



Exclusion, Removal and Review Policy
June 2025



KING'S COLLEGE SCHOOL

WIMBLEDON

Name of policy	Exclusion, Removal and Review Policy		
----------------	--------------------------------------	--	--

This policy applies to (highlight as applicable):	Staff	Pupils	Parents
This policy applies to:	Senior	Junior	WCPS

Staff member/s responsible for policy update and implementation:	CPS/EHL
Frequency of review:	Annual
Date of last adoption:	July 2025
Date of next review:	June 2026

Related policies:	<ul style="list-style-type: none"> • Parent terms and conditions • Behaviour, rewards and sanctions policy • Acceptable use policy for pupils • Anti-bullying policy • Drugs, alcohol and smoking policy • Searching, screening and confiscation policy • Child protection and safeguarding policy and procedures • Disability and reasonable adjustments policy • Admissions policy
-------------------	---

Policy sign-off and adoption

Reviewed by policy owner	Initials:	RHA/RCJA/CPS/EHL	Date:	July 2025 – owner change. (March 2025 - amendment to grounds for governor review of a suspension, and deadline for decision; April 2025 – clarification on composition review panel)
Reviewed by policy scrutiny group if applicable:	PSG/PPMB:	PSG	Date:	March 2024
Reviewed by governor committee if applicable:	Committee name:	Ed Cte	Date:	May 2024
Review by GB if applicable:	Applicable Y/N	N	Date:	
Policy adoption date:	Initials:	CPS/EHL	Date:	July 2025

Publication:

Published on website:	Y/N:	Y	Date of upload to site:	July 2025
Staff Handbook:	Location in handbook:	WS pupil policies	Date of inclusion in handbook:	July 2025

EXCLUSION, REMOVAL AND REVIEW POLICY

I. INTRODUCTION

- I.1. This policy applies to King's College Senior School and King's College Junior School.
- I.2. Scope: This policy contains guidelines, which will be adapted as necessary, explaining the circumstances under which a pupil may be temporarily or permanently excluded from the school for misconduct or other reasons. The policy applies to all pupils at the school but does not cover cases when a pupil has to leave because of ill-health, non-payment of fees, or voluntary withdrawal by their parents.
- I.3. Interpretation: In this policy references to the head refers to the head and the junior school headmaster and their deputies. "Parent" includes one or both parents, a legal guardian or education guardian. "Suspension" means a temporary exclusion from school. "Removal" means a permanent exclusion where, following consultation, parents are required to remove a pupil from the school where a pupil has been found to have committed serious or persistent misconduct, a pupil's progress and/or attendance at the school is unsatisfactory, the school is unable to meet a pupil's needs, or where one or both parents are deemed to have behaved unreasonably and in contravention of the parent terms and conditions. "Exclusion" means a permanent exclusion where a pupil is immediately dismissed from the school following serious misconduct or criminal offence.
- I.4. School policies: The following school policies, procedures and resource materials are relevant to this policy:
- Behaviour, rewards and sanctions policies;
 - Acceptable use policy for pupils;
 - Anti-bullying policy;
 - Drugs, alcohol and smoking policy;
 - Searching, screening and confiscation policy;
 - Parent terms and conditions;
 - Child protection and safeguarding policy;
 - Disability and reasonable adjustments policy;
 - Admissions policy.

2. POLICY STATEMENT

- 2.1. Aims: the aims of this policy are:
- to support the school's behaviour, rewards and sanctions policy;
 - to ensure procedural fairness and natural justice;
 - to promote co-operation between the school and parents when it is necessary for the school that a pupil is to leave earlier than expected.
- 2.2. Misconduct: Categories of misconduct which may result in fixed term suspension or permanent exclusion include, but are not limited to:
- 2.2.1. supply/possession/use of controlled drugs and the paraphernalia of drugs; psychoactive substances; substances intended to resemble drugs; "legal" drugs such as those which can be obtained from a chemist shop; performance enhancing drugs; anabolic steroids; glue; solvents; alcohol; tobacco and other nicotine-containing products; and other substances held or supplied in each case for purposes of misuse. Misconduct of this nature will also be investigated in accordance with the school's drugs, alcohol and smoking policy;

