CHRIST THE KING SIXTH FORMS

Student Exclusion Policy

Christ the King Sixth Forms have a long tradition of excellence, underpinned by our Catholic values, and we take pride in our strong sense of community. Our staff are our greatest resource, and this core value is enshrined in our mission statement.

Mission Statement

We are a Catholic Sixth Form dedicated to the education and development of the whole person, so that all students can realise their full potential.

To achieve this as a community we will:

- Provide the highest standards of teaching and learning.
- Expect students to show commitment to their studies and the Christian values of the Sixth Forms.
- Provide equality of opportunity, with mutual respect and positive encouragement.
- Build and further develop a partnership with parents, schools, parishes, higher education, employers and the local community.
- Value staff and support their professional development.

In doing this we will reflect Christ's teaching in the life and work of the whole Sixth Form.

1. Introduction

1.1 Christ the King Sixth Forms is committed to meeting the personal and educational needs of all students and this entails providing the highest level of academic and pastoral support. However, it is recognised that there may be circumstances where Christ the King will need to exclude students either on a temporary or permanent basis.

2 Permanent Exclusion

2.1 Permanent exclusion may be made by the Executive Principal or by a Site Principal. Permanent exclusion will always be for a behavioural reason and will never relate to the academic ability of a student. The reason(s) for the exclusion and the date when it becomes effective will be notified to the student and confirmed in writing to parents/guardians, taking all possible means to contact the parents/guardians. This is necessary in law if a student is under the age of 18, but this process will also be followed for all full-time students at the Sixth Form. The procedure for appeal against the permanent exclusion will be clearly explained in the letter sent to parents/guardians.

2.2 Permanent exclusions will normally not take place until oral and written warnings and suspensions have occurred, except in the case of gross misconduct where exclusion may be

immediate. Gross misconduct is normally determined by the severity of the incident, or where, despite previous written and oral warnings, unacceptable behaviour has been repeated.

2.3 Where a student is at risk of permanent exclusion and in receipt of support from externals e.g. / Social worker / key worker or representees from the relevant local authority etc there will be a professionals meeting held in advance of the final decision. The purpose of the meeting will be to provide an outline and details of the incident with the professionals.

2.4 In compliance with the Equality Act 2010, where a student is subject to an Education Health Care Plan or has an identified disability the decision as to whether or not they will be permanently excluded will only be taken once an emergency review meeting has taken place. The purpose of the emergency review meeting will be to outline the details of the incident that has taken place and to allow all parties an opportunity to consider the incident in the context in which it took place, having due regard to the individual student concerned and the wider implications of what they may have/have not done. In particular, the meeting will identify and assess all reasonable adjustment that has been made in light of the student's individual circumstances and will consider any further adjustment that can reasonably be made. Invitees to the emergency review meeting may include the parents, representatives from the relevant local authority (where appropriate), the Sixth Form ALS Manager/Deputy Manager/ AP for Character and Wellbeing and a specialist support worker with whom the student is familiar. The student will also be invited to attend and participate in the meeting.

2.5 Where a student is identified as a Looked After Child / Care Leaver or known to social services a permanent exclusion will only take place once a meeting has happened with key stakeholders. This may include the student's guardian / social worker / key worker or representees from the relevant local authority etc. The purpose of the meeting will be to outline the details of the incident and provide an opportunity to explore other educational placements.

2.6 The Executive Principal will immediately inform the Chair / Co-Chair of Governors of any permanent exclusion.

3 Suspension or Fixed Term Exclusion

3.1 Exclusion may be for a fixed term of normally up to five College days. This is often called suspension. In some circumstances due to investigations/holiday periods this time frame is not possible. Such exclusion may be made by the Executive Principal, Deputy Principals, Assistant Principals, or Heads of Hall. The Executive Principal and Deputy Principal will be informed in writing of any students who have been suspended. The reason(s) for the suspension will be notified to the student and confirmed in writing to parents/guardians, taking all possible means to contact the parents/guardians. This process will be followed for all full-time students at the Sixth Form regardless of a student's age. As in the case of permanent exclusions, this process will be followed for all students at the Sixth Form.

3.2 Parents/guardians will normally be expected to attend the sixth form to discuss the reasons for suspension and any conditions attached to the ending of suspension, before the student is able to return to Christ the King. These discussions will be undertaken with a senior member of the Sixth Form staff including either the Executive Principal, Site Principal,

Assistant Principals, Curriculum Director, Heads of Hall or Curriculum Co-ordinator. On some occasions, two senior members of staff may be present.

