



**KING'S COLLEGE SCHOOL**  
ALICANTE

# King's Group Policy Exclusion

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## Introduction

Exclusion is one of the severest sanctions the school can impose and is used when a pupil's behaviour does not warrant their inclusion, either temporarily or permanently in the normal operation of the school.

## Purpose

- To ensure that pupils who do not comply with the clear guidelines on behaviour are removed from the school premises and made aware of the severity of their actions.
- To ensure that other pupils' welfare and learning can take place in a safe and undisturbed manner.
- The exclusions process is applied fairly and consistently
- The exclusions process is understood by governors, staff, parents and pupils
- Pupils in school are safe and happy

This policy is based on statutory guidance from the Department for Education: [Exclusion from maintained schools, academies and pupil referral units \(PRUs\) in England](#).

It is based on the following legislation, which outline schools' powers to exclude pupils:

Section 52 of the [Education Act 2002](#), as amended by the [Education Act 2011](#)  
[The School Discipline \(Pupil exclusions and Reviews\) \(England\) Regulations 2012](#)

Sections 64-68 of the [School Standards and Framework Act 1998](#)

In addition, the policy is based on:

Part 7, chapter 2 of the [Education and Inspections Act 2006](#), which looks at parental responsibility for excluded pupils

Section 579 of the [Education Act 1996](#), which defines 'school day'

The [Education \(Provision of Full-Time Education for Excluded Pupils\) \(England\) Regulations 2007](#), as amended by [The Education \(Provision of Full-Time Education for Excluded Pupils\) \(England\) \(Amendment\) Regulations 2014](#)

## Guidelines

### The decision to exclude

Only the Executive Headteacher, on approval from the CEO Spain, can **permanently** exclude a pupil from school. A permanent exclusion will be taken as a last resort.

A decision to exclude a pupil will be taken only:

- In response to serious or repeated breach of the school's behaviour policy, and
- If allowing the pupil to remain in school has the potential to seriously harm the education or welfare of others.

Before deciding whether to exclude a pupil, either permanently or for a fixed period, the College will:

- Consider all the relevant facts and evidence
- Allow the pupil to give their version of events.
- Consider if the pupil has special educational needs (SEN).
- Ensure the exclusion will not be used for isolated minor offences.
- Ensure the Heads of Primary School or Secondary School have investigated and recommend a course of action to the Executive Headteacher. The decision to exclude temporarily must be endorsed by the Executive Headteacher.

When an incident has occurred which merits temporary exclusion, the pupil and his/her parents are notified with minimal delay. This is usually by telephone.

If attitude / behaviour meriting exclusion occurs early in the day, the pupil is usually isolated for the rest of the day (or at least until their parents can collect them).

There is no "tariff" of offences for which exclusion may be used. Each situation and student will be treated individually.

Most exclusions are for one or two days and are designed as a warning. Longer exclusions are the exception.

It should be noted that in any case under investigation that may lead to a fixed-term exclusion (internal or external) the Head of Primary School, or Secondary School, as appropriate must contact the parent of the children under investigation to alert them to the fact that an investigation is taking place. This contact must take place on the day the investigation commences or as soon as possible thereafter.

In any case leading to a permanent exclusion the Executive Headteacher will consult the Director Técnico before the sanction is applied.

### Internal Exclusion

This can only be authorised by the Head of Primary or Secondary School. Work should be collected from subject teachers with communications to all subject staff as to when the pupil is to be readmitted to mainstream lessons. A pupil internally excluded should be supervised by an Assistant Head of Primary or Secondary, Year Group Coordinator or other appropriate staff member. The parents of the pupil will be contacted by phone by either the Head of Primary or Secondary (or their representative) to be given details of why the exclusion has been enforced.

### Fixed Period External Exclusion

Once the Executive Headteacher has been informed, the Head of Primary or Secondary should notify the parents by phone of the exclusion and a detailed letter or email should be sent, which includes the reasons for suspension, the length of suspension, the right to appeal and the means by which a student will be readmitted to the school.

Arrangements should be made for a readmission interview conducted by an appropriate senior member of staff, normally the Head of Primary or Secondary School or their designated Deputy.

### **Permanent Exclusion**

In extreme cases, usually as a final resort, after a final warning and disciplinary hearing, or a second serious offence, it may be necessary to exclude a student permanently. When notifying parents of a permanent exclusion from school, reference will be made to previous relevant warnings, fixed terms suspensions or other disciplinary measures which preceded the exclusion. The Executive Headteacher will only permanently exclude a pupil after reference to the CEO of Spain.

### **Appeal against Temporary Exclusion**

Parents wishing to appeal against the temporary exclusion of their son/daughter should write to the Executive Headteacher upon notification of the exclusion order with their reasons for appeal clearly detailed. In extreme circumstances the right to appeal may be carried out retrospectively in cases where the temporary exclusion is with immediate effect.

Appeals will be responded to in writing or, if the situation is not clear and requires further clarification, parents may be invited into school, at the Executive Headteacher's discretion, to attend a meeting to discuss the appeal.

A successful appeal would result in the matter being expunged from the pupil's school record. Temporary exclusions are not carried out lightly and in all cases, parents will receive advanced written an/or telephone communication of the decision. Temporary exclusions can range from part of a day up to and including five school days, although longer periods may be necessary in severe circumstances. Having served a temporary exclusion, pupils are readmitted to the school only after being interviewed by a senior member of staff; parents may be required to be present at this interview.

The Executive Headteacher's decision regarding all temporary exclusions, and their appeals, is final.

### **Appeal against Permanent Exclusion**

Parents wishing to appeal against the permanent exclusion of their son/daughter should write to the CEO of Spain within 72 hours of the exclusion, setting out the reasons for the appeal. This should be sent to the school, where it will be forwarded by the Head of Administration ([debby.verkijk@kingsgroup.org](mailto:debby.verkijk@kingsgroup.org)).

The CEO of Spain will acknowledge receipt of the appeal, normally within five working days of the receipt of the request. The CEO's decision regarding the appeal will be final. This may be made immediately, but if the CEO needs to gather further evidence or requires more time for deliberation, the decision may be delayed. The outcome of the appeal will be communicated to the parents, Executive Headteacher and Chairman of the Board within ten working days of receipt of the appeal.

The pupil remains permanently excluded from school and removed from the school roll from the date the letter is sent from the Executive Headteacher. Only if the appeal is upheld by the CEO of Spain, will the child be permitted to rejoin the school community - there is no option of attending school whilst the appeal is ongoing.