



KENT COLLEGE
WEST CAIRO

Student Exclusion

Owner	Head
Applied to	Whole School
Date last reviewed	September 14 th , 2025
Date of next review	September 14 th , 2027
Committee approved by	Education, Welfare & Personnel
Review period	2 years

1. GUIDING PRINCIPLES

- 1.1. A permanent exclusion is a rare event, used very sparingly, after the school has taken all reasonable steps to avoid excluding the students, and allowing the student to remain would be seriously detrimental to the education and welfare of the student or to that of others in the school.
- 1.2. Exclusion is not appropriate for minor incidents or non-attendance.
- 1.3. Whenever possible the Head should support the parents of the excluded student to find an alternative school.
- 1.4. The Governors are responsible for a review arrangement. A review request must be in writing and must set out the grounds on which it is made. Parents must state that they wish to hold a review within fifteen days of receiving notification of their right to make representations. An Appeals Sub-Committee of the Board of Governors will hear the review. The procedure will be as noted in the Complaints Policy. If it directs that a Student be reinstated then the student's reinstatement should be at a future date rather than immediate. The Appeals Sub-Committee's decision will be binding on the persons concerned.
- 1.5. The power to exclude (or threaten to exclude) a student may be exercised only by the Head or in his absence the Senior/Junior/EY School Head.
- 1.6. Exclusion may only be for disciplinary reasons and may be permanent or for one or more fixed periods in any one school year.
- 1.7. In all cases the decision to exclude must be notified to the Chair of Governors or in his/her absence the Vice-Chair of Governors.

- 1.8. When consideration is being given to the exclusion of a student, the Head will inform the parents or guardian of the Student. Notification of exclusion thereafter will be in writing. The Head will also inform parents/guardians of their rights to appeal to Governors about exclusion.
- 1.9. It is not normal for exclusions to be common. Where a student is excluded for more than a day or two the Head will arrange for the student to receive work to do at home, which should be marked during the exclusion and when the student returns to school. These arrangements will be made known to parents.
- 1.10. Acts of violence will lead to a temporary exclusion, with the third serious issue related to this area leading to permanent exclusion.

2. REPRESENTATION

- 2.1. If parents wish to make representations, arrangements will be made so that they are possible. Representation may be written or oral. It is recognised that such representations may not be heard until after the student has returned to school.

3. PERMANENT EXCLUSIONS

- 3.1. When a student is permanently excluded, the Head will inform, in writing, the parents or guardian of the exclusion and reasons for it. Parents will also be informed of any disciplinary measures which preceded the exclusion. The Chair of Governors will be consulted in such matters.
- 3.2. The Head must inform the parents of their right to make written or oral representations to an Appeals Sub-Committee of the Board of Governors. Parents must be advised that they make known their intention to do this within fourteen days of being notified of the child's exclusion.
- 3.3. Parents should also be advised that they should have access to their student's curricular record and other educational records.

4. REINSTATEMENT OR UPHOLDING THE DECISION

- 4.1. The parents/guardians will be informed what the procedure will be when making a representation to an Appeals Sub-Committee of the Board of Governors.