



Putting young people first

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# WHEELS VOCATIONAL & LIFE SKILLS CENTRE

## Exclusion Policy

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# **WHEELS VOCATIONAL AND LIFE SKILLS CENTRE EXCLUSION POLICY**

## **Aims**

This policy is underpinned by three aims shared by the Behaviour for Learning Policy:

1. To ensure the safety and well-being of all members of the Centre is community.
2. To maintain a vocational and educational environment in which all can learn and succeed.
3. To reduce the need to use exclusion as a sanction.

## **Introduction**

- Exclusion is an extreme sanction and is only administered by the Senior Leadership Team
- The decision to exclude a student will be taken in the following circumstances:
  - (a) In response to a serious breach of the Centre's Behaviour for Learning Policy.
  - (b) If allowing the student to remain in the Centre would seriously harm the education or welfare of the student or others in the Centre.
- Exclusion, whether 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 Centre's Behaviour for Learning Policy:
  - Verbal abuse to staff and other adults
  - Verbal abuse to students
  - Physical abuse to / attack on staff
  - Physical abuse to / attack on students
  - Indecent behaviour
  - Damage to property
  - In possession of / Misuse of illegal drugs
  - In possession of / Misuse of other substances
  - Theft
  - Serious actual or threatened violence against another student or member of staff
  - Sexual abuse
  - Assault
  - Supplying an illegal drug
  - Carrying an offensive weapon
  - Arson
  - Unacceptable behaviour which has previously been reported and for which Centre sanctions and other interventions have not been successful in modifying the student's behaviour.

This is not an exhaustive list and there may be other situations where the senior leadership team makes the judgement that exclusion is an appropriate sanction.

## **Procedure**

- A fixed period exclusion can be for one half day to forty-five days in an academic year.
- Most exclusions are of a fixed term nature and are of short duration, usually between one and three days.
- Following exclusion, parents are contacted immediately where possible. The home school of the student are also informed. A letter is sent by post giving details of the exclusion and

the date the exclusion ends if it is of a fixed term. Parents have a right to make representations to the senior leadership team as directed by the letter.

- During the period of exclusion, the student must not enter the Centre site or be within the environs of the Centre.
- A return to Centre meeting will be held following the expiry of the fixed term exclusion and this will involve a member of the Senior Leadership Team, the student and a parent/carer and Home school representative. The student must not return to Centre until this meeting has taken place.

## **Permanent Exclusion**

The decision to exclude a student permanently is a serious one. There are two main types of situation in which permanent exclusion may be considered.

1. The final, formal step in a concerted process for dealing with breaches of the Behaviour for Learning Policy following the use of a wide range of other strategies, which have been used without success. It is an acknowledgement that all available strategies have been exhausted and is used as a last resort. This would include persistent disruptive and defiant misbehaviour including bullying.
2. Where there are exceptional circumstances and it is not appropriate to implement other strategies and where a first or 'one off' offence has been committed. These might include:
  - Serious actual or threatened violence against another student or a member of staff.
  - Sexual abuse or assault.
  - Supplying an illegal drug.
  - Carrying an offensive weapon.
  - Arson.

These instances are not exhaustive but indicate the severity of such offences and the fact that such behaviour seriously affects the discipline and well-being of the Centre.

- In considering whether permanent exclusion is the most appropriate sanction, the senior leadership team will consider:
  - (a) The gravity of the incident, or series of incidents, and whether it constitutes a serious breach of the Centre's Behaviour for Learning Policy.
  - (b) The effect that the student remaining in the Centre would have on the education and welfare of other students and staff.

In the case of a student found in possession of an offensive weapon, whether there is an intention to use it or not, it is the Centre's usual policy to issue a permanent exclusion.
- A letter will be sent to parents and Home school giving the reasons for the permanent exclusion.

This Policy is subject to all other Policies of Wheels Vocational and Life Skills Centre and the DfE Statutory Guidance.