



## **EXCLUSION POLICY Whole School**

### **Internal Suspension/External Suspension/Requirement to Leave /Permanent Exclusion**

Suspensions can be either temporary or permanent (exclusion). The Headmistress will authorise suspensions and/or exclusions and will be involved in the interviews and discussions with pupils and parents. In the case of a suspension, the Chair of Governors will be informed and will be consulted before any student is permanently excluded. Parents will be made aware in advance if suspension or exclusion are a possible outcome of any meeting or investigation.

#### 1. Suspensions

- 1.1 As per the Parent Contract, the Headmistress may suspend a girl if she considers that her conduct or behaviour (including behaviour or conduct outside school) is unsatisfactory and the suspension or exclusion is in the School's best interests or the girls concerned. The School Behaviour Policy (Appendix A) sets out or includes examples of offences at Level 5 and 6 likely to be punishable by suspension. These examples are not exhaustive and the Headmistress may decide that suspension or expulsion for a lesser offence is justified where there has been previous misbehaviour. All aspects of a girl's record at the School may be taken into account.
- 1.2 For temporary suspensions the school makes a distinction between one which is neutral and one which is a formal sanction. The school will inform parents which approach is being followed. A neutral suspension is one which the school requires a girl to be removed from lessons/school in order that an investigation can be conducted fairly and without further escalation of a problem. This suspension may be either internal or external and should ideally last no longer than two days to allow for an investigation to be completed. Should the investigation find in the girl's favour then they may return to school with no further consequences and with no negative record of the sanction. Should the investigation find that a formal sanction is required, it will be noted on the girl's record. The Headmistress can, at her discretion, count the time spent away from school as part of the recorded punishment.

#### 1.2 Internal Suspension

The likely duration will be between 1 and 3 days. The girl will be in a room working on their own under supervision. Work will be set for her from her regular

lessons and the Head of School will co-ordinate. They will have a different lunch and break to her peers.

### 1.3 External Suspension

A sanction must give a message to the girl concerned and the rest of the School community. A suspension is used when that message must be heard strongly and clearly. Sometimes the misbehaviour is individual and so no public announcement is made. Parents will be contacted as the misbehaviour is investigated and the girl will be required to stay at home (or with a guardian) for between 1 and 3 days.

## 2. Exclusion and Managed Removal from the School

In the case of permanent exclusion, a girl's name will be permanently removed from the school roll. In addition, any references requested for the girl by external agencies will set out the facts and circumstances of the reasons behind the exclusion.

### Rationale for Exclusion

- 2.1 A decision to exclude permanently will be taken as a last resort when a range of other strategies have been previously employed in line with Sanctions Levels 1 -7 in the Behaviour Policy or if an exceptionally individual offence has been committed. Parents will be concerned to have the School reach a decision which is in the best interest of their daughter. The School needs also to take account of the interests of the whole School community.
- 2.2 Exclusion will usually be considered only where such action is deemed to be in the best interests of one or more of:
  - the girl concerned
  - other girls in the School
  - staff in the School
  - where the girl's action has brought or is likely to bring the School's reputation into disrepute.
- 2.3 Exclusion will also be considered where the girl concerned is regarded on the balance of probabilities as having committed a criminal offence, whether or not connected with the School and whether or not criminal proceedings have been instituted.
- 2.4 As per the Parent Contract, the Headmistress may at her discretion require that a girl is removed from the school from the School if her attendance or progress is unsatisfactory.
- 2.5 A girl is also liable to be excluded if fees remain unpaid unless an arrangement has been agreed with the Bursar for paying off those arrears.
- 2.6 The Headmistress may require that a girl is removed from the school if the relationship between school and parents is no longer functioning in a manner based on mutual trust and respect. As per the Parent Contract a girl may be excluded if:
  - a parent's behaviour or conduct is unreasonable; and/or

- adversely affects the girls' progress in the school or the wellbeing of School staff; and/or
- brings (or is likely to bring) the School into disrepute; and/or
- the school has a legal right to end the contract because of something the parent has done wrong.

### Managed Removal

- 2.7 The school draws a distinction between a Managed Removal from the School and Permanent Exclusion. A Managed Removal may be offered by the school at its discretion, as an alternative to permanent exclusion.
- 2.8 In the case of a Managed Removal, the school will require that a girl leaves the school but will provide reasonable assistance in ensuring that she can make a fresh start at an alternative school. In this case, no record of an expulsion will be made in any future references.

### 3. Process for Permanent Exclusion

- 3.1 The decision to permanently exclude for non-financial matters is taken by the Headmistress after discussion with senior staff and the Chair of Governors. The parents are informed of the decision and asked to collect the girl as soon as possible. Parents will be made aware in advance, if exclusion is the possible outcome of any meeting or investigation.
- 3.2 While the precise procedure to be followed in a given situation depends on the circumstances of the case, the procedure outline below would apply wherever possible:
- A fair and thorough investigation will be led by the appropriate Deputy Head
  - Girls must be informed of the allegation and the evidence relied upon
  - Girls must be given a fair opportunity to exculpate themselves
  - Parents will be informed as soon as practically possible
  - A hearing will be conducted by the Headmistress and a decision reached
  - An appeal should be offered and this will be conducted by the Chair of Governors
- 3.3 Before a decision is made to exclude a girl from Kent College, Pembury permanently, a full investigation will be undertaken by one of the Deputy Heads and the appropriate Head of School. The Headmistress will not take part in the investigation as this may compromise her impartiality at the actual hearing.

### 4. Appeals process

- 4.1 If a girl is excluded by the Headmistress, the parent may appeal against the decision in line with **Stage 3 of the School's Complaints policy**. Such an appeal should be made in writing to the Chair of the Appeals Committee within 14 days of the decision to exclude and should set out the reasons for disputing the Headmistress's decision.
- 4.2 A girl whose exclusion is subject to such an appeal will be suspended from attending the School pending the outcome of the appeal.

- 4.3 The Chair of Governors will appoint an 'Appeal Panel' of three persons. The Panel will consist of at least three persons not directly involved in the matters detailed in the complaint, one of whom shall be independent of the management and running of the school.
- 4.4 If the Panel deems it necessary, it may require that further particulars of the complaint or any related matter be supplied in advance of the hearing. Copies of such particulars shall be supplied to all parties no later than 5 days prior to the hearing.
- 4.5 The parents are invited to attend the Panel Hearing and maybe accompanied to the hearing by one other person. This may be a relative, teacher or friend. Legal representation will not normally be appropriate.
- 4.6 After due consideration of all the facts it considers relevant, the Panel will reach a decision and may make recommendations, which it shall complete within usually 7 days of the Hearing.
- 4.7 The Panel's findings and recommendations will be sent by electronic mail or otherwise given to the appellant. The Panel's findings and recommendations will then be made available for inspection on the school premises by the Governors and the Headmistress.
- 4.8 The decision of the Panel will be final.

Detail of the procedures for holding a hearing have been prepared.

This policy should be read in conjunction with the School's:

- Alcohol –consumption on school premises policy
- Anti-Bullying Policy
- Attendance Policy
- Behaviour Policy
- Complaints Procedure
- Drugs Policy
- E-Safety Policy
- Parent Contract

Agreed by Exec: January 2018

Approved by Governors: March 2018