



KINGS'
SCHOOL · WINCHESTER

Exclusion Policy

Policy Reviewed by:	JCK	April 2022
Approved by:	Pupil Support Committee	April 2022
Endorsed by:	FGB	May 2022
To be Reviewed	3 Yearly	May 2025

Exclusion Policy

Note: Fixed-term exclusions are now referred to as suspensions in the census return. It is expected that the Department for Education will update the statutory guidance document on exclusions and include this change. In the meantime, the term 'exclusion' is still used in this policy to refer to both a permanent exclusion and a suspension (fixed-term exclusion). This policy will be amended to reflect the updated guidance when it is published.

1. Context

- 1.1 This policy should be read in conjunction with the Behaviour Management, Child Protection, Health and Safety and Equality and Diversity policies. It explains why pupils are sometimes excluded, how decisions to exclude are communicated and how pupils are supported during their exclusion. It does not cover appeals or the role of Governors in the exclusion process – more information about this can be found within the local authority's exclusion guidance.
- 1.2 The school views the exclusion of any pupil to be a serious matter. The school will endeavour to act in a way that is fair, proportionate and with a view to the best interests of the pupil concerned, other pupils, members of staff and the school.
- 1.3 The school will always try to meet the needs of every pupil; we recognise that schools are places where young people come to learn and the school accepts that they will sometimes make mistakes. The school aims to be a forgiving and understanding institution.
- 1.4 However, the school also has high expectations of the behaviour of pupils and must protect the dignity and interests of everyone who works at our school. As such, the school has a collective responsibility and obligation for the behaviour of the entire pupil cohort and so operates a system of sanctions to deter and punish poor behaviour.
- 1.5 The school has a stepped response to poor behaviour. Exclusion from the school is the most serious response, intended as a signal that the school will not tolerate the behaviour in question.

2. Procedures

- 2.1 The decision to exclude a pupil from school is taken by the Headteacher. In the absence of the Headteacher, the Deputy Headteacher may take the decision which is then confirmed by the Headteacher as soon as possible. The Headteacher will consider the advice of other senior members of staff.

The decision to exclude is generally taken without consultation with the family of the pupil. However, parents are informed as soon as possible.

- 2.2 The school will make every effort to be fair in making decisions regarding exclusions. The pupil will have the opportunity to make a full written statement as soon as possible after the incident; members of staff and other pupils will also be asked to give their accounts of the incident(s).

- 2.3 The Headteacher will then review the evidence and decide whether an exclusion is necessary and if so, how long it will be. When there is contradictory or uncertain evidence, the Headteacher must decide 'on the balance of probability' which account of the incident(s) is most likely to be correct.
- 2.4 The school will sometimes exclude a pupil for a fixed number of days (to be determined by the Headteacher on the basis of the seriousness of the incident, the previous behaviour of the pupil and other relevant circumstances). At the end of the exclusion, the pupil will be re-admitted to the school following a formal meeting between the pupil, parents and the Headteacher.
- 2.5 The school may exclude a pupil while an investigation takes place (if the pupil's presence at school would be detrimental to the investigation or if the incident being investigated is very serious). Under these circumstances, the Headteacher will decide the length of the exclusion on the basis of the information immediately available.

If additional information becomes available after the length of the exclusion has been decided, the Headteacher may impose another exclusion, to run consecutively.

- 2.6 The school recognises that exclusions of up to five consecutive days and those over five days require different arrangements.
- 2.7 Where an exclusion is of five or fewer days the school will expect parents to assume responsibility for an excluded pupil during school hours. Where an exclusion is of six or more days the school will assume responsibility for ensuring the pupil receives an appropriate education from the sixth day. Arrangements will be made on a case by case basis, the most common arrangement involving a temporary placement in a neighbouring school.
- 2.8 The length of an exclusion is a complex matter that involves issues of judgement. The first principle is that the exclusion should be as short as possible given the circumstances. Longer exclusions may be appropriate for more serious incidents or for repeat offences.
- 2.9 The school will, where appropriate, consider the permanent exclusion of a pupil. Permanent exclusion may result from a single serious incident or from a more gradual breakdown in the relationship between the pupil and the school.
- 2.10 Exclusion at Kings' is generally a response to a specific incident of a serious nature. These can include, for example:
- swearing at a member of staff
 - other abusive behaviour toward a member of staff
 - persistent and/or severe bullying
 - violence
 - serious vandalism or damage to property
 - theft
 - persistent refusal to comply with instructions

- possession, misuse or consumption of banned or illegal substances
- sexual violence or sexual harassment
- racist, sexist, homophobic or discriminatory behaviour

However, this list is not exhaustive and exclusion may be used in other circumstances.

- 2.11 In almost all cases parents are informed about an exclusion by telephone and, if appropriate, arrangements made for the pupil to be collected from school. Parents may give permission for the pupil to be sent home or the school may keep the pupil until the end of the school day.
- 2.12 A formal letter setting out the reasons for the exclusion, the duration of the exclusion, the return date and parents' rights to appeal is normally sent by e-mail the same day, followed by a copy by first class post.
- 2.13 In all cases the school will inform the local authority inclusion officer.
- 2.14 Pupils returning from exclusion will have a formal meeting with the Headteacher or their representative before they return to lessons. Parents are expected to attend – it is vital that they have a chance to discuss the incident(s) and help the pupil decide how to avoid further exclusions.
- 2.15 Pupils will be expected to apologise formally to any pupil or member of staff who has suffered as a result of their actions. Where blame for an incident is shared, the school will take steps to reconcile those involved.
- 2.16 The school is responsible for setting and marking work during an exclusion. This work will normally be made available for the pupil and parents / carers via Satchel: One. Alternatively, the school may make work available for collection by a person other than the excluded pupil at the school office. This work will normally be available within half a day of the start of the exclusion.