



Suspension and Exclusion Policy Bath Academy

This policy applies to all students of Bath Academy.

Policy Aims

Bath Academy is committed to the highest standards of tuition, safety and wellbeing for all of its students. We will do everything possible to see that the individual needs of students are met. However, if a student consistently refuses to obey the college rules, does not meet our academic expectations, or commits an act of unacceptable and egregious indiscipline it may be necessary to suspend or even exclude them from the College. Failure to meet academic expectations may include repeated unexplained or unacceptable absence, persistent poor punctuality, poor record of work submission or a failure to respond to measures put in place by the senior academic staff.

Sanctions

Personal Tutors may prescribe and authorise the use of such other sanctions as comply with good education practice and tend to promote observance of the Student Behaviour Policy. For example, Personal Tutors may remove a student from class for a day to sit in the Study Centre because of behavioural issues. A removal from class for a day is not a formal suspension. In such instances, students will sit in the Study Centre and continue working during their timetabled lessons. Parents will be notified of a removal from class when necessary.

Removal from class is a sanction often used for 'pupils of compulsory school age', as they are required to be at College all day throughout the week. Students may be removed from class due to disruption, failure to complete assigned homework or other behaviour issues. This sanction may be referred to as an "internal suspension" when dealing with students so they understand the importance of the action. However, removal from class is not a suspension as defined below.

Suspensions

Suspensions and exclusions for a fixed period are wholly at the discretion of the Vice Principals and the Principal. They can be the result of a sustained period of poor behaviour or of behavioural offences as detailed in the

Behaviour Policy. If a student is suspended for a fixed period, parents and guardians will be contacted by telephone or email and within three days in writing with further details of the suspension and re-entry requirements. A meeting will be arranged with the relevant Vice Principal to discuss the matter and make arrangements for the student to return. This will involve a set of clearly stated conditions that the student will have to adhere to in order to remain at the college.

Exclusion

Excluding students on a permanent basis is a highly regrettable decision and the college will do everything in its power to avoid such a serious measure. Exclusion can occur if the conditions of a suspension are not met or may be the result of a single act. Such acts may be either inside the college or outside the college, either during the college day or outside the college day. If an expulsion occurs, parents and guardians will be contacted immediately by telephone and within three days in writing. Students should absolutely be aware that any serious act of verbal or physical aggression, gross insubordination, or any action which compromises the safety of Bath Academy staff or students or any other person (even unconnected to the college) will result in their immediate removal from the College.

The Decision to Suspend or 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 relevant Vice Principal or 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 suspended for a fixed term or permanently excluded.

A decision to suspend or exclude a student is taken if

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

The Principal or one of the Vice Principals may suspend a student; only the Principal (or one of the Vice Principals in the absence of the Principal) may permanently 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. Examples (not exhaustive) might include:

- a) serious actual or threatened violence against another student or a member of staff or member of the public
- b) sexual abuse or assault
- c) supplying an illegal drug
- d) carrying an offensive weapon
- e) behaviour that results in the college being unable to guarantee the safety of the student (or other students or members of the public)

Where a criminal offence is considered to have taken place, the Principal or Vice Principals will inform the Police.

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 Vice Principals and any other member of staff who may have relevant information or who witnessed the incident

The Procedure for Suspending or Excluding a Student

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

When the Principal or Vice Principals suspend or exclude 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 three college days. The letter of notification should state:

- a) the fact that it is a fixed term suspension or a permanent exclusion
- b) the reasons for the suspension or 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 suspension or exclusion takes effect and any relevant previous history
- f) in the case of a suspension, the conditions to be met for re-entry to the college
- g) contact numbers of the LEA who can provide advice

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

Progression for Existing Students:

Existing students who progress to the next year at Bath Academy are expected to be able gain a minimum grade requirement (specific to each curriculum year) and must also have a determination to reach their academic potential. Students are expected to follow Bath Academy's Behaviour Policy throughout the year and any disciplinary action or violations of the Behaviour Policy will be reviewed in determining progression into the next year. Students who have consistently not adhered to the College's Behaviour Policy are likely to be asked to re-apply for entry into the next year. Violation of the Behaviour Policy and core Bath Academy rules can include but is not limited to: poor attendance (less than 80%), attending lessons late totalling over 250 minutes for the previous academic year, and/or a suspension

Reviewed: November 2019

Next Review: November 2020

Responsible Officer: Tim Naylor

Signature: