



SINCE 604 AD

KING'S SCHOOL

ROCHESTER

Suspension, Exclusion, Removal & Review Policy

This policy is applicable to all pupils in the school, including those in Boarding and in the EYFS.

This policy was adopted on:	29.10.06
Policy last reviewed on:	01.09.25
Policy reviewed by Governors:	29.09.25
Person/Body reviewing:	SMF / Governors (Education & Pastoral Committee)
Date of next review (except in the case of relevant legislation):	01.09.27

Policy Statement

The Governors and Staff of King's Rochester are committed to providing the best environment in which pupils can learn. Whilst we always aim not to disrupt the schooling of members of the school, we understand that we have a duty of care for all members of the school community and that sometimes, suspension or permanent exclusion of a pupil is the best course of action for all concerned.

Information about the school sanctions systems can be found in the Whole School Behaviour Management Policy and in the staff and pupil handbooks. This Suspension, Exclusion, Removal and Review policy should be read in conjunction with the School's Admissions Policy, Standard Terms and Conditions and the Whole School Behaviour Management policy.

The school is committed to proportionality and supporting pupils to succeed before resorting to exclusion. However, for serious and/or persistent offences, the Principal reserves the right to temporarily suspend or permanently exclude pupils where their continued presence in the school has a detrimental effect on the learning and behaviour of themselves and others.

Procedures

There are three sanctions for the most serious disciplinary matters:

- Suspension from School.
- Permanent Exclusion, also known as Expulsion from School.
- Removal at the Request of the School (also known as Required Withdrawal).

Suspension

Only the Principal, or a senior member of school staff in consultation with the Principal, can suspend a pupil. Before deciding to temporarily suspend a pupil, the Principal or the person with delegated authority will:

- ensure that a formal investigation has been conducted;
- ensure that as far as it is reasonable all the relevant information has been considered;
- give the pupil an opportunity to be heard;
- consult as far as it is reasonable with other relevant people;
- consider and action appropriate support for the pupil;
- parents will be contacted and informed of the investigation. During this telephone call, a disciplinary meeting will be arranged and the range of possible disciplinary sanctions will be explained;
- hold a disciplinary meeting with the Parents and, if appropriate, the Pupil. The Principal or the person with delegated responsibility will explain the details of the investigation. At the end of this meeting, a decision will be made in regards to the appropriate sanction, except in circumstances when new information has come to light;

- the Principal or the person with delegated authority will write to confirm the suspension, stating the length and the reasons;
- work will generally be set for a pupil to do at home during the period when they are suspended if appropriate;
- consideration will be given to any problems of the excluded pupil and how they might be addressed in the interim, together with reintegration post-suspension;
- suspension constitutes a clear warning about continued membership of the School and this warning should be regarded as final. It is unlikely a pupil would be suspended more than twice.
- Support will be arranged for pupils who would benefit from it post re-integration.

Permanent Exclusion (Expulsion)

A pupil may be permanently excluded at any time if the Principal is reasonably satisfied that the pupil's conduct (whether on or off School premises or in or out of term time) has contravened the school rules and expectations/aims of the School, has been detrimental to their own reputation and that of the School or, where the pupil's attendance, punctuality or academic progress is repeatedly unsatisfactory. The School and the Principal will act fairly and in accordance with the procedures of natural justice and will not permanently exclude a pupil other than in grave circumstances.

There will be no refund of fees following permanent exclusion (and all unpaid fees must be paid). The deposit will not be returned/credited but fees in lieu of notice will not be charged. Parents who have paid fees several terms in advance will receive a refund of the fees for the terms after the permanent exclusion has taken place.

Only the Principal (or senior member of staff given delegated responsibility) can permanently exclude a pupil and before doing so will follow the same procedure as for suspension.

In making decisions about permanent exclusion, the Principal will take into account any protected characteristics as outlined in the Equal Opportunities Act 2010 that may be relevant to the case, as well as an agreed list of issues relating to exclusion.

The welfare of the pupil will be considered when permanently excluding a pupil and support put in place as appropriate.

Removal at the Request of the School

Parents may be required, during or at the end of a term, to remove the pupil, without refund of fees, temporarily or permanently from the School if, after consultation with a parent:

- the Principal is of the opinion that the conduct or progress of the pupil has been unsatisfactory;

- or if the pupil, in the judgement of the Principal, is unwilling or unable to profit from the educational opportunities offered;
- or the pupil's behaviour is having a detrimental effect on the emotional and/or educational wellbeing of others;
- or where the behaviour of a parent is, in the Principal's judgement, unreasonable and undermines the partnership of trust with the school.

