



# KINGSGATE

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# SCHOOL

**Kingsgate School**

## **Exclusion Policy**

Local procedure owner: Tim Rogers

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Reviewed: ~~September 2019 by TR, September 2021, September 2021 reviewed by TR,~~  
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Next review date: September 2024

Linked with local procedures:

- Attendance
- Attendance Strategy
- Preventing and Managing Unauthorised Absence

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## **Introduction**

Kingsgate School has a responsibility to ensure that all students have access to learning and living environments which are safe, supportive and non-threatening.

Kingsgate School also has a duty to provide a safe working environment for staff.

Where, in extreme circumstances, there is a risk of these factors being highly compromised by a student, Kingsgate School may, where no other option is reasonable or practicable, consider Fixed Term or Permanent Exclusion of the student.

Exclusion is, however, always seen as the 'last resort'.

## **Aims**

Kingsgate School aims to:

- \* provide safe, supportive and non-threatening learning and living environments for students;
- \* maintain a well ordered environment through consistent application of the Behaviour Policy;
- \* ensure that a thorough, balanced, fair approach is taken to decisions relating to exclusions, taking into account individual needs;
- \* ensure that no students' behaviour is permitted to seriously compromise the safety, well being or learning of others;
- \* ensure that the education of any student subject to Fixed Term Exclusion is not unduly compromised;
- \* ensure that students and their parents, carers and placing authorities are involved in the decision to exclude;
- \* ensure that where re-admission occurs the process is fully supportive, thereby facilitating the optimum opportunity for a positive outcome.

## **Types of Exclusion**

### **Fixed Term Exclusion**

Fixed Term Exclusions are made for short periods of time to allow students time away from the School to reflect on the incident(s) leading to Fixed Term Exclusion, and to consider how their return might be successfully facilitated.

Fixed Term Exclusions will not, in total, exceed 45 school days in any academic year per child.

Fixed Term Exclusions may occur following a previous warning of the risk of a Fixed Term Exclusion being imposed, or may occur as a result of a single event of sufficient seriousness.

## Permanent Exclusions

Permanent Exclusion is rarely used, and will only be implemented when there is, or is no longer any reasonable, viable alternative. Students leave the school as soon as the necessary practical arrangements have been made, though may return to say "Goodbyes" (see Departing Student Guidelines).

Permanent Exclusions may be made following unsuccessful re-admissions after previous Fixed Term Exclusions, or may be made following a single event of sufficient seriousness.

## Reasons for Exclusion

Reasons for exclusion are variable, and an individual approach is always taken in assessing the necessity and advisability of exclusion. In general, though this list is not exhaustive, exclusions may occur in relation to:

- \* violent attacks on others (students, staff or visitors)
- \* seriously endangering the health, safety or welfare of others (students, staff or visitors)
- \* drugs, alcohol or substance misuse, including use, possession, supply and distribution
- \* illegal activities
- \* prolonged or consistent and serious breaches of school rules
- \* persistent or concerning patterns of absconding
- \* significant or persistent damage to property
- \* serious and persistent bullying of other students

## Fixed Term Exclusion: Process

1. Where a Fixed Term Exclusion is under consideration the Head Teacher will make telephone contact with the relevant placing Authority Representatives, and parents/carers to advise them of the situation, and to invite their response except where due to a totally unexpected event, the Placing Authority and parents/carers will normally have been advised in advance of concerns relating to the students placement.
2. The decision regarding whether a Fixed Term Exclusion should be made by a group consisting of at least three of the following:
  - \* A DSL in the school
  - \* Head teacher
  - \* A member of SLT
  - \* A school Governor

The group will discuss and reach a decision regarding the possible Fixed Term Exclusion, considering also all possible reasonable alternatives.

3. Where the group decides upon a Fixed Term Exclusion they should also identify the length of the Fixed Term Exclusion, identify a re-admission interview date, and identify who should attend the interview.

