

Heathrow Aviation Engineering UTC

Exclusion Policy

Introduction

Exclusion is an extreme sanction. Wherever possible, “internal exclusion” will be used in favour of fixed-term or permanent exclusions.

Fixed term exclusion is part of the spectrum of sanctions as set out in the Behaviour for Learning Policy.

Permanent exclusion will be considered in the following circumstances:

- In response to a serious breach of the UTC’s Behaviour for Learning Policy.
- If allowing the student to remain in UTC would seriously harm the education or welfare of the student or others in the UTC.

Before a permanent exclusion is implemented alternatives will be considered if appropriate.

Aims

Exclusion is a sanction used by the UTC only in cases deemed as serious breaches of the UTC’s Behaviour for Learning Policy.

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

The UTC regularly monitors the number of fixed term exclusions to ensure that no group of students is unfairly disadvantaged.

Responsibility for Exclusion

A fixed term exclusion from the UTC can only be authorised by the Principal or in his/her absence; the most senior member of staff available.

The Principal is responsible for the decision to permanently exclude. The next most senior member of staff may only make the decision in exceptional circumstances.

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 UTC’s Behaviour Policy:

- Threat
- Physical assault against a student
- Physical assault against an adult



- Verbal abuse/threatening behaviour against student
- Verbal abuse/threatening behaviour against an adult
- Inappropriate use of social media/ communication
- Bullying
- Racism
- Sexual misconduct
- Drug and alcohol related behaviour
- Damage
- Theft
- Persistent disruptive behaviour
- Refusal to accept the authority of the college
- Weapons related
- Posing a health and safety threat

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 an 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 the Principal; in a face-to-face meeting with parents/guardians will confirm the reasons why the exclusion has taken place.

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 and consequences of their misbehaviour.

The Chair of the Board of Governors and relevant UTC employees will be notified of all fixed term exclusions the same day an exclusion letter is produced. All parties will receive a copy clearly outlining 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/guardian. 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 the UTC.

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 UTC will inform parents/guardians of their right to appeal to the Board of Governors against the decision to exclude.

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 UTC's Exclusion Policy.

Approved 5.1.16

Effective 6.1.16