



UTC Cambridge Exclusion Policy

Lead member of SLT: Principal
Designated Governor: Chair of Governors of the Full Governing Body

Legislation and reference:

Exclusion from Maintained schools, Academies and pupil referral units in England 2012
The Education Act 2002, as amended by the Education Act 2011;
The School Discipline (Pupil Exclusions and Reviews) (England) Regulations 2012;
The Education and Inspections Act 2006; and
The Education (Provision of Full-Time Education for Excluded Pupils) (England) Regulations 2007.

Associated documentation:

UTCC Behaviour policy
UTCC Equality and Diversity policy

UTC Cambridge Vision

UTC Cambridge: Delivering Future Scientists

UTC Cambridge Mission

Through an innovative curriculum, developed with leading scientists from industry and academia, UTC Cambridge builds bespoke learning solutions delivered in a state of the art science and technology environment that empowers students to manage their academic and career development.

UTC Cambridge Values

We set ourselves challenging goals, are agile and resilient, to achieve our personal best.
By respecting one another we enhance our experience and benefit from different perspectives.
We take individual responsibility, ensuring team delivery.
By respecting our environment, our world, we make a difference.
We celebrate positive contribution and aspire to excellence.
We are morally and ethically responsible in scientific and environmental innovation.

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Review date: July 2017

1. Aims

- 1.1 UTC Cambridge is modelled as a work place environment and appropriate workplace behaviour is required at all times. UTC Cambridge reduces the number of incidents leading to exclusions by promoting a positive atmosphere of mutual respect and self-discipline within the UTC Cambridge.
- 1.2 Exclusion is a sanction used by UTC Cambridge only in cases deemed as serious breaches of the UTC Cambridge Behaviour Policy. A student may be at risk of exclusion from UTC Cambridge for:
 - Verbal or physical assault, bullying or harassment of a student or adult
 - Persistent and repetitive disruption of the learning environment
 - Extreme misbehaviour which is deemed outside the remit of the normal range of sanctions including zero tolerance for drugs
 - Deliberate or wilfully unsafe behaviour

2. Responsibility for Exclusion

- 2.1 A fixed term exclusion from the UTC Cambridge can only be authorised by the Principal or the Assistant Principal acting on his/her behalf. If none are available to authorise the exclusion a decision should be deferred until the opportunity for authorisation is available.
- 2.2 In the case of a Permanent Exclusion, this can only be authorised by the Principal and should be done after consulting the Chair of the Board of Governors, although the final decision rests with the Principal.

3. Causes for Exclusion

- 3.1 Exclusion, whether internal, fixed term or permanent, may be used for any of the following, all of which constitute examples of unacceptable conduct and are infringements of the UTC Cambridge Behaviour Policy:
 - Physical assault against a student
 - Physical assault against an adult
 - Verbal abuse/threatening behaviour against student
 - Verbal abuse/threatening behaviour against an adult
 - Indecent behaviour/ Sexual misconduct
 - Vandalism and damage to property
 - Drug and alcohol related behaviour
 - Bullying
 - Non-inclusive behavior e.g. racism, sexism and homophobia
 - Theft
 - Weapons related incidents/possession
 - Persistent disruptive behaviour
 - Posing a health and safety threat

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

4. Notification of an Exclusion

4.1 Parent/carers will be notified as soon as possible of the decision to exclude a student and the reason for the exclusion.

- This will be done on the day of the exclusion being authorised by either direct phone contact or face-to-face meeting.
- A Written confirmation of the reason(s) for the exclusion will be sent to parents/carers the same day.
- In the case of a Permanent Exclusion parents will be notified by the Principal in a face-to-face meeting.
- A student who has been excluded will have the reason for his/her exclusion explained to them by the Principal or Assistant Principal so that they understand the nature of the misbehaviour.
- The Chair of the Board of Governors and relevant UTC Cambridge employees will be notified of all fixed term exclusions the same day of the production of the exclusion letter, which they will received a copy of; it will clearly outline the reasons for the exclusion.

5. Students Returning from Fixed-Term Exclusion

5.1 All students returning from fixed-term exclusion are required to attend a re-integration meeting, accompanied by a parent/guardian. This meeting will seek to establish practical ways in which further exclusion can be avoided and behaviour modified to acceptable standards in partnership between student, parent/guardian and UTC Cambridge.

5.2 On return from fixed-term exclusion, students undergo a phased reintegration back into their normal lessons.

6. Appeals

6.1 All correspondence regarding an exclusion from the UTC Cambridge will inform parents/guardians of their right to appeal to the Board of Governors against the decision to exclude. This procedure is clearly set out in the statutory guidance.

6.2 The person who should be contacted to initiate an appeal is the Clerk to the Governors.

7. Monitoring and Review

7.1 The board of Governors and Principal will monitor the operation and effectiveness of the UTC Cambridge Exclusion Policy. UTC Cambridge regularly monitors the number of fixed term exclusion to ensure that no group of students is unfairly disadvantaged through its use and that any underlying needs of individuals are being fully met.