



KING'S COLLEGE INTERNATIONAL SCHOOL  
BANGKOK

<b>Reference number</b>		<b>Policy name</b>	Withdrawal, removal and review procedure
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<b>Person(s) responsible</b>	Mrs Sarah Raffray Executive Principal	<b>Date of next review</b>	June 2024
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<b>Vision, mission and values</b>	<p><b>Mission</b> To produce well-rounded, academically successful, happy young men and women.</p> <p><b>Vision</b> To engage, inspire and extend our students, our staff and the wider community.</p> <p><b>Values</b> To create a community where everyone mirrors our values of good manners, kindness and wisdom.</p>
<b>Purpose</b>	<p>The school's main aim is to support every student to be as successful as they can be in their own right. We wish to focus on celebrating positive behaviour while setting clear and fair boundaries for our students to ensure that they feel safe. In some instances, it is in the best interests of the child, or the fellow peers of the child, to find a new environment for their education. In these instances, the school has a full and honest discussion with the parents and we work together to find the best way forward. The school may advise the parents to withdraw their child from the school.</p>

<b>Approved by</b>	SLT	<b>Date</b>	19/06/2023
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## Withdrawal, removal and review procedure

### I Introduction

#### I.1 Aim

The school's main aim is to support every student to be as successful as they can be in their own right. We wish to focus on celebrating positive behaviour while setting clear and fair boundaries for our students to ensure that they feel safe. In some instances, it is in the best interests of the child, or the fellow peers of the child, to find a new environment for their education. In these instances, the school has a full and honest discussion with the parents and we work together to find the best way forward. The school may advise the parents to withdraw their child from the school.

#### I.1 Scope

This policy contains guidelines, which will be adapted as necessary, explaining the circumstances under which a student may be requested to withdraw from the school for misconduct or other reasons. The policy applies to all students at the school, but does not cover cases when a student has to leave because of ill-health, non-payment of fees, or withdrawal by their parents.

#### I.2 Interpretation

- "Parent" includes one or both of the parents, a legal guardian or education guardian.
- "Suspension" means that a student has been sent home for a prescribed period either to facilitate an investigation.
- "Withdrawal" means that, following consultation, parents withdraw the student from the school for the best interests of the student.

### 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; and
- to promote cooperation between the school and parents when it is advisable for the school that a student is to be withdrawn earlier than expected.



## 2.2 Misconduct

The main categories of misconduct which may result in the school advising the parents to withdraw their child from the school are:

- the on-site supply/possession/use of certain drugs, solvents, their paraphernalia or substances intended to resemble them, alcohol, tobacco or illegal drugs;
- theft, blackmail, physical violence, intimidation, racism or persistent bullying including bullying online and bullying of a homophobic, transphobic, biphobic, gender-related, religious or racist nature;
- supply and possession of pornography, including the download or distribution of pornography, or other misconduct of a sexual nature;
- possession or use of unauthorised firearms or other weapons;
- vandalism or computer hacking;
- persistent attitudes or behaviour that are inconsistent with the school's ethos, including online;
- serious misuse of social media or other online platforms;
- access of inappropriate online sites;
- the making of serious malicious allegations against staff; and
- 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.

This is not an exhaustive list and other categories of serious or persistent misconduct may also result in a consultation on withdrawal.

## 2.3 Other circumstances

A student may be requested to be withdrawn if, after all appropriate consultation, the Executive Principal is satisfied that it is not in the best interests of the student, or of the school, that they remain at the school.

## 3 Investigation procedure

Complaints and allegations: Investigation of a complaint/allegation about serious misconduct will normally be coordinated by a member of the senior leadership team or other appropriate senior colleague (provided he or she is independent of the complaint) and its outcome will be reported to the Executive Principal. Parents will be informed as soon as reasonably practicable if a complaint under investigation is of a nature that could result in the recommendation for their child's withdrawal. If the complaint involves



child protection issues, the designated safeguarding lead will record the matter in accordance with the Safeguarding Policy.

### **3.1 Suspension**

A student may be suspended from the school and required to remain at home or with their education guardian while a complaint is being investigated. Alternatively, they may be placed under a segregated regime in the school premises. Appropriate school work will be provided during this time.