4 Reasons for Exclusion

4.1 The grounds for exclusion listed below are not exhaustive and other individual reasons may occur.

4.2 **To facilitate investigation following an incident or allegation made**

A student may be suspended from Christ the King whilst an investigation takes place into an incident or situation in which they may have been involved. This does not attach blame to the student concerned; it does, however, mean that the investigation can be undertaken in a fairer, more effective, manner for all concerned, including the student themselves.

4.3 The investigation must take into account the specific interests and circumstances of the student involved, including the context of the suspension. It must also consider the wellbeing and interests of other students and staff members at the College. The investigation will apply the civil standard of proof, i.e., 'on the balance of probabilities' which means that it is more likely than not that a fact is true. This should be applied rather than the criminal standard of 'Beyond reasonable doubt.'

4.4 **Behavioural Reasons for Exclusion**

(i) A student may be excluded for behaviour that has the following characteristics:

- Causing offence, for example verbal abuse or vandalism.
- Endangering themselves or others through physical violence, threatening behaviour or threats of violence.
- Showing disregard and or lack of engagement of Sixth Form rules, procedures or policies and lack of engagement e.g., failure to wear their ID card or sharing an ID Card with a member of staff.
- Behaviour which circumvents the Sixth Form security procedures e.g., passing on an ID card for use by someone who is not a student at Christ the King.
- Persistent behaviour in class or elsewhere which disrupts the learning of others.

(ii) Behaviour which breaks the terms of an agreed learning or Principal's contract.

(iii) Behaviour outside the Sixth Form site will also be taken into account particularly where it impacts upon the safety or wellbeing of other students or where it brings the reputation of Christ the King into disrepute.

(iv) A student will be permanently excluded if they are found to be in possession or supply of illegal substances or drug paraphernalia whilst on the Sixth Form site or whilst engaged in activities connected with the Sixth Form. This includes items containing drugs whether known/unknown by the student such as edibles and vapes. This is not an exhaustive list.

(v) A student found to have used, or to be in possession of, an offensive weapon shall be permanently excluded from Christ the King.

(vi) Behaviour which is persistently contrary to the CTK mission and code of conduct.

4.5 **Course Related Reasons for Exclusion**

A student may be excluded if, despite the advice, encouragement and counselling of staff following agreed Sixth Form procedures and after an oral warning to themselves and a written warning to the student, copied to their parent/guardian parent, they have not complied with the requirements of the course. These include:

(i) **Unacceptable Levels of Absence and Lateness**

- Average attendance below 90% without valid reason averaged over two consecutive half terms
- Habitual lateness.

(ii) **Non or Late Submission of Work**

- Persistent failure to meet the clear deadlines that accompany all set work.

(iii) **Non-attendance at Compulsory Workshops**

- Failure to attend workshops, or other interventions as directed by subject teachers, Curriculum Directors or Heads of Hall.

(iv) **Non-compliance with the Rules of Examining Bodies**

- Failure to observe the rules and regulations of external awarding bodies as laid down in the relevant regulations concerning completion, submission and ownership of coursework, attendance at and conduct in examinations or tests.

(v) **Non fulfilment of Sixth Form and Course Requirements**

- Ignoring health and safety codes (as set out in the Sixth Form and course team documents)
- Misuse of equipment, contravening Sixth Form or course codes of conduct
- Failure to participate in (without valid reason) or behave appropriately on visits, work experience, etc., which are an integral part of a course.

(vi) **Plagiarism or Cheating**

- Deliberately or persistently submitting work that has been copied from or produced by others as defined in the CTK Malpractice and Academic Honesty Policy

(vii) **Examination Withdrawal**

If a student is withdrawn from all their examination subjects, they no longer have a programme and their place at the Sixth Form cannot be maintained. In this case the student will be taken off roll from the date they last attended a lesson. Taking a student off roll is not deemed an exclusion. Where a student has been withdrawn for more than 50% of their core programme, the Sixth Form admissions procedures will apply unless agreed by the relevant Deputy Principal.

5 Appeals Against Exclusion

(a) In the case of a **permanent exclusion**, the student and/or parents/guardians shall have the right to appeal to the Executive Principal (if the exclusion was made by the Site Principal), or to an Appeals Group comprising a minimum of two members of the Governing Body (if the exclusion was made by the Executive Principal). The decision of the Executive Principal or the Appeals Group will be final.

(b) In the case of a **suspension**, the student and/or parents/guardians shall have the right to appeal to a higher authority as follows. In cases where the Curriculum Director / Head of Hall made the exclusion, the appeal will be made to an Assistant Principal. In cases where an Assistant Principal has made the exclusion the appeal will be made to the site Principal. In cases where the site Principal has made the exclusion, the appeal will be made to the Executive Principal. In the case where the Executive Principal has made the exclusion, the appeal will be made to the Appeals Group referred to above.

(c) Please refer to the Sixth form Student Appeal Process, which is available on the website.

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