



Pupil Removal Procedure

Last Updated

November 2018

THE KING ALFRED SCHOOL

PUPIL REMOVAL PROCEDURE

This document should be read in conjunction with the School's Complaints Procedure.

The Head may at his or her discretion remove a child from the School if the Head considers that the child's behaviour or conduct (or the behaviour or conduct of the parents) is unreasonable, and/or adversely affects (or is likely to adversely affect) the child's or other children's progress at the School, or the wellbeing of School staff; and/or brings (or is likely to bring) the School into disrepute; and/or is not in accordance with the parents obligations under the parent contract. In taking any such decision the Head will act reasonably and proportionately

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. 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, s/he 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. They will inform the parents of the action they are taking and explain why.
3. The case conference is minuted. The meeting follows an 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 make contact with the parents. If the Head is considering removal of the pupil, s/he will meet with the parents (and if the pupil is older, with them too) and consult with them before making a decision. The meeting will be minuted and copies of these minutes provided to the parents. The Head may invite the parents to write with further comments within a short period (2 - 3 days).

5. The Head will then make contact with the parents (and pupil) again to explain the decision s/he has made and the reasons for it. If the decision is to ask the parents to withdraw their child from the school, s/he 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. If a meeting takes place, then it will be minuted and copies of these minutes provided to the parents
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 Director of Finance and Operations takes responsibility for managing the process.
7. If the parents make an appeal then the Director of Finance and Operations who will convene a review panel in accordance with the Complaints Procedure.
8. If a child is removed from the School, the School will use reasonable endeavours (but without requiring it to do anything that might be detrimental to its own interests) to assist in finding a place for the child in another school.