



Exclusion Policy

Approved policy

Policy owner	Academic Director
Approval authority	Board of Governors
Status	Approved
Effective date	1 September 2026
Next review date	1 September 2027

1 Purpose and scope

English International School Baghdad (EISB) provides a safe, respectful and inclusive learning environment. This policy explains when a student may be suspended for a fixed period or permanently excluded, how decisions are made, and how students and parents may be heard and seek a review. It applies from Pre-K to Grade 12, including school activities off site and conduct connected with school that affects safety or the school community.

Exclusion is a serious response. The school considers support and proportionate alternatives first, except where the seriousness of an incident requires immediate action to protect others. This policy operates alongside the Behaviour, Safeguarding, Anti-Bullying, SEND, Attendance and Complaints policies and applicable requirements in Iraq.

2 Principles

- Decisions are based on evidence, made consistently and proportionately, and take account of the student's age, maturity, circumstances and previous conduct.
- The student has a meaningful opportunity to give their account, with communication or other support where needed. Parents or guardians are informed and may provide relevant information.
- The school considers disability, special educational needs, language needs, trauma, safeguarding concerns and whether reasonable support or adjustments could address the behaviour.
- No student is excluded solely because of attainment, disability, additional needs, a parent's conduct, or because the school has not provided suitable support.
- A student must never be sent home informally as a disciplinary measure. Every suspension or exclusion is authorised, recorded and communicated under this policy.

3 Definitions and decision makers

Internal suspension is a supervised, time-limited removal from ordinary lessons while the student remains on site and receives suitable work. It is a behaviour measure under the Behaviour Policy, not an external exclusion.



Fixed-term suspension is a temporary removal from attendance for a stated number of school days or part days. Permanent exclusion ends the student's place at EISB, subject to the review process below.

The Head of School investigates and may recommend a suspension or permanent exclusion. The Academic Director authorises all external suspensions and makes the initial permanent exclusion decision after consultation with the Head of School. Where the Academic Director has directly investigated the incident, the Board of Governors is consulted before the Academic Director makes the initial decision. If the Academic Director has a conflict of interest that prevents a fair decision, the Board of Governors appoints an uninvolved senior leader to decide. The Board appoints different members who have had no part in the initial decision or consultation to hear any review.

4 Grounds and alternatives

An exclusion may be considered for serious or repeated breaches of the Behaviour Policy, including physical assault or threats, serious bullying or harassment, serious damage or theft, possession or supply of prohibited items or substances, persistent disruption despite documented support, or conduct that places others at significant risk. This list is illustrative; the facts and impact of each case determine the response.

Before a decision, the decision maker considers restorative action, pastoral intervention, a behaviour support plan, reasonable adjustments, counselling or referral, parental engagement, internal suspension and other appropriate steps. A single grave incident may justify permanent exclusion where continued attendance would present a serious risk or seriously harm the education or welfare of others.

5 Investigation and immediate safety

A senior leader promptly secures the safety of those involved, informs the Designated Safeguarding Lead (DSL) of any safeguarding concern, preserves relevant evidence and records accounts fairly. The student is told the allegation in an age-appropriate way and invited to respond. Staff distinguish observed facts from allegations and consider witness accounts, available records and any mitigating circumstances. Confidential information about other students is protected.

If immediate separation is necessary while enquiries continue, the student remains safely supervised on site where practicable. Any external suspension requires a separate authorised decision and written notice. Where an incident may involve a criminal offence or child protection concern, the DSL coordinates appropriate action under the Safeguarding Policy and applicable local procedures. A disciplinary decision does not replace safeguarding action.

6 Fixed-term suspension

The Academic Director sets the shortest proportionate period, with clear start and end dates. Each additional period requires a new decision and notice; an existing suspension is not extended informally. The school maintains a contact person, provides reasonable access to learning tasks and keeps the student's welfare under review. Parents retain responsibility for care during the period away from school.

The school contacts parents as soon as practicable and issues written notice without undue delay. The notice states the reasons and evidence in sufficient detail to respond, the dates, arrangements for learning and return, the contact for questions, and how and when to seek a review. The Head



of School records the decision and supporting documentation in the student file and attendance register as required by school procedure, the Record Keeping Policy and applicable local rules.

Before return, the school offers a reintegration meeting with the student and parents, agrees practical support and expectations, and names a member of staff to check progress. A delayed or declined meeting does not by itself prolong a suspension.

7 Permanent exclusion

Permanent exclusion is an exceptional measure. The Academic Director reviews the investigation, the student's account, parental representations, safeguarding and SEND advice, prior interventions where relevant, and the likely effect of continued attendance. Parents are invited to a meeting before the decision where reasonably practicable; an urgent safety decision may be made first, with the opportunity for representations and review preserved.

The Academic Director gives parents a written decision without undue delay, setting out the findings and reasons, the effective date, the evidence considered, how the student's circumstances and alternatives were weighed, arrangements for records and transition, and the independent review process. The school supports a safe transfer of necessary educational information to the next setting, subject to its data protection obligations and applicable local requirements.

8 Review and appeal

Parents may ask for a review of either a fixed-term suspension or a permanent exclusion by writing to the Board of Governors within 10 school days of receiving notice. The school acknowledges the request promptly and arranges a review as soon as reasonably practicable, normally within 15 school days of the request. Where dates cannot be met, it explains why and agrees a revised timetable. The student may be heard in an age-appropriate way and parents may submit written evidence or attend with a supporter.

A panel of governors with no prior involvement examines whether the decision and process were fair, evidence based and proportionate, including the support considered. The original decision maker may explain the decision but does not sit on the panel. The panel may uphold the decision, direct reconsideration, or overturn it. It sends a reasoned written outcome to parents and the Academic Director normally within five school days of the meeting. A successful review results in prompt correction of the school record and arrangements for return or remedy, as applicable. The school's Complaints Procedure remains available for concerns about the process.

9 Records, oversight and review

The school keeps clear documentation of every suspension, including its reasons, dates, authorisation, parent notification and outcome. These records are maintained in line with the school's Record Keeping Policy. The school also retains the incident evidence, student and parent representations, assessment of needs and alternatives, decision, notices, learning arrangements, reintegration plan and review outcome securely, with access limited to staff who need it. The Head of School reports each external suspension and permanent exclusion to the Academic Director. The Academic Director reports anonymised patterns and relevant serious cases to the Board of Governors, monitors frequency and impact across student groups, and recommends changes to support or practice. The Board reviews this policy annually and sooner following a significant incident or relevant change in requirements.