



**OXFORD
International
College**

A NORD ANGLIA EDUCATION SCHOOL

EXCLUSION POLICY

POLICY INTENDED FOR:	Staff
CATEGORY:	Pastoral Care
POLICY IMPLEMENTED BY:	Principal
POLICY MONITORED BY:	Principal
REVIEWED BY:	Principal
REVIEW DATE:	August 2024 August 2025
FUTURE REVIEW:	August 2026

The Three Pillars

The three pillars of Oxford International College (OIC) are:

- Academic Excellence
- Personal Development
- Career and University Pathways

CONTENTS

INTRODUCTION	3
RATIONALE	3
EXAMPLES OF BEHAVIOURS RESULTING IN EXCLUSION.....	3
EXCLUSION PROCEDURE	3
PERMANENT EXCLUSION	4
BEHAVIOUR OUTSIDE COLLEGE	6
APPEALS AGAINST EXCLUSION	6
SPONSORED STUDENTS AND PERMENANT EXCLUSIONS	6
CONSIDERATION OF DISABILITIES AND ADDITIONAL LEARNING SUPPORT	7
FURTHER INFORMATION	7

INTRODUCTION

This policy informs practice in OIC College and Boarding.

The decision to exclude a student (permanent [expulsion] or fixed term) will be taken in the following circumstances:

- In response to a serious breach of the College Rules and Regulations with regard to behaviour.
- If allowing a student to remain in college would seriously harm the education or welfare of the student or others in the College.

RATIONALE

The policy is a key part of our rules and regulations regarding student behaviour and deals with the practice which informs the use of exclusion. It is underpinned by a commitment to ensure the safety and well-being of all members of the college community, and to maintain an appropriate educational and supportive environment in which all can learn and succeed and continue to get better. The policy reflects the college values of respect, for oneself, others, and the environment.

EXAMPLES OF BEHAVIOURS RESULTING IN EXCLUSION

Exclusion is an extreme sanction and is only administered by the Principal (or, in the absence of the Principal, one of the Vice Principals or Director of Boarding). Exclusion, whether fixed term (suspension) or permanent (expulsion) may be used for any of the following, all of which constitute examples of unacceptable conduct, and are serious infringements of the college's rules and regulations on behaviour:

- The earlier stages of the Behaviour Policy reflections and sanctions have been used and the student's behaviour has not improved or continued rule breaking.
- In the reasonable judgement of the Principal, this is in the best interests of the student, their peers, staff or the college.
- The use or threatened use of physical violence against any person inside or outside the college, including verbal abuse, intimidation or threats against staff.
- The behaviour being addressed puts the student's or others' safety at risk.
- Breaches of examination regulations or any other forms of cheating.
- Vandalism or arson of college property.
- The student has been found in possession of drugs/alcohol or drug/alcohol paraphernalia, or attempted to supply the drugs/alcohol.
- The student has seriously breached UK law or College rules.
- Behaviour outside of college, harming safety and wellbeing of individuals.
- Child on child abuse, harmful sexual behaviour.
- Radicalisation and extremism.

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

EXCLUSION PROCEDURE

Most exclusions are of a fixed term nature (suspension) and are of short duration (usually between one and three days). The DfE regulations allow the Principal to exclude a student for one or more fixed periods not exceeding 45 college days in any college year.

The Principal will promptly review all permanent exclusions from the College and all fixed term exclusions that would lead to a student being excluded for over 15 days in a college term, or missing a public

examination. Exclusion data is also shared with the Chair of Governors.

Before being excluded from the College, the student concerned would expect to see the Principal, or Vice Principal accompanied by a pastoral leader, in order to have their voice heard.

Following exclusion, parents are contacted immediately. A letter will be sent by email from the Principal or Vice Principal giving details of the exclusion and the date the exclusion ends. Boarding students will go to their named Guardian.

If for some reason the parents/guardians are unable to take responsibility for an excluded student, he/she will be isolated from other students in a suitable location until either the parents/guardians are able to collect the student, or the exclusion comes to an end. Under no circumstances would a student be sent home unaccompanied unless this had been agreed by the parents/guardians.

A re-admission interview will be held following the expiry of the fixed term exclusion, and this will involve a member of the Senior Leadership Team (usually the Principal and/or a member of the Senior Leadership Team) together with the student's pastoral lead. Where it is deemed necessary a Pastoral Support Plan will be drawn up. This needs to be agreed with the college, student and parents.

If two students are involved in the exclusion decision, the college will ensure that restorative practices designed to restore relationships take place, to ensure that all students feel safe and comfortable at college.

During the course of a fixed term exclusion where the student is to be at home or with their guardian, parents are advised that the student is not allowed on the college premises and that daytime supervision is their responsibility, as parents/guardians. It is the college responsibility to ensure through the Vice Principal Academic, that work is set for the student during their 'absence' from college. This will be done using Microsoft 365.

PERMANENT EXCLUSION

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

The first is a final, formal step in a concerted process for dealing with disciplinary offences 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 permanent exclusion is used as a last resort.

The second is when there are exceptional circumstances where it is not appropriate to implement other strategies and where it could be appropriate to permanently exclude a student for a first or 'one off' offence.

The College will consider Police involvement for any of the offences, as well as Children's services, to ensure the welfare of the students involved.

Exclusion will not be imposed instantly unless there is an immediate threat to the safety of others in the College or the student concerned.

