

Exclusion Policy

This policy covers EYFS, Prep School & Senior School

Governors' Committee normally reviewing policy	Governing Body
Date policy formally approved by Governors	September 2023
Period of review	1 Year
Last review date	August 2026
Next review date	August 2027

Person responsible for monitoring implementation and effectiveness of the policy	Head
Other relevant policies	Pastoral Policies

Kingsley School Bideford is owned and operated by KSI Schools Group Limited, which is the School's Proprietary Body ("the Proprietor").

Any reference in this policy to the Governors or Governing Body means the School's local body of governors, which operates as a local advisory board on behalf of the Proprietor. The local governing body does not constitute the Proprietary Body of the School.

The Proprietor has ultimate responsibility for ensuring that the School meets its statutory and regulatory obligations and for ensuring that this policy is appropriate, effective and implemented in accordance with those requirements.

The Governors provide local oversight and scrutiny on behalf of the Proprietor and undertake appropriate review and monitoring to satisfy themselves that this policy is being implemented effectively. They advise and make recommendations to the Proprietor and the School's leadership as appropriate.

The core principle that guides everything we do is **Putting Students First**.

Internal Exclusions

The School will attempt as far as possible to use an internal exclusion for more serious offences. This will require a student to be isolated from other students for a period between 0.5 days to 5 days depending on the severity of the incident, and on previous behaviour records. The student will work in isolation, normally under supervision (direct or indirect) in a pastoral office. The student will take breaks and meals at times separate to the rest of the student body. Work will be provided for the student to complete whilst in isolation.

The isolation environment is designed to be non-oppressive, and as comfortable as it can be, on par with a regular classroom. Toilet facilities and access to meals and water are both available.

Student welfare and pastoral care is of upmost importance during a period of internal exclusion, and where this can't be conducted safely and adequately at school, the sanction may be changed to an external exclusion at home.

All internal exclusions are sanctioned by the Deputy Head Pastoral, the Deputy Head Academic or the Head of Prep School, and parents will be notified of the details as soon as is practically possible.

External Exclusions

This part of the policy must be read in conjunction with Section 7 of the Parent Contract. Any decision taken by the Head to permanently exclude a child from the school is done under Section 7 of the Parent Contract.

1. Introduction

- i. In accordance with the Education Act 2011, any decision taken to exclude a student either permanently or for a fixed period must be lawful, reasonable and fair, and on disciplinary grounds only.
- ii. Only the Head can externally exclude a student. Parents must be notified prior to a decision being made and the student must be seen by the Head, Deputy Head Pastoral, Deputy Head Academic or Head of Prep School in person before the exclusion can take place.
- iii. Upon the student's return, the student will meet with the Deputy Head Pastoral, the Deputy Head Academic, the Head of Prep School or the Head for a re-integration meeting before the student is allowed back to normal routine. Depending on the nature of the incident leading to the exclusion the parent may be invited to the re-integration meeting.

2. Fixed-Period and Permanent Exclusions from School

- i. A student may be excluded for one or more fixed periods up to a maximum of 15 days in a single year, before a decision may be made to permanently exclude.
- ii. Once a fixed period of exclusion has been decided, the period cannot be extended. In the event that further evidence comes to light to alter the severity of the incident, a new fixed-period exclusion or permanent exclusion can be issued.
- iii. A student may be excluded either permanently or for a fixed period for any behaviour reasonably deemed serious enough, including, though not exclusively, any of the example offences in the Behaviour Policy.
- iv. A decision to exclude a student permanently will normally follow the DfE guidance 'Suspension and Permanent Exclusion from maintained schools, academies and student referral units in England, including student movement (as amended)':
 - a. in response to a serious breach or persistent breaches of the school's behaviour policy; and
 - b. where allowing the student to remain in school would seriously harm the education or welfare of the student or others in the school.

