



EXCLUSION POLICY

Introduction and aims of the policy

A decision to exclude a student is never taken lightly and this policy is designed to ensure that the process is fair and transparent.

Behaviour that may merit exclusion

- Bringing a weapon into School
- Bullying
- Damage to property
- Dishonesty or cheating in examinations
- Drug and alcohol misuse
- Fighting
- Theft
- Persistent disruptive behaviour
- Physical assault, verbal abuse or threatening behaviour
- Racist, sexist or homophobic abuse
- Sexual harassment
- Sexual misconduct
- A series of minor misdemeanours
- Refusal to participate in the School's disciplinary processes
- A malicious allegation against a student or member of staff
- Misuse of social media
- Persistent lateness to School
- Conduct that brings the School into disrepute

This list is by no means exhaustive, and any serious misconduct that affects the welfare of members of the KGS community or brings the School into disrepute may lead to exclusion. It should also be noted that exclusion may be imposed after a first offence and that the offences considered under this policy may have taken place on or off the School premises.

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Types of exclusion

The School may decide to use different types of exclusion based on the severity of the offence(s), such as:

- Internal exclusions: Pupils attend school from 8.30am to 3.50pm in full school uniform and work under supervision. They are not permitted to socialise with other pupils.
- Exclusions: Pupils remain off school premises and work on academic subjects provided by teaching staff.
- Permanent Exclusion: Pupils are not permitted to continue their education at the school.

Procedure

The procedure that the School will follow before reaching a final decision about an exclusion has three distinct steps:

1. Investigation
2. Disciplinary meeting
3. Appeal (if requested)

A different person will normally conduct each stage of the procedure.

1. Investigation

Before a decision is taken it is essential to establish the details as far as possible. For this reason an investigation will be carried out. In cases where the allegation may lead to a permanent exclusion the investigation will normally be co-ordinated by a senior member of staff.

Interviews: Students and staff (or, if relevant, other third parties) who are involved in or may have witnessed the incident may be asked to write a statement or be interviewed by the person conducting the investigation. When students are being interviewed or asked to write statements a second adult will usually be present. He or she will not play an active part in any interview but are there to observe that the process is fair and may provide support to the student.

Informing parents: Parents will normally be informed after initial investigations have been made. If the Police or Social Services are involved, parents will be informed immediately, unless the School is instructed not to do so by those agencies.

Remaining at home: It may be necessary for a student to remain at home whilst the investigation takes place; this is not a disciplinary sanction and it will only be done when necessary to allow the School to investigate the allegations properly. Parents will be informed immediately once this is deemed necessary and the School will endeavour to ensure that this is



for as brief a period as possible. Suitable arrangements will be made to ensure that work is sent home and then marked during this period.

2. Disciplinary meeting

Procedure: If it is decided that a disciplinary meeting is appropriate, the person conducting the investigation will inform the Head Master.

The meeting will be convened as soon as is practicable. The meeting will normally be conducted by the Head Master.

The parents/guardians may attend the meeting and be accompanied to the meeting by the student(s) concerned and one other person, if they wish. This may be a relative, teacher or friend. Legal representation is not permitted.

At the meeting, the person who conducted the investigation will give a full account of their findings. The Head Master, the parents and the student will be given the opportunity to ask questions at this stage. The parents/guardians and the student will then be given the opportunity to offer any further contextual information or detail of any mitigating factors they would like to be taken into account before any decision is reached. The Head Master may ask further questions of the parents/guardians and/or the student.

Decision: Following the meeting, the Head Master will adjourn to consider his decision, which will be reached on the balance of probability. The parents will be informed of the decision in writing no later than two working days after the meeting.

In making decisions about exclusion the Head Master will take into account any special educational needs, disabilities and cultural differences that may be relevant to the case.

If the Head Master reaches the view that the student is guilty of misconduct but decides not to exclude him/her, a lesser sanction may be imposed, in accordance with the School's Behaviour Policy.

3. Appeal

If the Head Master decides to exclude the student permanently the parents may appeal the decision to the Governing Body by writing to the Clerk to the Governing Body. This should be done within five working days of being notified of the decision.

It is important to understand that an appeal is not a re-run of the original meeting. It does not look again at the facts in the way that the Head Master did and then decide whether to exclude or not. It looks to see if the School conducted the investigation and the disciplinary meeting as it is laid out in this policy and if the Head Master came to a fair and appropriate decision. If there is new evidence which was not available for the disciplinary meeting, the panel may at



their discretion look at this and decide if it might have led the Head Master to a different decision.

Grounds: In order to have a successful appeal parents have to be able to show either that the School did not conduct the investigation or the disciplinary meeting fairly, or that the Head Master's decision was unfair or inappropriate; the reasons why parents think this is the case are known as the grounds of appeal. Parents should indicate the grounds when they request an appeal hearing. The Panel can then consider these grounds and conduct a review of the fairness of the original decision and the sanction imposed.

The Panel will look at all the evidence which the Head Master had when making the decision to exclude permanently and a record of the process followed (notes of the disciplinary meeting etc.). The student and his/her parents will be allowed to make representations to the Panel and ask questions. The Head Master and the member of staff who conducted the investigation will be present to explain the process followed and the basis on which the final decision was reached. Members of the Panel may ask further questions of those present.

Procedure: An appeal hearing will normally be convened within 14 working days of the parents'/guardians' request for an appeal. The Panel will consist of two governors, one of whom will chair the Panel, and a third member who is independent of the running of the School.

The parents/guardians may attend the appeal hearing and be accompanied by the student(s) concerned and one other person, if they wish. This may be a relative, teacher or friend. Legal representation is not permitted.

The Panel will be given all of the evidence arising from the original investigation in advance of the appeal hearing. If either party wishes to submit new evidence, this must be done at least five working days before the appeal hearing to allow everyone sufficient time to prepare.

Following an adjournment, the Panel will reach a decision and can overturn a decision to exclude permanently if it feels that the sanction was unreasonable in the circumstances. The Panel will write to the parents informing them of its decision and the reasons for it, normally within seven working days of the hearing. The decision of the Panel will be final. A copy of the Panel's findings and any recommendations will be sent by electronic mail or otherwise given to the parents/guardians as well as the Chairman of Governors and the Head Master.



Monitoring and evaluation

The monitoring and evaluation of the effectiveness of this policy and its implementation will be carried out by the Head Master. The Senior Management Team will meet annually to review the effectiveness of the policy.