This sanction is distinct from exclusion, in that it is typically used where there has been no single serious offence but a pattern of concern.

The deposit will be refunded in the event of removal from the School and fees in lieu of notice will not be charged but all outstanding fees and extras will be payable in full.

Only the Principal, (or senior member of staff given delegated authority) can require parents to remove a pupil and before doing so he will follow the same procedure as for suspension.

In making decisions about removal, the Principal will take into account any protected characteristics as outlined in the Equal Opportunities Act 2010 that may be relevant to the case, as well as an agreed list of issues relating to exclusion.

Removal for Non-payment of Fees

It is generally expected that firm actions are required if the fees remain unpaid for more than one term or the parent/guardian has avoided contact with the school where there is an outstanding balance on the account. Financial hardship will be considered and dialogue encouraged before exclusion for non-payment.

The usual practice for when fees have not been paid by half term, is that a letter warning of an impending exclusion will be sent to parents/guardians by the Fees Department. The letter will advise that pupils will not be allowed to return at the start of the next term unless the outstanding balance or agreed partial payment against an agreed payment plan has been received by King's before a stated date, usually within 28 days of issuing the Risk of Exclusion letter. If there is an agreed payment plan relating to unpaid fees which relate to a prior term and parents default on the payment plan terms, a letter of exclusion may be issued to exclude the pupil with immediate effect.

If it becomes apparent that there is a need for exclusion then the Principal, as delegated by the Governors, has the authority to exclude a pupil.

A debtor does not have the right of appeal if a pupil is excluded for non-payment of school fees as this is a contractual obligation on behalf of the debtor and the debt will still be due and collected.

A pupil may be excluded from the School at any time when fees are unpaid and will be deemed withdrawn without notice 28 days after exclusion (then a term's fees, including lunches, in lieu of notice will be payable).

Appeal

A decision to permanently exclude or require removal of a pupil is not taken lightly and, before it is reached, the Principal will have given careful consideration to any representations by the parents. In the process, the Principal will consult the Chair of Governors of King's Rochester or in their absence the Vice-Chair of Governors.

If parents wish to contest the exclusion they must follow the Complaints Procedure, which is available on the school's website. In most cases, the pupil will remain temporarily excluded until the complaint is concluded. An appeal against exclusion will be dealt with under the final stage (Stage 3) of the Complaints Procedure.

Discretion

The decision to suspend, permanently exclude a pupil or remove at the request of the school and the manner and form of any announcement shall be in the sole discretion of the School, acting on the recommendation of the Principal.

In no circumstances shall the School or its staff divulge to parents or others any confidential information or the identities of pupils or others who have given information which has led to suspension, permanent exclusion or removal at the request of the school or which the Principal has acquired during an investigation.

Access

A pupil who has been temporarily excluded, removed or permanently excluded from the School has no right to enter school premises, be on the school grounds or attend school visits or expeditions without the written permission of the Principal.

Boarders will become the responsibility of the parents/guardian and will be required to leave the boarding house for the duration of the exclusion.

Where a pupil facing exclusion is due to sit public examinations, the School will make reasonable arrangements for them to do so, provided such arrangements can be made without detriment to the wellbeing or smooth running of the School community.

Supporting Documentation

Instances of suspension, permanent exclusion and removal at the request of the school should be entered into the school's serious incidents log.

Where a suspension, removal or permanent exclusion involves safeguarding concerns, records will also be cross-referenced and retained in accordance with the School's Safeguarding and Child Protection Policy.

Appendix 1: Equalities Impact Assessment (EIA) for Suspension, Removal or Exclusion

Pupil Name:

Year Group:

Date:

Completed by:

1. Protected Characteristics

- None identified
- Disability
- Race / Ethnicity
- Religion or Belief
- Sex
- Gender Reassignment
- Sexual Orientation
- Pregnancy / Maternity
- Other (please specify):

Notes:

2. Potential Disproportionate Impact

- Could this decision have a greater adverse effect on the pupil due to the protected characteristic(s) identified?
- Are reasonable adjustments or supports available that could reduce this impact?

Notes:

3. Alternatives Considered

- Outline alternative strategies, sanctions or interventions that were considered.
- State why these were not judged sufficient in this case.

Notes:

4. Decision and Rationale

- Record the sanction applied (suspension, removal, permanent exclusion).
- Summarise why this course of action was necessary and proportionate.

Notes:

5. Mitigation and Support

- What measures are in place to safeguard and support the pupil's welfare?
- For suspensions, how will reintegration be supported?
- For permanent exclusions/removals, what transition support is being arranged?

Notes:

Signed (Principal): _____

Date: _____