- 2.2.2. actual or attempted theft, or conspiracy to engage in theft;
 - 2.2.3. blackmail, or attempting to persuade, influence or pressurise others to engage in serious misconduct;
 - 2.2.4. physical violence/abuse or intimidation;
 - 2.2.5. bullying, including bullying online and bullying of a discriminatory nature or emotional abuse or harassment;
 - 2.2.6. Initiation/hazing type violence and rituals (which may include but is not limited to activities involving harassment, abuse or humiliation used as a way of initiating a person into a group);
 - 2.2.7. misconduct of a sexual nature, including sexual violence and sexual harassment, upskirting and other harmful inappropriate sexual behaviour and abuse in intimate personal relationships between peers (teenage relationship abuse);
 - 2.2.8. consensual and non-consensual sharing of nudes and semi-nude images and/or videos;
 - 2.2.9. supply and possession of pornography, including downloading or distribution of pornography online;
 - 2.2.10. possession or use of unauthorised firearms, knives or other weapons;
 - 2.2.11. vandalism (including graffiti) or damage to school property;
 - 2.2.12. computer hacking or other serious breach of the acceptable use policy for pupils;
 - 2.2.13. persistent breaches of discipline or attitudes or behaviour, including those displayed online, which are inconsistent with the school's mission statement and aims;
 - 2.2.14. serious misuse of social media or other online platforms;
 - 2.2.15. accessing of inappropriate online sites;
 - 2.2.16. extremism;
 - 2.2.17. unauthorised gambling or business venture;
 - 2.2.18. criminal or illegal behaviour;
 - 2.2.19. serious insolence or serious defiance towards a member of staff;
 - 2.2.20. making of serious malicious allegations against staff;
 - 2.2.21. other serious misconduct which affects the welfare of a member or members of the school community or which brings the school into disrepute (single or repeated episodes) on or off school premises.
 - 2.2.22. This is not an exhaustive list and other categories of serious or persistent misconduct may also result in exclusion or removal.
- 2.3. Other circumstances:
- 2.3.1. A pupil may be required to leave if, after all appropriate consultation, the head is satisfied that it is not in the best interests of the pupil, or of the school, that they remain at the school. This may include circumstances in which a pupil is considered unable or unwilling to benefit from the educational and other opportunities offered by the school, and/or where one or both of the parents have, in the school's opinion, behaved unreasonably and in contravention of the parent terms and conditions.

3. INVESTIGATION PROCEDURE

- 3.1. Complaints and allegations: Investigation of a complaint, allegation or rumour about serious misconduct will normally be co-ordinated by one of the deputy heads or other appropriate senior colleague (provided this person is independent of the complaint) and its findings will be reported

to the head. Parents will be informed as soon as reasonably practicable if a complaint under investigation is of a nature that could result in the pupil being temporarily or permanently excluded. Where appropriate, the designated safeguarding lead will seek advice from appropriate external agencies and follow the appropriate procedures in the child protection and safeguarding policy.

