

# Suspension and Exclusion Policy

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## 1. Introduction and Aims of the Policy

Suspensions (temporary) and Exclusions (permanent) are serious sanctions that are utilised by the College when there is a need to safeguard the individual, other students, staff and visitors. Exclusions are very serious, and the College will only implement these as a last resort or in cases of serious breaches of behaviour that jeopardise the safety and welfare of others.

The main starting point for this Policy is the Community Values that all students sign up to at Enrolment. If a student breaches these values, or commits an act which is unacceptable and dangerous, then a period of suspension or permanent exclusion may be required.

The College's Community Values are as follows:

1. Always have your college ID card on your person when in college and be able to present it when asked by a member of staff
2. Arrive at all classes on time, with the right equipment, and ready to learn. Work hard and complete your assignments / homework by deadlines set
3. Work with your teachers and support staff to make sure you succeed and progress
4. During lessons turn your mobile phones to silent, unless being used for learning
5. Use technology respectfully in lessons
6. Attend all timetabled sessions, including E6 where applicable and work towards the targets agreed with your teachers
7. Care for the College environment, respecting the College and the property of others
8. Treat everyone with respect, regardless of differences you may notice and report any unfair treatment you witness
9. Take responsibility for your own safety and the safety of those around you and tell us if you are ever worried about your safety
10. Tell us if we could do better or if you have a problem
11. Respect term dates and avoid taking any holidays during term time
12. Look after your mental health and do not be afraid to seek support

## 2. Suspensions

**The Governing Body delegates the authority to suspend students to members of the Senior Management Team.**

The period of suspension that can be issued to a student can be up to 5 timetabled days. Periods longer than 5 timetabled days may be required when an investigation is taking place and will be approved by the Deputy CEO/Deputy Principal. Suspensions can be implemented for several reasons which could include but are not restricted to:

- Aggressive behaviour
- Verbal and/or physical violence
- Possession of illegal substances on college premises
- Under the influence of drugs and/or alcohol on college premises
- Bullying and harassment, including online
- Breaching the IT Acceptable Use Policy
- Plagiarism or Malpractice
- Theft

- Deliberate damage to college property
- Involvement in an incident requiring further investigation
- Other unacceptable behaviour, in breach of College Community Values

Parents/Carers will be informed immediately if a period of suspension is implemented, and this will be followed up in writing within three working days.

All suspensions will be recorded as an authorised absence. These absences will impact on overall college attendance levels.

For safeguarding or health and wellbeing purposes, it may be appropriate to implement a period of suspension onsite. In these circumstances the student would be required to sign in and out with the Safeguarding/Health and Wellbeing Team and work independently in a staffed location, e.g., Library/Study Centre.

Following a period of Suspension, a Return to College meeting will be held with the Student, their Personal Tutor and the Vice Principal that issued the suspension. Parents/Carers are also required to attend this meeting. Intervention targets may be set at this meeting. This will involve setting conditions and targets that the student must adhere to in order to remain at the College. Restorative Practice methods should be used where relationships between a student and their peer(s) have broken down.

#### SEND Students

Reasonable adjustments and special considerations in accordance with the Equality Act 2010 will be applied in relation to any decision to suspend a student with special educational needs and/or those with a disability. In making any decision about a suspension of a SEND student, the Vice Principal Foundation and Adult Learning must assess their special educational needs to be met in the first instance. In cases where a student has an EHCP (Educational Health and Care Plan), careful consideration will be given to its content and support needs for the student to ensure that these have been met by the College. It may not be appropriate to suspend a SEND student with an EHCP and more relevant to liaise with Parents/Carers and Portsmouth City Council/Hampshire County Council in relation to requesting an early review of their EHCP.

Alternative steps may be taken with SEND students instead of issuing a suspension period. Depending on the nature of the incident these might include:

- working with Learning Support Assistant in break out space
- Reduced timetable to support transition back into learning
- Restorative Practice

In instances where the above measures and assessment have taken place and it is deemed necessary to issue a period of suspension, the process for informing parents and recording the period of absence will be followed.

### **3. Exclusions**

Exclusions from College can only be sanctioned by the Deputy CEO/Deputy Principal and are issued as a last resort. The College will always work with students to change their behaviour at the point of suspension to avoid the need for this sanction. The decision to exclude a student permanently is not taken lightly and all steps are taken to ensure that this measure is avoided. Exclusion can be implemented when:

- A student does not adhere to the suspension conditions that have been set
- On return from a suspension, a student breaks the conditions and targets that have been set at the Return to College meeting
- Where a student has already been suspended for a serious offence and other concerning behaviour has taken place
- Repeat offences of unacceptable behaviour, in breach of College Community Values
- Where a serious single act of verbal or physical aggression takes place and puts the safety of other students, staff, and visitors at risk
- Where a student has been proved to be dealing illegal substances to other students

Parents/Carers will be informed immediately if an exclusion is implemented and this will be followed up in writing within three working days.

#### SEND Students

The College would take a different course of action in relation to SEND students and exclusions. This would be in relation to assessment of needs being met in relation to their EHCP (if in place) and also supporting transition to alternative provision where this is appropriate or becomes necessary, in conjunction with Portsmouth City Council and Hampshire County Council.

#### **4. Complaints or Appeals**

Any student or parent who is dissatisfied with how the College approached and implemented this policy should follow the College's Complaints procedure.