4. The decision making group will allocate as appropriate the tasks of:
  - \* informing the relevant parties (placing Authority Representatives, parents/carers), verbally of the decision reached;
  - \* informing the relevant parties (placing Authority Representatives, parents/carers), in writing of the decision reached;
  - \* informing the student of the decision reached;
  - \* informing all departments of the decision reached.
5. The School Business Manager will be responsible for ensuring the necessary travel arrangements are made, and that, as appropriate all necessary information, medication, personal items and appropriate schoolwork are provided for the period of exclusion
6. Regular contact with the student and their parents/carers is maintained throughout the period of Fixed Term Exclusion by the Form Tutor and Pastoral Coordinator. Educational support by telephone, e-mail or, if reasonably practicable, visits are provided throughout any period of Fixed Term Exclusion.
7. At the end of the period of Fixed Term Exclusion the student, their parents/carers and placing Authority Representatives will be required to attend a re-admission interview. Re-admission to the school is dependent upon a successful interview, where the expectations and conditions of re-admission are mutually agreed.
 

Should the re-admission interview be unsuccessful, the interview group may impose a further period of Fixed Term Exclusion and offer a further re-admission interview.

Alternatively, Permanent Exclusion may be recommended, and the Permanent Exclusion process should be followed.
8. Following three unsuccessful re-admission interviews, or Fixed Term Exclusions extending to six consecutive weeks an External Planning Meeting to review the student's placement will be requested by the Head teacher.
9. Agreed actions of all re-admission interviews are circulated to those present and a copy maintained in the student's case file.
10. Students subject to Fixed Term Exclusion when due to take examinations will be permitted to return to sit those examinations. Placing Authorities will be responsible for ensuring that the necessary transport is provided. Students subject to Fixed Term Exclusion should expect to sit such examinations in isolation from other candidates.
11. All Fixed Term Exclusions are recorded in the Sanctions Book.

### **Permanent Exclusion: Process**

1. Where a Permanent Exclusion is under consideration the Head teacher will make telephone contact with the relevant placing Authority Representatives, and parents/carers to advise them of the situation, and to invite their response.

2. The SLT and a Chair of Governors will discuss and reach a decision regarding the possible Permanent Exclusion, considering also all possible reasonable alternatives. The final decision regarding a Permanent Exclusion will be made by the Head teacher.
  3. The group identified above will allocate as appropriate the tasks of:
    - \* informing the relevant parties (placing Authority Representatives, parents/carers), verbally of the decision reached;
    - \* informing the relevant parties (placing Authority Representatives, parents/carers), in writing of the decision reached;
    - \* informing the student of the decision reached;
    - \* informing all departments of the decision reached.
  4. The School Business Manager will as appropriate ensure that any necessary departure arrangements are made for the student.
  5. The School Business Manager will ensure that all necessary information, including medical details is forwarded immediately to the relevant parties.
- There is no right of appeal against the decision to permanently exclude a student from the school.
6. All Permanent Exclusions are recorded in the Register and Sanctions Book.

## **EXCLUSION POLICY**

### **KEY POINTS**

- Kingsgate School has a responsibility to ensure that all students have access to safe, supportive and non-threatening learning and living environments.
- Fixed Term Exclusions are avoided wherever possible.
- Re-admission following Fixed Term Exclusion requires a successful re-interview.
- Permanent Exclusion is considered to be a "last resort", and is rarely used.
- Students who seriously compromise the healthy, safety and welfare of others, or who undertake illegal activities run the risk of Fixed Term or Permanent Exclusion.

## Example Letter

Date

Our Ref:

Address

Dear

**Student (D.O.B)**

It is with regret that I am writing to confirm **Student's name** Fixed Term Exclusion from the School. This decision has been made after careful consideration. The reasons for **Student's name** exclusion are detailed below:

### *Example*

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*The Maintenance Department estimate cost of damage at around £*

*Such behaviour is completely unacceptable and xxx's exclusion will therefore be for two school days commencing Wednesday 25 April 2012 to Thursday 26 April <sup>inclusive</sup>. A Re-admission Meeting will be held at the school on Friday 27 April at 9.15 am. Professionals from placing agencies will be invited to this meeting to discuss xxx's future placement at the school by copy of this letter and we will be encouraging them to attend.*

We would like to point out that if you have any concerns about this exclusion please contact the Education Authority or the Advisory Centre for Education (ACE) in London by telephoning 020 7704 9822. Should you wish to see any records concerning Harry please do not hesitate to contact the School. Unfortunately in this instance it has not been possible to set suitable work for him to complete whilst he is away from the school.

Your support in dealing with this current difficult and challenging situation is very much appreciated. Should you require further information regarding this issue, please do not hesitate to contact Tim Rogers, Headteacher at school.

Yours sincerely

Tim Rogers  
Head teacher  
Cc: