

EXCLUSION AND SUSPENSION POLICY

PRIMARY PEOPLE RESPONSIBLE FOR IMPLEMENTATION AND MONITORING OF THIS POLICY

JAMES EYTLE, BEVERLEY MELLON (PRINCIPALS)

LAST REVIEW DATE

March 2019

NEXT REVIEW

March 2020

EXCLUSION AND SUSPENSION POLICY

1. Reasons for Exclusion or Suspension

The Principals will seek to exclude or suspend a student for breaches of the disciplinary code stated in the Behaviour and Conduct of Students policy.

These may cover the following, but the list is not exhaustive:

- Failure to maintain a high standard of respectful behaviour towards members of staff and other students
- Failure to prepare for monthly mock exams
- Failure to complete homework to the best of their ability and by the required deadlines
- If a student cheats or plagiarises any work submitted to a Teacher
- Failure to attend all classes punctually and abide by the Attendance Policy.
- Failure to abide by the school policies including those on Health and Safety, consumption of alcohol, smoking and illegal substances (drugs) or bringing in to college any sort of object that may be harmful towards others.
- Littering on college premises or on the street directly outside the college
- Failure to abide by the college's Code of Conduct during college trips or visits.
- Failure to inform the College if they have any dealings with Police or other authorities outside of college hours
- Failure to respect a decision by a member of staff asking the student to leave a classroom
- Failure to attend Evening Study or Saturday Study repeatedly
- Failure to obey the policy of no loitering in the area directly outside the front door of the College, including the porch and steps
- If the student commits an assault or battery to any individual associated with the College
- If the student commits an act of vandalism to College property or facilities
- If the student is caught stealing college property or that of staff or other students within the College
- If the student is caught bullying other individuals associated with the College

2. Co-operation of Parents

Parents are asked to support the College Behaviour & Conduct Policy and imposition of reasonable sanctions, including suspension and exclusion when justified.

3. Procedure for Issuing Exclusion or Suspension

Once an issue has been raised with the Principals, they will conduct an investigation to uncover the facts. This may involve speaking to witnesses and obtaining written statements from all parties concerned.

Based on the severity of the breach, a student caught committing a breach of the Behaviour and Conduct policy may be issued with

- a) A verbal warning and/or a written warning
- b) A suspension from the College or
- c) Exclusion from the College

The Principals reserve the right to suspend or exclude a student without a verbal warning if the breach of the Behaviour and Conduct policy is considered serious enough.

When a student receives a verbal warning, a suspension or exclusion, parents and guardians will be informed as soon as possible by email or post.

A letter will be sent to parents or guardians by email or post explaining the reasons for the decision.

Suspensions and Exclusions will be dealt with on a case by case basis and the action taken for one student will not be deemed to have set a precedent for other students.

4. Right of Parents to Appeal

If the parent/guardian wishes to appeal against the decision to suspend a student, they must put in writing their grounds for lodging the appeal and write to:

The Principals
Albemarle College,
18 Dunraven Street,
London
W1K 7FE

In the case of exclusion, the decision of the Principals is final and binding.

If a parent or guardian feels their child has been unjustly excluded, they may appeal in writing to

The Board of Directors,
Albemarle College,
18 Dunraven Street,
London
W1K 7FE

This appeal will be conducted by the Board of Directors and their decision is final.

In cases where the Principals are directly involved in the student's breach of the Behaviour and Conduct policy and an exclusion has been given, parents and guardians may appeal to the Independent Complaints Adjudicator by email:

Charles Lacey

charleslacey@gmail.com