The decision to exclude must be rational, reasonable, fair and proportionate. Before deciding whether to exclude a student either permanently or for a fixed period the Principal will:

- Ensure appropriate investigations have been carried out.
- Consider all the evidence available to support the allegations.
- Take into account both mitigating and aggravating factors.
- Allow the student to give her/his version of events, with appropriate supporting adults in place.

Examples of possible mitigating factors are:

- Provocation e.g. as a result of persistent bullying or racial abuse;
- The student's general medical and emotional condition;
- A student being new to the college (possible unawareness of the behaviour code);
- Coercion or being encouraged by others;
- A relatively minor role in the incident compared to others;
- An impulsive act or one committed in the heat of the moment;
- A first offence;
- Previous behaviour and character of the student suggesting that repetition is unlikely;
- An apology for the behaviour;
- Showing repentance and willingness to assume responsibility;
- Voluntary cooperation with the investigation;
- Admission of the offence(s);
- Readiness to make restitution towards the victim(s).

Examples of possible aggravating factors are:

- Failing to heed warnings about similar behaviour in the past;
- Previous warnings about the risk of exclusion;
- Premeditated offence(s);
- Use of a weapon;
- A history of similar incidents;
- Witness intimidation;
- The victim(s) sustaining physical injury requiring medical attention;
- The victim being particularly vulnerable e.g. a much younger or weaker student;
- Ignoring significant previous support from the college to modify his/her behaviour ;
- Encouraging others to behave inappropriately in relation to the offence;
- Showing no contrition or no willingness to accept responsibility;
- Not cooperating with the investigation, or worse, actively seeking to frustrate it.

There is no requirement to have hard evidence proof. The decision can be made on a balance of probabilities, meaning that the incident is more likely than not to have occurred.

Students will generally be externally suspended subject to a final decision to allow time for full consideration of the facts.

If the decision to permanently exclude is made the Principal (or Vice) will aim to invite the student, and parent/guardian into college to communicate the decision. If necessary, this may be required to be conducted online, or over the phone.

A formal letter will then be sent to the parent from the Principal detailing the reason for permanent exclusion including information on the right to appeal.

If a student is permanently excluded, the college will notify the local authority of intention to withdraw.

BEHAVIOUR OUTSIDE COLLEGE

Students' behaviour outside college on college 'business', for example trips and journeys, sports fixtures or a work experience placement, is subject to the college's rules and regulations on student behaviour.

For behaviour outside College but not on college business, this policy will still have effect if there is a clear link between that behaviour and maintaining good standards of behaviour as a whole, or for the safety and well-being of members of the college community. This includes incidences of child-on-child abuse, and harmful sexual behaviour.

If the behaviour meets the College criteria for exclusion then the Principal may decide to exclude.

APPEALS AGAINST EXCLUSION

If parents wish to appeal the decision to exclude, the matter will be referred to the Principal who will acknowledge the complaint and schedule a hearing to take place as soon as practicable, normally within five days.

Records relating to the decision to exclude and the parents' complaint will be copied to all parties not later than two days prior to the hearing. In no circumstances however will the college or its staff be required to divulge to parents, or others, any confidential information on the identities of students or others who have given information which has led to the exclusion, or which the Principal has acquired during an investigation.

The parents may be accompanied to the hearing by one other person. This may be a relative, teacher or friend. Legal representation will not normally be appropriate.

If possible, the Principal will resolve the parents' complaint without the need for further investigation. Where further investigation is required, the Principal will decide how it should be carried out.

After due consideration of all the facts considered to be relevant, the Principal will reach a decision on whether to uphold or rescind the exclusion, or they may make other recommendations. This decision will be made within ten days of the hearing.

The Principal will write to the parents informing them of the decision and the reasons for it. The decision of the Principal will be final. The Principal's findings and any recommendations will be sent in writing to the parents.

SPONSORED STUDENTS AND PERMENANT EXCLUSIONS

Sponsored students on a visa will not have their sponsorship withdrawn until five working days have elapsed.

After five working days, and before ten working days as required by UKVI policy, students will have their sponsorship withdrawn meaning that their visa will be curtailed.

In the event of an appeal within 5 working days, Tier 4 Sponsorship will not be withdrawn until the decision of the appeal is sent in writing. The sponsorship withdrawal date given to UKVI will be the date that the decision was made on the appeal.

CONSIDERATION OF DISABILITIES AND ADDITIONAL LEARNING SUPPORT

Students will be treated on an individual basis. Reasonable adjustments should be made by the Principal, Director of Boarding, Vice Principal(s) and Strategy Tutors where issues of behaviour arise bearing in mind the identified needs and how they impact on a given situation.

All Strategy Tutors, supported by the Vice Principal(s), Director of Boarding and Principal, will:

- explain to students the stated purpose of this policy through structured tutorial time.
- monitor and evaluate the success or otherwise of each student through progress reports and statements, and the rewards and sanctions systems.
- identify students who are underachieving or whose attendance is a cause for concern and mentor appropriately, referring for further support, as necessary.
- work constructively and in partnership with external agencies as required and following the School Safeguarding Policy.
- report back quickly to parents/agents regarding any concerns in consultation with the Welfare Team.

This policy is made available to parents on request and via the college website.

FURTHER INFORMATION

For further information about Suspension and Exclusion at OIC please speak with the Principal.

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