### **3.2 Search**

If it is necessary to search a student or his or her belongings, we will follow our Searching, Screening and Confiscation Policy.

### **3.3 Interview**

A student will be interviewed by a staff member. Wherever possible, another adult will be present. A student who is waiting to be interviewed may be segregated, but made as comfortable as possible, accompanied or visited regularly by a member of staff, and given access to a toilet and adequate refreshments.

### **3.4 Ethos**

An investigation and any subsequent meeting will be conducted fairly and in a way that is appropriate to a school, without formal legal procedures.

## **4 Disciplinary meeting before the Executive Principal**

### **4.1 Preparation**

The chair of the executive committee will be informed of the investigation. Documents available at the disciplinary meeting before the Executive Principal are likely to include:

- a statement setting out the points of complaint against the student;
- written statements and notes of the evidence supporting the complaint, and any relevant correspondence;
- the investigation report (if applicable);
- the student's school file and conduct record; and
- the relevant school policies and procedures.



## **4.2 Attendance**

The student and the student's parents will be asked to attend the disciplinary meeting with the Executive Principal at which an appropriate senior colleague will explain the circumstances of the complaint and their investigation. The student may attend the meeting at a point to be decided by the Executive Principal, which is typically after the parents have discussed the situation with the Executive Principal and other relevant staff. In all cases, the student and their parents will have an opportunity to state their child's side of the case before any decision is made. Members of staff will be on hand to join the meeting if needed, and their statements will be disclosed but, in most cases, the anonymity of other students will be preserved.

## **4.3 Proceedings**

There are potentially three distinct stages of a disciplinary meeting: the complaint, the sanction and the withdrawal status.

### **4.3.1 The complaints**

The Executive Principal will consider the complaint and the evidence, including statements made by and/or on behalf of the student. Unless the Executive Principal considers further investigation to be necessary, he will decide whether the complaint has been sufficiently proven. 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 Executive Principal will not normally refer to the student's disciplinary record at this stage.

### **4.3.2 The sanction**

If the complaint has been proven, the Executive Principal will outline the range of disciplinary sanctions which he considers are open to him. He will take into account any further statement which the student and/or others present on his/her behalf wish to make. The student's disciplinary record will be taken into account. Then, or at some later time, normally within 24 hours, the Executive Principal will give his decision in writing via email or otherwise, with reasons.

### **4.3.3 Withdrawal status**

If the Executive Principal decides it is in the best interest of the student that they are withdrawn from the school, he will consult with a parent before making a recommendation.



#### **4.4 Delayed effect**

If the decision is taken to recommend that the child is withdrawn from the school then the student may remain at home completing reflective activities and away from the school premises.

### **5 Leaving status**

Additional points of leaving status may include some or all of:

- the form or letter which will be written to the parents;
- the form of reference which will be supplied for the student;
- the entry which will be made on the school record and the student's status as a leaver;
- arrangements for transfer of any course and project work to the student, his/her parents or another school;
- whether (if relevant) the student 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 student;
- whether the student will be entitled to leavers' privileges;
- the conditions under which the student may re-enter school premises in the future; and
- financial aspects, i.e. the payment of any outstanding fees and extras, whether the deposit will be returned or credited and the refund of any prepaid fees.

### **6 Governors' review**

#### **6.1 Request for review**

Parents may request a governors' review of the Executive Principal's decision to place a student on a home-based reflection (if the period of home-based reflection is for 11 school days or more or would prevent the student from taking a public examination) or recommend a student to be withdrawn, by making a written application. The application must be made as soon as possible and in any event, must be received by the executive committee within seven days of the decision being notified to a parent.

#### **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.



### **6.3 Review panel**

The review panel shall consist of the governor nominated by the executive committee 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, selected by the executive committee in both the latter cases. The review panel members will have no detailed previous knowledge of the issues or of the student or parents and will not include the chair of the executive 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 in clause 6.8 and to make recommendations to the Executive Principal accordingly.

### **6.5 Review meeting**

The meeting will take place at the school premises, 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 meeting is a private procedure and all those who are concerned in it are required to keep its proceedings confidential.