- 3.2. Attendance at school: The school reserves the right to require a pupil to remain away from school as a neutral act during an investigation procedure. Alternatively the school may require a pupil to be separated from other pupils on the school site. Appropriate school work will be provided during this period.
- 3.3. Search: If it is necessary to search a pupil or their belongings the school will follow its searching, screening and confiscation policy. This is available on request.
- 3.4. Interview: A pupil will be interviewed by a staff member. Wherever possible another member of staff will be present. A pupil who is waiting to be interviewed may be separated from other pupils within school but made as comfortable as possible, accompanied or visited regularly by a member of staff, and given access to a toilet and adequate food and drink. In planning the interview, consideration will be given to a pupil's age and any pastoral, medical and special educational needs.
- 3.5. Serious misconduct off school site: Where there has been serious or alleged serious misconduct from one or more pupils away from the school premises, the school will liaise with and seek advice from external agencies such as the police and children's services where appropriate. The school will take all reports very seriously. The school may investigate off-site incidents, provided it is appropriate to do so and pending advice from the relevant external agencies. Where an external agency is investigating or handling an incident of serious misconduct which has occurred, the school will take advice from that agency as to whether it is possible or appropriate for the pupil to attend school whilst investigations are ongoing on a case by case basis, in accordance with the school's child protection and safeguarding policy. The school will keep the external agency updated as to the outcome of any school investigation and any sanction imposed as appropriate.
- 3.6. Ethos: An investigation and any subsequent meeting will be conducted fairly and in a way which is appropriate to a school, without formal legal procedures. Pastoral support will be important for all parties; we recognise that being subject to or participating in an investigation can be a difficult and stressful experience. Those involved will be briefed around matters relating to confidentiality, and who is available to support them during the process.
- 3.7. Investigation findings: On completion of the investigation, the lead investigator will prepare a report on the investigation. This report will be a finding of facts, based on the balance of probabilities. Depending on the terms of reference of the investigation, the report may include a recommendation as to whether or not there is a disciplinary case to answer.

4. DISCIPLINARY MEETING BEFORE THE HEAD – PERMANENT EXCLUSION

- 4.1. Preparation: The chair of governors will be informed of the investigation where appropriate. Documents available at the disciplinary meeting before the head are likely to include:
 - a statement setting out the points of complaint against the pupil;
 - written statements and notes of the evidence supporting the complaint, and any relevant correspondence;
 - the investigation report;
 - a summary of the pupil's school file and conduct record;
 - the relevant school policies and procedures.

- 4.2. Attendance: The pupil and the pupil's parents will be asked to attend the disciplinary meeting with the head at which a deputy head or other appropriate senior colleague will explain the circumstances of the complaint and the findings of the investigation. If the pupil or their parents have any special educational needs or disability which necessitates any additional facilities or adjustments those requirements should be made known to the member of staff coordinating the meeting so that appropriate arrangements can be made in so far as is possible. The pupil may attend all or part of the meeting at a point to be decided by the head – typically after the parents have discussed the situation with the head and other relevant staff. In all cases, the pupil and their parents will have an opportunity to state their pupil's side of the case before any decision is made. Relevant members of staff will be on hand to join the meeting if needed, and statements will be disclosed where appropriate but, in most cases, the anonymity of other pupils will be preserved.
- 4.3. Proceedings: There are potentially four distinct stages in disciplinary proceedings:
- 4.3.1. The initial hearing: The head will consider the complaint/s and the evidence, including statements made by the pupil and others present. The head may choose at this stage to indicate the possible outcomes if they were to decide that the complaint has been sufficiently proved, and reiterate the relevant categories of misconduct which may result in exclusion under the exclusions, removals and review policy. At this point, the head may decide that further investigation is needed.
- 4.3.2. Decision: Unless the head considers that further investigation is needed, they will decide whether the complaint has been sufficiently proved. This decision will usually be made after the initial hearing so that the head has had the opportunity to reflect on any statements and perspectives given by and/or on behalf of the pupil during the hearing. The standard of proof shall normally be the civil standard, i.e. the balance of probabilities. Appropriate reliance may be placed on hearsay evidence but the head will not normally refer to the pupil's disciplinary record at this stage.
- 4.3.3. The sanction: If the complaint has been proved the head will determine the sanction from the range of disciplinary sanctions which they consider are open to them. The pupil's disciplinary record will be taken into account, together with any appropriate mitigating circumstances, special educational needs or disabilities as set out in the disabilities and reasonable adjustments policy. As soon as possible after the meeting and usually within 5 working days, the head will inform the parents of the decision in writing, with reasons.
- 4.3.4. Leaving status: If the head decides that the pupil must leave the school, they will consult with a parent before deciding on the pupil's leaving status (see below).
- 4.4. Procedure where the complaint involves a pupil's parent or parents:
- 4.4.1. In the event that a complaint relates to a pupil's parent or parents (in particular that they have contravened the school's parent terms and conditions), the procedure set out in paragraphs 4.1 to 4.3 above will largely apply. The intention is for the position to be investigated, a report made, and the matter referred to the head for a decision as to appropriate next steps, but the procedure will be adapted as necessary to the circumstances. Parents will be informed about what will be done and what timescale will apply. In particular, in any case which might result in a pupil being required to leave the school, it is anticipated that the parents will be invited to a meeting with the head at which the parents will have an opportunity to state their case. The provisions set out in section 6, as regards a governors' review of the head's decision, will apply to a decision made in relation to this form of complaint as well as to that relating directly to a pupil.
- 4.4.2. Delayed effect: A decision to permanently exclude a pupil shall take effect seven days after the decision was first communicated to a parent. Until then, the pupil shall remain suspended

