



# **Student Discipline and Exclusion**

*Policies, Procedures and Strategies*

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## Summary

<b>Aim</b>	<p>This Policy aims to:</p> <ul style="list-style-type: none"> <li>• set out the procedures in place for dealing with student discipline</li> <li>• set out the procedures in place for exclusion of students</li> <li>• set out the procedures in place students to appeal disciplinary action</li> <li>• highlight the school’s commitment to the welfare of all students, staff, representatives and sub-contractors, and visitors to the school</li> <li>• highlight the school’s moral and legal responsibilities when dealing with student discipline</li> </ul>
<b>Applies to</b>	<ul style="list-style-type: none"> <li>• School Management</li> <li>• Academic Management</li> <li>• Safeguarding &amp; Welfare Officer</li> <li>• Health and Safety Officer</li> <li>• Activity Leaders</li> <li>• Accommodation staff</li> <li>• Homestay providers</li> <li>• Residence managers &amp; staff</li> <li>• Marketing and Sales staff</li> </ul>
<b>Related Documents</b>	<ul style="list-style-type: none"> <li>• Staff Handbook</li> <li>• Student Handbooks</li> <li>• Prevent Duty Policy</li> <li>• Safeguarding and Welfare Policy</li> <li>• Recruitment Policy</li> <li>• Attendance Policy</li> <li>• Anti-Bullying Policy</li> <li>• Progress Monitoring Policy</li> </ul>
<b>Approved by</b>	Director
<b>Responsibility for update</b>	Director of Studies
<b>Date of approval</b>	November 2021
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## Introduction

St Joseph school is committed to providing the best service possible to its students and stakeholders. As a consequence, the school has in place a procedure for dealing with discipline among students to ensure that individual instances of misconduct do not affect the experience of the other students in the school.

This policy does not set out to list all conduct or actions that may result in disciplinary procedures being taken against students; however, it should be read in conjunction with the following policies, which outline examples of misconduct within their individual areas:

- St Joseph School Attendance Monitoring Policy<sup>i</sup>
- St Joseph School Anti-Bullying Policy<sup>ii</sup>
- St Joseph School Safeguarding and Welfare Policy<sup>iii</sup>
- St Joseph School Prevent Duty Policy<sup>iv</sup>

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## Expected standards of behaviour

All students are given a Student Handbook as part of their induction process. The handbook contains a written code of conduct for all students, and outlines the sanctions which may apply for breaches of the code.

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## Legal Frameworks

At all times, legal frameworks are considered when formulating school policy. Where there is a dispute between school policy and UK or EU law, the law takes precedence, and school policies are amended accordingly.

The frameworks considered include, but are not limited to:

- Safeguarding<sup>v</sup>
- The Prevent Duty<sup>vi</sup>
- Immigration<sup>vii</sup>
- Health and Safety<sup>viii</sup>
- Discrimination<sup>ix</sup>

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## Disciplinary Procedures

St Joseph School operates a disciplinary system for students based on that for staff, with a system of warnings and the ultimate sanction of exclusion. All issues of student misconduct are brought to the attention of the Director. The Director or Director of studies then meets with the student, and depending on the findings of the meeting one of the following occurs:

Warning	Examples
No action taken	<ul style="list-style-type: none"> <li>• Misconduct was misattributed.</li> <li>• Misconduct was influenced by external factors. The student may be referred to the Safeguarding &amp; Welfare Officer as appropriate.</li> </ul>
Informal Warning	<ul style="list-style-type: none"> <li>• Repeated failure to complete homework</li> <li>• Repeated use of Mobile phones in class for purposes other than learning as sanctioned by the teacher</li> </ul> <p>The warning is not recorded.</p>
Green Warning	<ul style="list-style-type: none"> <li>• Showing disrespect to teachers or other members of St Joseph School staff</li> <li>• Showing disrespect to other students</li> <li>• Persistent lateness or absence</li> </ul> <p>This warning is held on the student's record for a period of 3 months, or a period agreed between the school and the student (as well as the student's parent or guardian where appropriate).</p>
Amber Warning	<ul style="list-style-type: none"> <li>• Repeated instances of the above (2 or more Green Warnings)</li> <li>• Breaking curfews in homestay or residences</li> <li>• Causing accidental damage to school property, residential property or property of staff, representatives, or other members of the school through careless behaviour</li> </ul> <p>This warning is held on the student's record for a period of 3 months, or a period agreed between the school and the student (as well as the student's parent or guardian where appropriate).</p>
Red Warning	<ul style="list-style-type: none"> <li>• Repeated instances of the above (2 or more Yellow Warnings)</li> <li>• Conduct that brings the name of St Joseph School into disrepute</li> <li>• Use of racist, sexist, homophobic or otherwise discriminatory language</li> </ul> <p>This warning is held on the student's record for a period of 3 months, or a period agreed between the school and the student (as well as the student's parent or guardian where appropriate).</p>
Exclusion	<ul style="list-style-type: none"> <li>• Repeated instances of the above (2 or more Red Warnings)</li> <li>• Violence (or threatened violence) against members of school staff or representatives</li> <li>• Violence (or threatened violence) against other students</li> <li>• Deliberate damage to school property, residential property or property of staff, representatives, or other members of the school</li> <li>• Possession of drugs on school premises, accommodation organised through St Joseph School, or activities organised by St Joseph School</li> </ul>

