

Mapledown School



Working and Learning Together

Exclusion Policy Documents

Name of School	Mapledown School
This policy was reviewed on	10 th January 2022
This policy was ratified by Governors on	March 2022
This policy was reviewed in	September 2022 September 2023 September 2024 September 2025
The policy is to be reviewed annually in	September 2025

Introduction

This policy has been developed with reference to the LA policy for exclusions and outlines the procedure to be used for dealing with exclusions from Mapledown School.

Mapledown School **will not** exclude pupils (unless there are extreme circumstances). They will look to organise an individual package for the pupil on site or, where possible, in conjunction with the 0-25 Disability Service.

This policy provides a procedure for dealing with those rare occasions when a temporary or permanent exclusion is necessary.

In the event of a permanent exclusion it will be clear that:

- It is a last resort and that the school has taken all reasonable steps to avoid exclusion.
- That if the pupil were to remain in school it would be seriously detrimental to the education, **safety** or welfare of the pupil or that of others in the school.

Principles

- The School's Behaviour Policy will be implemented, as appropriate, to avoid, if possible, any pupil from being excluded.
- School staff will work in partnership with parents when a behaviour concern has been identified.
- If the pupil's needs are not being met at Mapledown, the school will discuss this with parents and other professionals at the Annual EHCP Review and an alternative school identified, where possible, before exclusion is necessary.

There are two types of exclusion:

- suspension (sometimes referred to as fixed-term or fixed-period exclusion)
- permanent exclusion

Suspension

- A suspension is when a child is removed temporarily from school. They can only be removed for up to 45 school days in one school year, even if they've changed schools.
- If a child has been suspended for a fixed period, schools should set and mark work for the first 5 school days.
- If the suspension is longer than 5 school days, the school must arrange suitable full-time education from the sixth school day, for example, at a pupil referral unit. In the event of a suspension within a special school such as Mapledown, the school will work closely with Barnet SEN and 0-25 Disability service to devise/advise on a package of support until an alternative provision is identified.

Permanent exclusion

Permanent exclusion means a child is no longer allowed to attend a school. The school will work with Barnet SEN and 0-25 Disability Service to arrange alternative education from the sixth school day.

Procedures

Behaviour

It is recognised that some pupils will display behaviour which are seen to be both challenging and undesirable. This will not necessarily be detrimental to the education of other pupils. The school's policy for the management of behaviour will be implemented and procedures will be discussed with parents and other parties concerned with the pupil.

If all strategies have been investigated, advice will be sought from other agencies, such as Educational Psychologists and Clinical Psychologists. In some rare cases a pupil's needs will not be met at Mapledown and in these cases it may be that an alternative setting or provision needs to be considered. In this situation there will be full consultation with parents and an alternative will be identified through the Annual EHCP Review procedure. Exclusions will only be considered in extreme cases when a pupil's behaviour is seriously affecting their own or others' safety and cannot be contained safely at school.

Fixed term exclusions/suspensions

The Headteacher will inform the parents without delay by telephone and then confirm in writing that a suspension is necessary. The following information will be included:

- Name of pupil,
- Date of exclusion with the date that it will end,
- Date of the re-integration meeting,
- Reasons for the suspension,
- Information on parents rights to make representation to the governing body and LA.
- Include an advice leaflet from the LA.

Pupils will be sent home via their normal transport if it is safe to do so or unless it is felt that parents should be contracted to collect their child.

The Headteacher will inform the LA and the governing body of the suspension by completing the relevant paperwork.

If the parents give notice that they wish to make representation to the governing body, a meeting will be convened with the Governors' Exclusion Panel as soon as it is practicable. The meeting will follow the same procedures as that for a permanent exclusion. The decision of the governors will be communicated in writing to the parents and the Headteacher.

If the Headteacher decides to extend suspension for a further period not exceeding 15 days in total in any one term, or in very exceptional circumstances, to replace the fixed term with one that is permanent, the parent should again be informed in writing. The Headteacher will also inform the governing body and the LA.

Permanent exclusions

The Headteacher will inform parents without delay by telephone and then confirm in writing. The letter will include the following information:

- The pupil's name, the date of exclusion explaining that it is permanent, the reason for the exclusion.
- Inform the parents that they will be invited to a meeting of the Governors Exclusions Panel within 15 days of the note of exclusion and that they will receive a full report of the background to the exclusion in advance of the meeting, where they will be able to make oral representations to the governors.
- Inform the parents that if they wish to make written or oral representation to the LA, who have the duty to uphold the governor's decision, they should do this as soon as possible.
- Inform the parents that while the exclusion is in force that the pupil cannot come onto or near the school site.
- Invite the parents to make contact with a named person at the school if they should wish work to be set for the pupil.
- Include an advice leaflet from the LA.

The Headteacher will inform the governing body and the LA by using the appropriate paperwork as well as notifying the Chair of Governors by telephone.

The Governors' Exclusion Panel will convene a meeting within 15 school days of the notification of the exclusion. The procedure for this meeting will follow the guidelines as specified in the LA Exclusions Policy.

Medical

Many of the pupils at Mapledown are extremely vulnerable and, therefore, fixed term exclusions apply to some illnesses.

- When a pupil has diarrhoea and vomiting they must be kept at home for 48 hours. If the pupil continues with the symptoms after 48 hours they must see a doctor before they return to school.
- When a pupil has conjunctivitis they must be kept away from school until treatment has been started.
- When a pupil has impetigo they must be kept away from school until treatment has been started.
- If a pupil has scabies they must be kept off school until a doctor has declared them free from infection.
- When a pupil has chicken pox they cannot return to school until all the scabs have dried.
- When a pupil has any infectious disease parents must contact the school nurse before sending their child to school.
- When a pupil has a raised temperature (above 38C) or is clearly unwell, we ask that they remain at home for at least 24 hours after the symptoms have ceased and the pupil is well enough to engage in learning.

Good Practice

This policy will be accessible to all parents. A copy will be filed in the Office and individual copies will be available on request.

Staff at Mapledown will work in partnership with parents to ensure that exclusions will be avoided as much as possible.

Parents and carers will be notified annually of the School's policy for excluding pupils on medical grounds.

Support and advice

The following organisations can provide free advice and support about exclusions:

- [Coram's Child Law Advice service](#)
- [ACE education](#)
- [Independent Parental Special Education Advice](#)
- [your local Information, Advice and Support Service](#)

This Policy will be reviewed annually.