



EXCLUSION & SUSPENSION POLICY AND PROCEDURES

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1. Purpose and Scope

The policy aims to outline the procedures and guidelines for suspending or excluding students who engage in misconduct, ensuring a fair and consistent approach across ELKOLET's Alternative Provision. This policy applies to all students and staff involved in the disciplinary process. This policy should be read in conjunction with the Behaviour Policy found at www.elkolet.com/policy-center

As ELKOLET is an Alternative Provision provider rather than a maintained school or academy, ELKOLET does not have the statutory power to suspend or permanently exclude a student from their commissioning school. Statutory suspension and permanent exclusion remain the responsibility of the commissioning school or other body with the relevant legal responsibility.

2. Definitions

Temporary Exclusion or Suspension: A temporary removal of a student from ELKOLET due to serious or repeated breaches of provision rules.

Permanent Exclusion: A placement closure of a student at ELKOLET, only used as a last resort for extreme or repeated misconduct.

3. Principles

Every student has the right to receive an education in a safe and supportive environment. As ELKOLET is an Alternative Education Provision, many of our students have previously faced disciplinary measures. Therefore, we will make every effort to prevent serious disciplinary actions by addressing issues through alternative solutions, as this approach is often more beneficial for the students' wellbeing and development. ELKOLET is committed to a process that encourages dialogue, allows for appeals, and incorporates restorative justice practices when appropriate.

All disciplinary actions, including suspensions and exclusions, are carried out in collaboration with the Commissioner of the placement. These measures are applied consistently, fairly, and only after all other disciplinary options have been considered.

4. Grounds for Suspension or Exclusion

A student may be suspended or excluded for different reasons, including but not limited to:

- Violent behaviour toward other students, staff, volunteers or property
- Persistent disruptive behaviour that affects the learning environment
- Possession, use, or distribution of illegal substances or weapons
- Bullying, harassment, or discrimination
- Theft or destruction of school property
- Serious breaches of ELKOLET's Code of Conduct (outlined in the Behaviour Policy)

5. Procedure for Suspension

- Investigation:** When a violation is reported, ELKOLET will conduct an investigation involving the student, witnesses, and any relevant staff. When necessary, the Commissioner will be involved in the investigation.
- Notification:** Parents/guardians (and the Commissioner when necessary) will be notified of the incident and the potential for suspension.
- Review Meeting:** A review meeting will be held between ELKOLET, the Commissioner, student and their parent/guardian to discuss the findings and give the student an opportunity to speak.
- Decision:** After the investigation, the Director of Education and Family Support or a designated authority will decide on the suspension and its length. Forms of suspension may include but are not limited to:
 - a. A different timetable
 - b. Short term suspension as a 'cooling off' period
 - c. Temporary exclusion from activities such as workshops or off-site visits.
- Reintegration:** A reintegration meeting will be scheduled with the student, parents/guardians, and relevant staff to ensure a smooth return and discuss strategies to avoid further issues.

6. Procedure for Exclusion

- Serious Offenses:** For very serious offenses where suspension is insufficient, or for repeated breaches of conduct, exclusion may be considered.
- Investigation:** When a violation is reported, ELKOLET will conduct an investigation involving the student, witnesses, and any relevant staff and consult with the Commissioning body.

- c) **Notification:** Parents/guardians will be notified of the incident and the potential for suspension.
- d) **Formal Review Meeting:** The Director will conduct a formal review of the case alongside the Commissioner and provide the student and family with an opportunity to present their views.
- e) **Decision:** ELKOLET will issue an advisory to the Commissioner that the placement needs to be reviewed and adjusted where necessary. If poor behaviour persists, the above process will be repeated until such time where the Alternative Provision believes the placement is no longer suitable for the student and advise the placement is closed.

7. Appeals Process

Parents/guardians and students have the right to appeal suspensions longer than 5 days and all exclusions.

Appeals must be submitted in writing to the Director within 10 days of the disciplinary action.

A review panel will be convened to hear the appeal, consisting of impartial members of the Trustee Board and other relevant personnel.

The review panel's decision will be final.

8. Support for Students

Counselling and support services are available to students who have been suspended or are at risk of exclusion, through Student Support Vicky Johnson.

A behaviour intervention plan may be developed alongside the Commissioner and other relevant agencies to assist the student in meeting expectations.

9. Recording and Reporting

All suspensions and exclusions will be documented and recorded in the student's file.

Data on suspensions and exclusions will be reviewed annually to ensure the policy is being applied fairly and consistently.