### **6.6 Attendance**

Those present at the review meeting will normally be:

- members of the review panel;
- the Executive Principal and any relevant member of staff whom the student or his/her parents have asked should attend and whom the Executive Principal considers should attend in order to secure a fair outcome;
- the student's parents, who may be accompanied by a friend or relative and, if they wish, a member of the school staff who is willing to speak on the student's behalf. The secretary to the governors must be given seven days' notice if the friend or relation is legally qualified; and
- the student may be present for part of the meeting by advance agreement.

### **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 and in an informal manner. All statements made at the meeting will be unsworn. Parents and the



school will be entitled to call any witnesses relevant to the complaint subject to the case management control of the chair. A nominated member of the committee will be asked to take minutes 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 comments. Everyone is expected to show courtesy, restraint and good manners. The chair may, at his/her discretion, adjourn or terminate the meeting. 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 student's parents or the student to determine:

- whether the facts of the case were sufficiently proven when the decision was taken to request the removal of the student; and
- whether the sanction was warranted, that is, whether it was proportionate to the breach of discipline or the other events found to have occurred and to the legitimate aims of the school's policy in that respect.

If for any reason the student's parents or the student are dissatisfied with any aspect of the meeting, they must inform the chair at the time and ask that their dissatisfaction and the reasons for it is noted.

### **6.9 Identification**

If the Executive Principal 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 his/her discretion may direct that the person be identified, or not, as the case may be.

### **6.10 Student's character**

Up to two members of the school staff may speak generally about the student's character, conduct and achievements at the school if they are willing to do so.

### **6.11 Leaving status**

If, having heard all parties, the review panel is minded to recommend that the Executive Principal's earlier decision should be confirmed, it is open to the review panel, with the agreement of the Executive





Principal, the student and his/her parents to discuss the student's leaving status with a view to reaching an agreement.

### **6.12 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 Executive Principal, the parents and the student by email or otherwise by the chair of the review panel within three working days of the meeting. **The decision of the review panel shall be final.**

### **6.13 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 a government-approved agency conducts an inspection and requests access to them. The recommendations and findings of the review panel shall be made available to the chairman of the executive committee, and if they think it desirable, shall be made available to governors.

## **7 Fees**

For fees after withdrawal, please see the parent contract terms and conditions.

## **8 Publication and availability**

This policy is available in hard copy on request by contacting the school. This policy can be made available in large print or other accessible format if required.

Please find on the following page the request form for a governors' review of a decision to place a student on home-based reflection or to recommend that a student be withdrawn:



KING'S COLLEGE INTERNATIONAL SCHOOL  
BANGKOK

To: 727 Ratchadaphisek Rd,  
Khwaeng Bang Phong Phang  
Khet Yan Nawa  
Krung Thep Maha Nakhon  
10120

Telephone: 02 295 4499

Name of student: \_\_\_\_\_

I request that a review panel be appointed to carry out a review of the Executive Principal's decision to place my child on a home-based reflection (for more than 11 days) or recommend withdrawal of the above-named student. I agree that the review will be carried out in accordance with the review procedure set out in the Withdrawal, removal and review procedure supplied to us with this form and I agree to abide by the terms of that procedure and, in particular, that the proceedings are and will remain confidential and that the review will be final, subject to such legal rights as may exist.

I confirm that I am a person with parental responsibility for the above-named student and that I have consulted the student who wishes the review to be undertaken.

I understand that the panel will be concerned with the fairness and proportionality of the Executive Principal's decision in accordance with the school's existing policies (where applicable and relevant) on disciplinary, educational, pastoral care and administration matters.

We understand that we may be accompanied at the review meeting by a friend or relation and that we must provide the secretary to the governors with seven days' notice if the friend or relation is legally qualified.

The grounds upon which we seek a review and the matters which we wish to discuss at the review and to ask the panel to take into account are as set out in a statement attached to this sheet.



KING'S COLLEGE INTERNATIONAL SCHOOL  
BANGKOK

*(Two signatures required where possible)*

Signed	Signed
Full name	Full name
Relationship to student	Relationship to student
Date	Date
Address	Address
Daytime telephone	Daytime telephone
Evening telephone	Evening telephone

All policies are reviewed regularly and are subject to change.



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