(s) for the exclusion will be sent to parents / guardians the same day.

In the case of a Permanent Exclusion parents will be notified by the Principal in a face-to-face meeting.

A student who has been excluded will have the reason for his/her exclusion explained to them by the Principal or Vice Principal so that they understand the nature of their misbehaviour.

The Chair of the Board of Governors and relevant BTS employees will be notified of all fixed term exclusions the same day of the production of the exclusion letter, which they will receive a copy of; it will clearly outline the reasons for the exclusion.

Students returning from fixed term exclusion

All students returning from fixed term exclusion are required to attend a reintegration meeting, accompanied by a parent. This meeting will seek to establish practical ways in which further exclusion can be avoided and behaviour modified to acceptable standards in partnership between student, parent and BTS. In some incidents, on the return from a fixed term exclusion students will be required to attend an integration meeting and will be introduced back into their normal lessons during a phased integration.

Appeals

All correspondence regarding an exclusion from the school will inform parents of their right to appeal to the Board of Governors against the decision to exclude. This procedure is clearly set out in the statutory guidance.

The person who should be contacted to initiate an appeal is the Clerk to the Governors.

Monitoring and Review

The Board of Governors and Principal will monitor the operation and effectiveness of the school's Exclusion Policy.

Policy written: May 2016

Policy review date: 31 August 2017