

Exclusion Policy

This policy is reviewed annually to ensure compliance with current regulations.

Approved / reviewed by:	
WSL SLT	
Date of last review:	September 2025
Date of next review:	September 2026 (or as appropriate)

Work Skills Learning, hereafter referred to as 'WSL' is committed to being a fully accessible and inclusive organisation, welcoming and respecting the diversity of its student, staff, community and visitors.

1. Rationale

This policy is underpinned by the commitment of all at WSL to ensure the safety and well-being of the whole WSL community and to maintain an appropriate educational environment in which all can learn and achieve.

At WSL we are fully aware that behaviour can be a form of communication and that unmet needs and difficulties can manifest as inappropriate or challenging behaviours. In the first instance, we aim to reduce the likelihood of a young person displaying challenging behaviours which may lead to exclusion; this will be achieved by forging productive relationships with learners and families, striving to meet educational needs and employing a positive behaviour management approach. WSL has the overall aim of reducing the need to use exclusion as a sanction.

2. Introduction

The decision to exclude a student will be taken by the Centre Manager and/or Director in the following circumstances:

- (a) In response to a serious breach of WSL's Behaviour Policy, Anti-Bullying Policy or the Internet, Email and Social Media Policy.
- (b) If allowing the student to remain at WSL would seriously harm the education, welfare or health and safety of the student or others at WSL.

Before deciding whether to exclude a student either permanently, or for a fixed period, the Centre Manager will ensure appropriate investigations have been carried out, considering all the evidence available.

A student may be permanently excluded without notice in the event of;

- Supplying illegal drugs and solvents or their paraphernalia or substances intended to resemble them or being under influence of illegal substances
- Being in possession of and/or under the influence of alcohol
- Theft, blackmail, intimidation, racism or persistent bullying.
- Misconduct of a sexual nature; supply or possession of pornography; downloading or other misuse of pornographic material from the internet.
- Computer hacking or any other serious breach of the agreement for use of WSL computers and computer systems.
- Possession or use of unauthorised firearms or other weapons or replica weapons.

- Vandalism, breaking into, abusing or otherwise damaging WSL property or that belonging to any member of its community.
- Misconduct which puts at risk the health and safety of any person on or near WSL premises.
- Other serious misconduct towards a member of the WSL community or which brings WSL into disrepute (single or repeated episodes).
- Physical or verbal abuse against staff or others
- Arson
- A student may also be required to leave if, after all appropriate consultation, the Centre Manager is satisfied it is not in the best interests of the student, or WSL, to remain on roll.

This is not an exhaustive list and there may be other situations where the Headteacher or Proprietor makes the judgment that exclusion is an appropriate sanction.

3. Investigation Procedure

Any complaint or allegation of serious misconduct by a student will normally be investigated by the Centre Manager in consultation with the Director. The investigation will take place as quickly as possible after the incident has occurred to reduce the stress and anxiety of all persons involved

Step 1

Once an allegation of serious misconduct is received or WSL is passed any information regarding serious misconduct or any disclosure is made by an external agency, a meeting will take place with student/students concerned to establish the nature, extent and seriousness of the misconduct. A voice recording may be taken at the meeting. If the misconduct has been reported by a member of staff, their written statement will be used at this time.

Step 2

At the end of the initial meeting, the student(s) will be requested to provide a written factual account of incident. This must be done under supervision as soon as the meeting takes place. Students with additional communication needs can be further supported, for example through the use of planning sheets or a visual storyboard.

Step 3

After consideration of the available information, a letter will be sent to the parents/carers outlining the circumstances of the misconduct and he/she/they will be asked to make an appointment to meet with the Centre Manager and/or Director.

Step 4

The parents will meet with the Centre Manager and/or Director in the presence of the student to discuss the situation. At such a time the student may offer any mitigating circumstances that might affect the conclusion of the investigation. However, WSL reserves the right for the Centre Manager and/or Director to draw whatever conclusion they see fit based on the evidence presented to them. WSL may also at this time seek information from other parties or external agencies as required for additional information.

Step 5

After all the material evidence has been considered, the Director will arrive at a decision and he will decide upon the appropriate sanction.

Step 6

The Centre Manager will formally write to the parents/carers informing them of the decision made. If the decision is made to permanently exclude the student, that student may be allowed to return to WSL to sit public examinations or take private tuition. This will be considered on a case-by-case basis and is wholly at the discretion of WSL's management team.

4. Scope

Students who attend WSL are expected to exhibit good behaviour at all times including;

- When travelling to and from WSL
- On trips and visits
- At functions and activity days
- When identified as a student at WSL