

Mapplewells Primary and Nursery School



Exclusion Policy

Updated and reviewed: September 2025

Review Due: September 2026

A decision to exclude a pupil, either for a fixed period or permanently, is seen as a last resort by the school. The school communicates to pupils, parents, and staff its expectations of standards of conduct and a range of policies and procedures are in place to promote good behaviour and appropriate conduct. No exclusion will be initiated without first exhausting other strategies or, in the case of a serious single incident, a thorough investigation.

A child who gets into serious trouble at school may be excluded for a fixed period.

The schools can exclude a child if:

- they have seriously broken school rules.
- allowing them to stay in school would seriously harm their education or welfare, or the education or welfare of other pupils.

The following regulations apply to exclusions:

- Only the Headteacher or Deputy Head, acting as Head, can exclude a child.
- A child can't be given fixed period (non-permanent) exclusions which total more than 45 school days in any one school year.
- If a child is excluded for longer than one school day, the school will set work for them and mark it.
- The school will contact a person with parental authority on the day an exclusion is given and follow up with a letter including information on:
 - o the period and reason for exclusion,
 - o the parent's duty during the first five days of any exclusion to ensure that your child is not present in a public place during normal school hours, whether in the company of a parent or not,
 - o any arrangements made by the school that apply from the sixth day of the exclusion.

Temporary fixed period exclusion- guidelines

- A temporary exclusion will be for the shortest time necessary but enough to secure benefits without adverse educational consequences, usually 1 to 3 days.
- Persistent or cumulative problems that reach a final warning or a crisis point.
- Exclusion for a fixed period for persistent or cumulative problems will be imposed only when the school has already offered and implemented a range of support and management strategies. These could include:
 - Discussion with the pupil
 - Mentoring (Tutor support)
 - Report card (Encouragement Card)
 - Discussions with parents
 - Target setting
 - Checking on any possible provocation
 - Mediation
 - Counselling
 - Internal exclusion
- Exclusion will not be used for minor incidents (e.g. failure to do homework, lateness, poor academic performance or breaches of uniform rules)

- Single incident temporary fixed-term exclusion may be used in response to a serious breach of school rules and policies or a disciplinary offence. In such cases the Head will investigate the incident thoroughly and consider all evidence to support the allegation, taking account of the school's policies. The pupil will be encouraged to give his/her version of events and the Head will check whether the incident may have been provoked, for example by bullying or racial harassment.
- the school will ensure that there is sufficient recorded evidence to support the decision
- explain the decision to the pupil
- contact the parents, explain the decision and ask that the child be collected send a letter to the parents confirming the reasons for the exclusion, whether it is a permanent or temporary exclusion, the length of the exclusion and any terms or conditions agreed for the pupil's return
- plan how to address the pupil's needs on his/her return
- plan a meeting with parents and pupil on his/her return
- inform the Local Authority and place the information about the child's exclusion on his/her school record

Permanent exclusion

The school will usually only permanently exclude a child as a last resort, after trying to improve the child's behaviour through other means. However, there are exceptional circumstances in which a headteacher may decide to permanently exclude a pupil for a 'one-off' offence.

A permanent exclusion is a very serious decision, and the Head will normally consult with the Chair of Governors and/or the Local Education Officer before the decision. As with a temporary exclusion, it will follow a range of strategies and be seen as a last resort, or it will be in response to a very serious breach of school rules and policies or a disciplinary offence

If a child has been permanently excluded:

- the school's governing body is required to review the headteacher's decision and the parent/carer and/or representative may meet with them to explain your views on the exclusion
- if the governing body confirms the exclusion, an appeal may be made to an independent appeal panel organised by the local authority
- the school must explain in a letter how to lodge an appeal
- the local authority must provide full-time education from the sixth day of a permanent exclusion

Behaviour outside school

Pupils' behaviour outside school, on school business e.g. on school trips, at sports fixtures, is subject to the school's behaviour policy. Bad behaviour in such circumstances will be dealt with as if it had taken place in school.

Pupils with special educational needs and disabled pupils

The school must take account of any special educational needs when considering whether to exclude a pupil. We have a legal duty under the Disability Discrimination Act 1995 as amended not to discriminate against disabled pupils by excluding them from school for behaviour related to their disability. The Head will ensure reasonable adjustments to policies and practices are made to accommodate a pupil's needs and to avoid the necessity for exclusion as far as possible, exclusion may be justified if there is a material and substantial reason for it. A specific incident affecting order and discipline in the school may be such a reason.

