

**Ealing Independent College**

**Serious Disciplinary and Exclusion Policy**

This policy applies to all pupils in the College

BELLEVUE | EDUCATION

Created May 2016

Reviewed October 2017

## SERIOUS DISCIPLINARY/EXCLUSION POLICY

The enrolment form which all parents sign before a student is admitted to the College states:

***“The College reserves the right, after due warning, to remove from the College or from its examination entry lists any student who, in the opinion of the tutors, has failed to complete the minimum amount of work or register the minimum attendance needed to ensure a reasonable chance of success on his or her chosen course”.***

Each disciplinary case is considered separately.

Regular discussions take place between the Principal, members of the SMT, Head of GCSE and Personal Tutor at which students who give cause for concern, both from an academic and behavioural point of view are discussed. Where it is felt necessary, parents/guardians will be asked to attend a meeting with the Head of Year and/or Principal to discuss the situation.

When a student is repeatedly called in with his/her parents over a period of time, at some point it will be necessary to issue a ‘Final Warning’. It might also be appropriate at this stage, to issue a Code of Conduct which should be signed by both the student and the parent/guardian. In any case, a letter would always follow a meeting where a Final Warning had been given making the College’s position absolutely clear.

When it is considered that a major breach of college rules has occurred, or when a major disciplinary issue arises, it is usual for the student concerned to be suspended until the parents/guardians and student can attend a disciplinary interview with the Principal and/or Head of Year. At the disciplinary meeting the case will be discussed together with any previous ‘history’. Such a meeting would always be followed up with a letter summarising the situation and explaining the College’s position.

Permanent exclusion would only follow a ‘Final Warning’ unless the offence that was committed was considered serious enough to warrant permanent exclusion.

Following permanent exclusion the Principal would write a letter to the parents/guardians.

The parents/guardians have the right to appeal to the Board of Directors within ten days of the exclusion.

The Policy for the appeals process for permanent exclusion is as follows.

In the event of the parent/guardian wishing to make an appeal against the decision taken or the process undertaken, the nature of the complaint should be made in writing within ten days of the date of the permanent exclusion. The written complaint should be made to Mr Steven Wade – College Director. Any supplementary evidence should be submitted with the written complaint.

Mr Steven Wade can be contacted at:

Bellevue Education  
1 Wolsey Road  
East Molesey  
Surrey  
KT8 9EZ

Tel: 0208 939 3890

On receipt of the complaint and any supporting evidence, the Principal will be asked to submit full details of the procedure used, documentary evidence and any other relevant information pertaining to the matter to Mr Steven Wade. Mr Steven Wade might hand the matter over to Mr Mark Malley (Chief Executive Officer) who will deal with the matter.

Within fourteen days of receipt of the written complaint a meeting will be called at which the parent/guardians will be present (a friend or representative can accompany the parents) and the Principal and his representative if desired. The meeting will be chaired by Mr Steven Wade or Mr Mark Malley (who will be present together with an independent person who has no previous knowledge of the case). No additional documentary evidence will be accepted at the meeting on either side, only that which was submitted originally with the written complaint.

The chairperson will give the final verdict in writing within five days of the date of the meeting. The decision taken is final. Any reimbursement of fees will be at the discretion

of the interview panel. If the Pupil is expelled, there will be no refund of the Acceptance Deposit or of Fees for the current or past terms. There will be no charge to Fees in lieu of notice but, save for any contrary provisions in any other agreement made between the Parents and the College, all arrears of Fees and any other sums due to the College will be payable.

### **Suspension for non-payment of tuition fees**

The terms and conditions are laid out clearly in the enrolment form and the full terms and conditions are available on the College's website.

The College reserves the right to exclude the Pupil on three days' written notice if Fees are overdue for payment. If the Pupil is excluded for a period of 28 days, he / she will be deemed withdrawn without Notice and a Full Term's Fees in lieu of notice will be payable. The student is re-admitted when the tuition fees are brought up to date. During the period of suspension for non-payment of fees, the College is not obliged to send cover work/notes for any lessons missed. However the College will assist in ensuring notes/papers missed during the period of suspension are provided upon the student's return to College.