



Exclusion

Policy Owner	Director of Education	Review Date:	July 2025
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4.1 Suspension

A decision to suspend a learner will only be taken as a last resort (see Section 5). Where the Head of College issues a suspension:

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Consider the nature of the learner's SEND and specifically their competence and level of

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The right of parents/carers to request the meeting be online;
The arrangements for the learner to continue his/her education during the suspension;
Any arrangements in respect of national curriculum tests or public exams;
Confirmation that the responsible Local Authority has been notified of the suspension/exclusion.

The Head of College will be mindful in all communication with parents/carers that they fully understand the reasons why the decision has been made. In ensuring clear communication, the Head of College will consider any additional needs of parents/carers with whom they are discussing the suspension or exclusion.

7.2 Informing the learner's social worker

Where the learner has a social worker and is at risk of suspension or exclusion, the Head of College will contact the social worker. Where a decision is made to suspend or exclude a learner with a social worker they will be notified of the following:

The decision to suspend or exclude
The reason for the decision
The length of the suspension or the fact that the exclusion is permanent
Where the suspension or exclusion affects the learner's ability to sit a national curriculum test or public exam, the fact this will occur.

7.3 The Governors

The Head of College will without delay notify the Chair of the Governing Body

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