and away from school premises. If within seven days the parents have made a written application for a review by the governors, the pupil shall remain suspended until the review has taken place.

5. LEAVING STATUS

5.1. Explanation: If a pupil is expelled or required to leave, their leaving status will be one of the following: "excluded", "removed" or "withdrawn by parents". A pupil's leaving status will be decided by the head, who may consult with the pupil's parents in reaching this decision.

5.2. Detail: Additional points of leaving status may include some or all of the following:

- the form of letter which will be written to the parents and the form of announcement in the school that the pupil has left;
- the form of reference which will be supplied for the pupil;
- the entry which will be made on the school record and the pupil's status as a leaver;
- arrangements for transfer of any course and project work to the pupil, the pupil's parents or another school;
- whether (if relevant) the pupil will be permitted to return to school premises to sit public examinations;
- whether (if relevant) the school can offer assistance in finding an alternative placement for the pupil;
- whether the pupil will be entitled to leavers' privileges;
- the conditions under which the pupil may re-enter school premises in the future;
- financial aspects: payment of any outstanding fees and extras; whether the deposit will be returned or credited; the refund of any prepaid fees.

6. GOVERNORS' REVIEW

6.1. Request for review: Parents may request a governors' review of the head's decision to permanently exclude, remove or suspend a pupil if the suspension is for 11 school days or more, by making a written application to the secretary to the governors within **7 days** of the decision being notified to a parent. If the pupil or their parents have any special educational needs or disability which necessitates any additional facilities or adjustments, those requirements should be made known to the secretary to the governors so that appropriate arrangements can be made in so far as is possible.

6.2. Grounds for review: In their application the parents must state the grounds on which they are asking for a review and the outcome which they seek. If a pupil is voluntarily withdrawn by parents during or following the investigation process there are no grounds for a governors' review of the head's decision. Disagreement with the head's decision will not of itself be sufficient grounds for a governor's review.

6.3. Review panel: The review panel shall consist of the governor nominated by the governing body to chair the panel, or an alternative governor appointed by the nominated governor if he or she is unable to act, one further governor and a person independent of the school, in both the latter cases selected by the secretary to the governors. The review panel members will have no detailed previous knowledge of the issues or of the pupil or parents and will not include the chair of governors, vice chair or chair of finance and planning committee. Parents requesting the review will be entitled to know the names of the members of the review panel in advance.

6.4. Role of the panel: The role of the review panel is to consider the representations made as outlined below and to make recommendations to the head accordingly.

