

## **EXCLUSIONS AND SUSPENSIONS POLICY**

### **PRIMARY PERSON RESPONSIBLE FOR IMPLEMENTATION AND MONITORING OF THIS POLICY**

JAMES EYTLE, BEVERLEY MELLON (PRINCIPALS)

### **LAST REVIEW DATE**

Jan 2024

### **NEXT REVIEW**

Jan 2025

## EXCLUSIONS AND SUSPENSIONS POLICY

### **1. Reasons for Exclusions or Suspensions**

The Principals will issue Exclusions or Suspensions 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
- Failure to keep track of their academic learning and progress with the support of their Curriculum Manager, Personal Tutor and Subject Tutors.
- Failure to complete homework to the best of their ability and by the required deadlines.
- If a student cheats or plagiarises any work submitted
- 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 any sort of object that may be harmful towards others.
- Failure to accept that it is their responsibility to keep the college clean and tidy.
- Failure to abide by the college's Code of Conduct during college trips or visits.
- Failure to acknowledge that it is their responsibility to inform the college if they have any dealings with Police or other authorities outside of college hours.
- Failure to respect a decision asking the student to leave a classroom
- Failure to attend Evening Study or Saturday Study
- Failure to obey the policy of no loitering outside the front steps of the College
- If the student commits an assault or battery to any individual associated with the College
- If the student commits acts of vandalism on College property or facilities
- If the student is caught stealing college property or that of staff and students within the college
- If the student is caught bullying other individuals associated with the College

- If a student's attendance in any calendar month falls below 90% the College reserves the right to exclude the student from public examinations. No refund of tuition or examination fees will be made in this regard.

## **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 in the severity of the breach, a student caught committing a breach of the Behaviour and Conduct policy may get
  - a) A verbal warning; and/or
  - b) A suspension from the College or
  - c) An 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 phone and email or post.
- A letter will be sent to parents or guardians by email or post explaining the reasons for the decision.
- Suspension 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** [charlesplacey@gmail.com](mailto:charlesplacey@gmail.com)