



Queen Mary's College



Student Exclusion Policy



On enrolment at College all students agree to abide by the principles of conduct set out in the Students' Charter, which are in accordance with the College's aims and values. In particular, they agree that they should respect all members of the College community, its buildings and site.

There will be occasions when students' conduct will merit their being removed from the College roll. For example, if students refuse to do work requested by teaching staff; are violent or drunk on the College site; or are caught buying, selling or using controlled substances. This list is not intended to be exhaustive but merely to provide examples.

When such occasions arise, the Principal will make an assessment and should he or she consider that removal from the College's roll is the only appropriate course of action, the student (and his or her parents/guardians if he or she is under the age of 18) will be informed and the student will be asked to leave College.

If the Principal is not available and cannot be contacted, and the situation is urgent, then the Deputy Principal can authorize a suspension; the student will be asked to leave the College site and not return until the case can be investigated further. In this instance, a member of the Premises Team will escort the student off the College grounds.

If the decision of the Principal is to permanently remove the student from the College roll, then natural justice would require that there be a right of appeal against such a decision. Should the student wish to appeal, he or she will have to do so in writing within 5 working days to the Clerk to the Governors. The Chair or Vice Chair of Governors will make a Judgment at this stage as to whether or not there are grounds for an appeal, taking into account the evidence on which the Principal has made his or her decision. Should there be grounds for an appeal, the appeal will be heard by a panel of the Governors and the Principal will present the arguments for exclusion. The student and his or her parents/guardians, as appropriate, will be given the opportunity to put the case for remaining on roll at the College.

On some occasions a suspension may be considered to be the most appropriate response to certain behaviours. Should the Principal suspend a student, in normal circumstances he or she will not be allowed back into College until a further interview has been conducted with the student (and his or her parents/guardians if he or she is under the age of 18). Should this further interview result in a decision to exclude the student, then the procedures outlined above will come into play.