6.5. Review meeting: The meeting will take place at the school premises or virtually if agreed between the parties, as soon as reasonably practicable and on a date as reasonably convenient to those involved in the review as can be arranged. If necessary, the chair of the review panel will hold a preliminary meeting to give directions as to the further conduct of the review. A review will not normally take place during school holidays. A review meeting is a private procedure and all those who are concerned in it are required to keep its proceedings confidential, subject to any legal and regulatory requirements to disclose.

6.6. Attendance: Those present at the review meeting will normally be:

- members of the review panel and the secretary to the governors or their deputy;
- the head and any relevant member of staff whom the pupil or their parents have asked should attend and whom the head considers should attend in order to secure a fair outcome;
- the pupil's parents. The parents may be accompanied by a friend or relation. The review meeting is an internal procedure and not legal proceedings, so legal representation is neither necessary or appropriate. On this basis, it is expected that any accompanying person will not be legally qualified. The school may refuse to allow them to attend if this is the case. The secretary to the governors must be given seven days' notice if parents wish to be accompanied and should note that anyone accompanying them will not be permitted to address the review panel unless invited to do so by the chair.

6.6.1. The pupil may be present for part of the meeting by advance agreement with the secretary to the governors.

6.7. Conduct of meeting: The meeting will be chaired by one member of the review panel and will be conducted in a suitable room. Parents and the school will be entitled to call any relevant witnesses, subject to the case management control of the chair. The secretary to the governors will be asked to arrange for a minute to be taken of the main points which arise at the meeting. The chair may direct that a recording be taken of the proceedings. All those present will be entitled, should they wish, to write their own notes. The meeting will be directed by the chair who will conduct it so as to ensure that all those present have a reasonable opportunity of asking questions and making appropriate comment. All present are expected to show courtesy, restraint and good manners. The chair may at their discretion adjourn or terminate the meeting on the basis of the conduct of the parties. If the meeting is terminated, the original decision will stand.

6.8. Procedure: The review panel will consider each of the questions raised by the pupil's parents or the pupil to determine:

- whether the facts of the case were sufficiently proved when the decision was taken to exclude, remove or suspend the pupil;
- whether the sanction was warranted, that is, whether it was proportionate to the breach of discipline or the other events which are found to have occurred and to the legitimate aims of the school's policy in that respect.

6.8.1. If for any reason the pupil's parents or the pupil are dissatisfied with any aspect of the meeting they must inform the chair at the time and ask the secretary to the governors to note their dissatisfaction and the reasons for it.

6.9. Identification: If the head considers it necessary in the interests of an individual or of the school that the identity of any person should be withheld, the chair may require that the name of that person and the reasons for withholding it be written down and shown to the review panel

members. The chair at their discretion may direct that the person be identified, or not as the case may be.

- 6.10. Leaving status: If, having heard all parties, the review panel is minded to recommend that the head's earlier decision should be confirmed, it is open to the review panel, with the agreement of the head, the pupil and their parents to discuss the pupil's leaving status with a view to reaching agreement.
- 6.11. Decision: When the chair decides that all issues have been discussed sufficiently and if by then there is no consensus, they may adjourn the meeting; alternatively the chair may ask those present to withdraw while the review panel considers its recommendations. The review panel's recommendations will be notified in writing with reasons, to the head, the parents and the pupil by e-mail or otherwise by the chair of the review panel or the secretary to the governors within 14 working days of the meeting. The decision of the review panel shall be final.
- 6.12. Record: A record shall be maintained by the school of the review, the documents relating to the proceedings, and the findings of the review panel. The record shall be kept confidential except where the Secretary of State or a body conducting an inspection under section 109 of the Education and Skills Act 2008, as amended, requests access to them. The recommendations and findings of the review panel shall be made available to the chairman of the governors, and if they think it desirable shall be made available to governors.

7. FEES

- 7.1. For fees after exclusion please see the parent terms and conditions.

8. PUBLICATION AND AVAILABILITY

- 8.1. This policy is published on the school website and is available in hard copy on request by contacting 0208 255 5300. This policy can be made available in large print or other accessible format if required.