In the case of students under the age of 18, the student's parent or guardian will be informed of all instances of misconduct.

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## Exclusion

Exclusion is the ultimate decision of the Director; however, he or she should confer fully with any or all of the following as appropriate:

- Director
- Director of Studies
- Health and Safety Officer
- Teacher

Exclusion should be resorted to only in the most extreme cases of misbehaviour and indiscipline, and in most cases after every effort at rehabilitation has failed and every other sanction has been exhausted. However, in extreme cases, it may be applied as an immediate sanction without any previous warnings. Cases where immediate exclusion may be appropriate include, but are not limited to:

- Threatening or abusive behaviour towards a student, employee or representative of St Joseph School.
- Possession of drugs other than those prescribed by a registered GP or bought over the counter at a reputable pharmacy.
- Possession of any form of offensive weapon.
- Any form of theft whether this occurs on the premises or outside.
- Conduct jeopardising the safety or welfare of a student, employee or representative of St Joseph School.

There are 2 types of exclusion: Fixed-Term (Suspension) and Permanent (Expulsion). In cases where the student's conduct has warranted exclusion, the management team and other affected stakeholders should meet and decide which is the more appropriate sanction.

### Fixed-Term Exclusion (Suspension)

This should be applied where:

- it is felt that the bond of trust between the school and the student can be repaired
- the student is taking steps (or has agreed to take steps) to address their behaviour, such as counselling or other medical intervention
- it is felt that the student may respond positively to a return to the school.

The period of suspension should be no more than 50% of the student's remaining time at the school.

### Permanent Exclusion (Expulsion)

This should be applied where:

- it is felt that the bond of trust between the school and the student is beyond repair
- the presence of the student in the school, residential accommodation or activity sessions would jeopardise the safety or welfare of a student, employee or representative of St Joseph School
- it is felt that the student would not respond positively to a return to the school.

Exclusion will be used as a sanction for students under the age of 18 only when St Joseph School is satisfied that suitable provision for looking after the student is in place.

In cases of exclusion, the student is held to be in breach of their terms and conditions, and is thus not entitled to any refund in respect to any tuition or other services forfeited.

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## Appeals Procedures

At any time during the disciplinary process, students have the right to appeal the decision. Students may appeal any decision either verbally or in writing to the Director.

In such cases a meeting is arranged between the student and a member of the school management team who has not been involved previously in the case. Another member of staff is present as an observer, and the student is invited to bring a friend or other representative to the meeting in a similar capacity. For students under the age of 18, the parent or guardian must be present; if this is not possible, the school Safeguarding & Welfare Officer should be present.

The meeting gives the student the chance to state their side of the dispute, and put forward any mitigating circumstances.

After the meeting, the manager holding the meeting reports back to the Director or Centre Manager, who should then write to the student with the outcome of the meeting within 48 hours.

Possible outcomes include:

- The warning or exclusion is upheld against the student
- The period a warning is held on the student's record is reduced
- A previous warning is extended, rather than a new warning issued
- An exclusion is overturned, and a warning issued in its place
- The warning or exclusion is overturned and deleted from the student record.

If the student is dissatisfied with the outcome of the appeal meeting, they are invited to set out their reasons in writing to the Director, who will respond within 5 working days.

If the student is dissatisfied with the outcome of this response, they are invited to set out their reasons in writing to the Proprietor, who will respond within 15 working days.

If the student is dissatisfied with the outcome of this response, they are invited to contact English UK, the school's accrediting body. They will investigate the complaint in a full and impartial manner.

Further information about complaints and appeals can be found in the Student Handbooks, on the school website, and on notices throughout the school.

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