



# Kings' School Exclusion Policy

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To be Reviewed	3 Yearly	September 2025

## **Exclusion Policy**

**Note:** Following updated government guidance, the term 'suspension' is a reference to what is described in the legislation as an exclusion for a fixed period.

### **1. Context**

- 1.1 This policy should be read in conjunction with the Behaviour Management, Child Protection, Safeguarding, Health and Safety and Equality and Diversity policies. It explains why pupils are sometimes suspended or permanently excluded, how decisions to suspend or permanently exclude are communicated and how pupils are supported during their suspension or permanent exclusion. It does not cover appeals or the role of Governors in the suspension / exclusion process – more information about this can be found within the local authority's guidance on this subject.
- 2.1 The school views the suspension or permanent exclusion of any pupil to be a serious matter. The school will endeavour to act in a way that is fair, reasonable and proportionate, 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 The school should be to be a calm, safe and supportive environment in which pupils can learn and thrive; as such we protect the dignity and interests of all pupils and staff in our community. If approaches towards managing behaviour to this end have been exhausted, suspensions and permanent exclusion may sometimes be necessary.
- 1.5 The school has a stepped response to poor behaviour. Suspension or permanent 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 suspend or permanently exclude a pupil from school is taken by the Headteacher. In the absence of the Headteacher, the Deputy Headteacher(s) 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.

Parents are informed as soon as possible, with the expectation that wherever possible, in the first instance this is in person or by telephone.

- 2.2 The school will make every effort to be fair in making decisions regarding suspensions or permanent exclusions. The pupil will have the opportunity to make a full written statement as soon as possible after the incident (where relevant, with support to express their views through an adult); members of staff and other pupils

will also be asked to give their accounts of the incident(s). It will be explained to pupils, how their views have been taken into account.

- 2.3 The Headteacher will then review the evidence and decide whether a suspension / permanent exclusion is necessary and if so, how long it will be. The headteacher will take into account the pupil's views and those of the parent. 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 suspension, 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 suspension on the basis of the information immediately available.

If additional information becomes available after the length of the suspension has been decided, the Headteacher may impose another sanction, to run consecutively. This may include a further period of suspension or permanent exclusion.

- 2.6 The school recognises that suspensions of up to five consecutive days and those over five days require different arrangements.
- 2.7 Where a suspension is of five or fewer days the school will expect parents to assume responsibility for a suspended pupil during school hours. Where a suspension 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 a suspension is a complex matter that involves issues of judgement. The first principle is that the suspension should be as short as possible given the circumstances. Longer suspensions may be appropriate for more serious incidents or for repeat offences.

The headteacher may cancel a suspension or permanent exclusion that has not been reviewed by the governing board. If this occurs, parents, the governing board and the local authority will be notified.

- 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 number of behavioural occurrences that have warranted suspension.
- 2.10 Suspension / permanent exclusion at Kings' is generally a response to a specific incident of a serious nature. These can include, for example:

- Physical assault against a pupil
- Physical assault against an adult
- Verbal abuse or threatening behaviour against a pupil
- Verbal abuse or threatening behaviour against an adult
- Use, or threat to use, of an offensive weapon or prohibited item that has been prohibited by our behaviour policy
- Bullying
- Racist abuse
- Abuse against sexual orientation or gender reassignment
- Abuse relating to disability
- Serious vandalism or damage to property
- Theft
- Persistent refusal to comply with instructions

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

- 2.11 Parents are informed about a suspension / permanent exclusion as soon as possible (typically 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 suspension, 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 as soon as is possible.
- 2.14 Pupils returning from suspension 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 suspensions.
- 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 a suspension. 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 suspended pupil at the school office. This work will normally be available within half a day of the start of the suspension.