

## **Procedure Followed by King Alfred School When Considering the Required Removal of a Pupil from the School**

*The school will only ask parents to remove their child when it believes that is in the interests of the child concerned, other pupils or staff. KAS will only take this action after the Head has consulted fully and given the parents suitable opportunities to put their case. There will always be a right of review under KAS's Complaints Procedure.*

All issues relating to pupil conduct are managed in a confidential manner. The procedure laid out here would normally be followed when a pupil is involved in a single serious incident or is exhibiting a pattern of disruptive or unacceptable behaviour. It may be varied appropriately in accordance with particular circumstances.

1. Concerns will generally be raised with the Head by the appropriate Deputy Head or Head of Curriculum Support. The Head may ask for reports from other staff and will review the pupil's file.
2. If the Head considers the matter to be serious enough, she will convene a case conference. This will normally involve the appropriate Deputy Head, form teacher or tutor and other relevant personnel. On occasion an external specialist may also be present e.g. educational psychologist. She will inform the parents of the action she is taking and explain why.
3. The case conference is minuted. The Bursar will act as an advisor during the process to ensure compliance with legal requirements and the principles of natural justice. The meeting follows a pre-published agenda, which will normally cover (but not exclusively) the following matters:
  - Consideration of evidence about the pupil's behaviour
  - Impact of the issue on other pupils
  - Steps that have been taken to address pupil conduct and the effect of this
  - Whether there are other reasonable steps that the school could take to address the matter
  - Whether the KAS can offer what the pupil needs
  - Consideration of whether it is in the best interests of the pupil to remain at KAS or not
  - Consideration as to whether it is in the best interests of other pupils and/or staff for the pupil to remain at KAS
  - In the light of the above, what is the best course of action

4. After the case conference, the Head will write to the parents informing them of any recommendations made. If the Head is considering removal of the pupil, she will meet with the parents (and if the pupil is older, with them too) and consult with them before making a decision. The Head may invite the parents to write to her with further comments within a short period (2 - 3 days).
5. The Head will then ask to meet the parents (and pupil) again to explain the decision she has made and her reasons for it. If the decision is to ask the parents to withdraw their child from the school, she may require this to happen immediately or after a specified period. This will be confirmed in writing and the parents will be told of their right of appeal under the School's Complaints Procedure. Both meetings with the Head are minuted. Copies of these minutes are provided to the parents if they want them.
6. The parents have the right to appeal against the Head's decision through the formal approach in the school's Complaints Procedure. If they invoke it the Bursar takes responsibility for managing the process.
7. The first stage of the appeal is a meeting between the parents and the Chair of Council or, if appropriate, another member of Council. If the parents are not satisfied they may refer the matter to the Bursar who will convene a review panel in accordance with the Complaints Procedure.