

Westminster Tutors



Exclusion Policy

2026-2027

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1. Purpose and Scope

- 1.1 This policy sets out the principles and procedures followed by Westminster Tutors when considering the temporary or permanent exclusion of a student. It applies to all enrolled students of the College, whether full-time or part-time, and should be read in conjunction with the College's Behaviour Policy, Safeguarding Policy, and Terms and Conditions.
- 1.2 Westminster Tutors operates as a disclosed agent on behalf of independent teachers, coordinating tuition, pastoral support, and the wider student experience. The decision to exclude a student rests with the Principal, acting on behalf of the College and in accordance with this policy.

2. Policy Principles

- 2.1 The College is committed to maintaining a safe, respectful, and inclusive environment for all students, teachers, and staff. Exclusion is a serious measure and will only be used:
 - When a student's behaviour seriously breaches the College's Behaviour Policy, or
 - When allowing the student to remain enrolled would seriously harm the welfare, safety, or learning of others.
- 2.2 All decisions will take account of the College's safeguarding obligations under Keeping Children Safe in Education (DfE, 2026), as well as the Equality Act 2010 to ensure that no student is treated less favourably because of a protected characteristic.

3. Types of Exclusion

- 3.1 Exclusion may be either:
 - Temporary (Fixed-Term) Exclusion – a defined period during which the student is not permitted to attend lessons or be on College premises.
 - Permanent Exclusion – the student's enrolment is terminated and their place withdrawn.
- 3.2 The Principal determines both the duration of any temporary exclusion and whether an incident warrants permanent exclusion.

4. Temporary Exclusion

- 4.1 A temporary exclusion is used when a student's behaviour warrants removal from the College for a defined period to allow for reflection, investigation, or safeguarding reasons.
- 4.2 During a temporary exclusion:
 - The student must not attend lessons or be present on College premises.
 - Teachers are responsible for setting tasks and work during the period of exclusion.
 - Teachers are not required to make up missed lessons or reschedule tuition.
 - Tuition fees remain payable in full for the exclusion period.
- 4.3 The College may recommend pastoral or behavioural support during the exclusion period before the student returns.

5. Permanent Exclusion

- 5.1 Permanent exclusion may be imposed when a student's conduct or behaviour constitutes a serious breach of College expectations or creates a significant risk to others. Examples include, but are not limited to:
- Persistent defiance or disruptive behaviour after warnings.
 - Serious incidents of verbal or physical aggression.
 - Bullying, harassment, or discrimination.
 - Misuse of technology, including online harassment or the unauthorised recording or sharing of lessons.
 - Conduct bringing the College into disrepute.
 - Breach of safeguarding rules or any action that undermines the safety or welfare of others.
- 5.2 In such cases:
- The Principal will normally meet with the student and parent(s)/guardian(s) before reaching a decision.
 - Written confirmation of the exclusion and its reasons will be provided.
 - Where appropriate, the College will support the student's transition to another educational setting.
- 5.3 If a student's conduct results in permanent exclusion, the parent or fee-payer remains liable for:
- The remainder of the current term's fees, or
 - Twelve (12) weeks of tuition fees, whichever is the lower value.

6. Investigation and Decision-Making

- 6.1 Where possible, the College will conduct an impartial investigation before deciding to exclude a student. The investigation may include:
- Meetings with those involved.
 - Review of evidence (e.g. reports, statements, safeguarding records).
 - Consideration of mitigating circumstances and the student's overall record.
- 6.2 The Principal is the final decision-maker. Their decision will take into account fairness, proportionality, and safeguarding considerations.

7. Appeals

- 7.1 Clients (parents, guardians, and/or students) may appeal a permanent exclusion by submitting a written request to the Principal within five (5) working days of the exclusion notice. Appeals will be reviewed by a panel comprising two senior staff not involved in the original decision and one external advisor from the College's Governance Advisory Board. The appeal will consider:
- Whether the correct process was followed.
 - Whether the decision was fair and proportionate.
 - Whether any material new evidence has come to light.

7.2 The panel's decision is final.

8. Safeguarding and Support

8.1 Where a student is excluded, Westminster Tutors will continue to consider its safeguarding duties, particularly if the student is under 18.

8.2 If concerns arise regarding the student's welfare, the Designated Safeguarding Lead (DSL) will determine whether a referral to the Local Authority or relevant agency is required.

9. Equality and SEND Considerations

9.1 When making exclusion decisions, the Principal will consider whether the student has special educational needs or disabilities (SEND) that may have contributed to the behaviour. The College will make reasonable adjustments as required by the Equality Act 2010 and take account of relevant SEND guidance, including the SEND Code of Practice (2015), where applicable to its provision.

10. Communication and Record-Keeping

10.1 All exclusion decisions will be communicated in writing and recorded on the student's file. Records will include the reasons for exclusion, actions taken, and any safeguarding considerations. Data will be processed in line with the College's Data Protection Policy and retained under its Data Retention Policy. Behaviour, disciplinary and exclusion records forming part of the core education record are normally retained until the student's 25th birthday. Safeguarding and complaints records follow their separate retention rules, and any documented preservation hold must be respected.

11. Monitoring and Review

11.1 The Principal monitors exclusions to identify patterns and ensure fairness and consistency. The policy is reviewed annually by the Principal and Governance Advisory Board to ensure continued compliance with statutory guidance and College procedures.

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