



The Complete Works Policies

Admissions, Sanctions and Exclusions Policy

Updated May 2018

Admissions

We accept all pupils where we believe we can make a difference. We create a bespoke package of education for each student and therefore we are able to cater for students who have special educational needs, including dyslexia, autism, and behaviour difficulties. Most of our students have missed out on part of their schooling either through ill health or because they have become disillusioned with mainstream schooling. We do accept young people who have been excluded from other schools so long as the risk assessment, which we carry out for every student, does not suggest an undue risk for our teachers or other students. So far we have not refused to help anyone referred to us.

Referrals are mainly made through the local authorities or their agents and they pay the required fees. Even so we still seek to work closely with parents and provide them with half-termly reports. We will take young people at any time of the year and for whatever length of time is agreed.

Sanctions and Exclusions

Our behaviour and conduct policy contains the details of sanction we may apply at TCW. A code of conduct or 'expectations' are explained to each pupil before they commence education with TCW. We do recognise that sometimes we are the last educational chance for some students and in the event of an exclusion, we will do what we can to provide one-to-one education particularly if a student is coming up to exam time, subject to a child protection plan or is a looked after child. If a student is involved in an incident that breaks the behavioural contract, we will contact the parents/carers as soon as possible and let them know what action we intend to take. This can include a fixed term exclusion and/or a meeting with the Headteacher whose decisions will be final (without an appeal to the trustees which parents can always make - please see our complaints procedure for more details on this).

On occasions it may not be possible to continue to teach a student. This is very rare and would only happen when all agencies had been consulted and all avenues explored. TCW does, however, take its responsibilities to its teachers seriously and will not allow them to be knowingly at risk or in any way abused. We have a good record of success with our pupils and we look forward to positive relations with parents.

Reasons why it may be necessary to exclude a pupil

It may be necessary to exclude a pupil if:

- There is a very serious incident or very serious breach of the school's Behaviour and/or Anti-Bullying policies
- The School Rules, school's Behaviour Policy or Anti-Bullying Policies are persistently breached

- Allowing a pupil to remain in school would seriously harm the education or welfare of the pupil or other members of the school.

Exclusion can be fixed-term or permanent, depending on the nature of the incident or situation. Fixed-term exclusion would be considered for persistent or serious breaches of school rules, the school's Behaviour policy or Anti-Bullying Policy. Consideration would need to be given to the age of the child and the circumstances.

The Headteacher would decide whether it is necessary to report an incident to the police or another external agency.

The disciplinary process is most likely to have already involved parents. Occasionally the behaviour of a pupil will be such that exclusion will be a necessary immediate response. However, such action would be exceptional and would generally relate to extreme and very serious poor behaviour. Pupils need to be aware that exclusion is an extreme, but possible sanction. Wherever possible, pupils will have been supported to modify their behaviour, to avoid the need for exclusion. Only the Headteacher has the power to exclude a pupil from school. The Headteacher may exclude a pupil for one or more fixed-term periods, or permanently. Wherever possible, exclusion should not be imposed in the heat of the moment.

The following procedure should be followed by the Headteacher when considering exclusion:

- Ensure that an appropriate investigation has been carried out
- Consider all the evidence available, taking into account school policies
- Allow the pupil to give their own version of events
- Consider the context of the incident and whether there may have been provocation
- Consult others, if necessary, but not anyone who may later have a role in reviewing the Headteacher's decision
- Be satisfied that, on the balance of probabilities, the pupil did what he/she is alleged to have done

After having followed the above procedure as closely as is possible under the circumstances, the Headteacher may decide that exclusion is appropriate. The pupil's parents or guardians must be informed immediately of the Headteacher's decision to exclude.

The parent or guardian needs to be informed of:

- The period of exclusion
- The reason for exclusion
- The right to appeal to the Proprietor regarding the exclusion and the process of appeal.

The Headteacher will write to the parent within one school day of the decision to exclude confirming the information above.

If the fixed-term exclusion is changed into a permanent exclusion, parents must be informed in writing and must again be given the right to appeal to the Proprietor. If a

parent/carer refuses to co-operate with an exclusion and still sends their child to school or refuses to collect him or her, the school must have due regard for the pupil's safety and it may be that it is not possible to enforce exclusion in these circumstances. If this was the case, the pupil would need to be internally excluded while further sanctions are agreed with the parent/carers.