

Junior College Permanent Exclusion Hearing Procedure.

This procedure is in place to ensure a fair and consistent approach is implemented across all our Junior Colleges. Although not required, we feel working in conjunction with the local authority in cases of potential permanent exclusion is best practice, to ensure that all parties are considering the best educational decisions for the child.

Junior College leaders will work hard with learners, staff, parents/carers, and Kent County Council to provide as much positive support and intervention to ensure a learner can make positive progress and achieve. A permanent exclusion is not an action taken lightly, and only explored if a significant breach of conduct has taken place. Please refer to the Junior College Disciplinary Policy for more details on the entire disciplinary process.

When a senior member of staff is proposing a permanent exclusion to a student in an EKC Group Junior College, the following process must be followed.

In a case where a learner is required to remain home pending the hearing, line and interactive online learning should be provided. The hearing needs to be heard within 2 working days of the communication to parents/carers to avoid missing education.

1. The decision to permanently exclude a student from an EKC Group Junior College can only be made by the College Principal. This is in line with the Policy;
2. A letter must be sent to the parent informing them of the reason to exclude and a date and time for the hearing. The college would also inform any external agencies involved such as Early Help and Social Services as well as the Inclusion & Attendance Adviser at KCC. All parties will be invited to the hearing;
3. The hearing **MUST** be chaired by the College Principal
4. The Inclusion and Attendance Service from KCC will be invited, but the hearing will take place with or without them present;
5. The hearing must be voice recorded;
6. Only the student and the named parent/carer/guardian(s) on the system are allowed to attend. Requests for other parties to be present must be requested to the chair in advance;
7. The following format must be followed for the hearing:
 - Introduction of all people present

- Senior member of staff who instigated the stage 4 initially (or Principal if appropriate) should present the recommendation along with findings, reasons and any evidence
 - Student and parent will have an opportunity to discuss the incident(s) and present any new information/evidence that they may have. Panel may ask questions
 - Principal will take a suitable contact number and inform parents a decision will be made in the next 48 hours.
8. The Principal will have 48 hours to make a decision and inform the parent both by phone and letter of the outcome. The Inclusion and Attendance Service from KCC must be informed of the outcome immediately for them to be able to arrange alternative provision for the student. The outcome of this must be logged on the KCC Inclusion Front Door.