- v. Where behaviour outside of school is a concern, the School may still consider this grounds for an external exclusion in accordance with the DfE guidance 'Suspension and Permanent Exclusion from maintained schools, academies and student referral units in England, including student movement (as amended)':
- vi. Any decision to exclude will be based on the balance of probabilities as a standard proof whereby the Head is satisfied, on the evidence available, that the occurrence of the event was more likely than not.
- vii. Any decision to exclude a student may be taken irrespective of any external agency investigation, including any criminal investigation or court proceedings, pending or otherwise. Failure to prove whether or not a crime has been committed is not grounds to rescind a decision to exclude.
- viii. The School will ensure as far as possible that students are given the opportunity to present their case if they wish to do so before the decision to exclude is made.
- ix. The School will consider any contributing factors such as bullying, bereavement, mental health issues, disabilities, special educational needs or other academic needs.

3. Fixed-Period and Permanent Exclusions from Boarding

- i. A student may be excluded from boarding permanently or for a fixed-period following an assessment of the student's suitability to board.
- ii. A student may be excluded from boarding permanently or for a fixed-period in response to behaviour offences at the discretion of the Head.
- iii. If a student is excluded from boarding, either for a fixed-period or permanently, this does not constitute an exclusion from the School.

4. Duty to Inform

- i. Parents will be notified in writing of any decision to exclude, providing the following information;
 - a. The reasons for the exclusion.
 - b. The period of a fixed period exclusion, or the fact that it is permanent.
 - c. The parent's right to make representations about the exclusion to the Local Advisory Board and the process for this.
- ii. Where the student is of compulsory school age, the School will confirm to the parents that for the first 5 days (or until the start of alternative provision, whichever is the sooner) of an exclusion, the student must not be present in public places.
- iii. Where cumulative exclusions in any one year amount to more than 15 days, the School must consider the future of the student at the school, and may evoke Section 7 of the Parent Contract and withdraw the student's place in the school.
- iv. The School will inform the Nominated Proprietor of any decision to permanently exclude a student.
- v. The Local Advisory Board will review all permanent exclusions at the next scheduled Board Meeting.
- vi. In the case of all permanent exclusions, the student's home Local Authority will be informed as it becomes incumbent on that authority to provide an educational setting.
- vii. In the case of students placed at the school by a Local Authority, the School will inform the relevant Local Authority if a student is nearing, or has reached, a threshold for permanent exclusion according to the School's Behaviour Policy or the DfE guidance "Suspension and Permanent Exclusion from maintained schools, academies and student referral units in England, including student movement (2023)".

5. Appealing an Exclusion

- i. Parents may make a written representation to the Nominated Proprietor following a fixed-term exclusion. This will be held in the student's file. The Nominated Proprietor is unable to overturn or otherwise alter a decision to exclude for a fixed-term period.
- ii. Parents may appeal against a decision to permanently exclude. The process for this is as follows;
 - a. Parents must make a written submission to the Nominated Proprietor stating the reason why they wish to appeal the decision to permanently exclude.
 - b. Any supporting evidence should be provided at the time of the submission.
 - c. The Nominated Proprietor will ask the Head for the relevant information and rationale for the decision to exclude.
 - d. The Nominated Proprietor will form a panel together with one other Director of KSI Schools Ltd or Local Advisory Board Member, plus one independent person to consider the appeal.
 - e. The Nominated Proprietor will invite the parents and the Head to a formal hearing within 15 working days within term-time from receipt of the actual appeal submission (not the notice of intention to appeal).
 - f. At the hearing, all present are expected to have read the submissions and therefore questions only may be directed by the Panel to both parties to gain any further understanding of the cases.
 - g. The Panel may ask the parents for an impact statement on the effect of the exclusion on the child, and may ask the School for an impact statement on the effect on the rest of the school of overturning the exclusion.
 - h. The Panel will make its decision without the parents or Head present, and will notify both parties within 5 working days of their decision.

K Venner

Deputy Head Pastoral