



## THE MULBERRY HOUSE SCHOOL

*All The Mulberry House School Policies are always to be read and considered in conjunction with the Equal Opportunities, Race Equality and Inclusion Policies*

### **Exclusion Policy**

This Policy of The Mulberry House School applies to all sections of the school including the Early Years Foundation Stage.

#### **Introduction**

This policy has regard to Department for Education guidance and reflects best practice in safeguarding, fairness and natural justice.

Exclusion from school is a serious step. It will only be used where no other course of action is appropriate. The Headteacher is responsible for behaviour management at the school.

The school reserves the right to exclude children where allowing them to stay in school would seriously harm their education or welfare, or the education or welfare of other children. Behaviour management forms part of the progress check at 2, with a follow up parent meeting.

The school will take steps to ensure contact and consult with parents throughout the behaviour monitoring process before exclusion becomes the only course of action. Timescales dealing with the child's behaviour will allow for strategies to be implemented and take effect. This process will be clearly focused on engaging parents in a positive and constructive partnership in supporting the child in adopting appropriate behaviour.

In circumstances that suggest that exclusion may be an outcome, particular care must be taken in investigating the matter:

#### **Procedure**

The member of staff investigating the child's behaviour seeks to establish what has happened from those involved. This will include an opportunity for the child, whose actions are being investigated, to give his/her account of the matter. Behaviour monitoring must be recorded, including the behaviour, the antecedent and the consequence. Only the Headteacher has the right to exclude a child from school. Where the investigation is carried out by a member of staff other than one empowered to take a decision to exclude and the matter continues to require consideration of exclusion, it must be brought to the attention of the Headteacher. The Headteacher will consider the situation and reach a judgment on whether or not to exclude. Clear notes of any investigation will be retained for six years.



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For exclusions of up to five days, the meeting to discuss the exclusion must take place no later than five school days following the date of the exclusion. In practice, the meeting for an exclusion of five days or fewer would normally take place on the day of re-admission. If the exclusion is for more than five days, the meeting with parents/carers and the pupil should take place no later than 7 days following the date of the exclusion. The purpose of the meeting is to allow the parent/guardian an opportunity to discuss the decision to exclude. This will allow the school to offer an explanation as to why exclusion was necessary. Those attending the meeting should aim to agree a plan to return the pupil to school. Where the pupil is receiving support from another agency it is recommended that they also attend.

Exclusion will normally be used as a last resort, following behaviour support strategies, reasonable adjustments and engagement with parents, unless the seriousness of the incident warrants immediate exclusion.

When considering exclusion, particular care will be taken where a pupil has special education needs or disabilities (SEND), an Education, Health and Care plan (EHCP). Reasonable adjustments will be considered where appropriate, and safeguarding implications will always be considered.

If the parent/carer is unable to attend the meeting on the proposed date a further date can be arranged which is outside the 7-day period to accommodate the parent/carer. Reasonable efforts should be made to accommodate the parent/carer.

The excluded pupil will be provided with appropriate work for completion, marking and return. Unless the exclusion is of only a few days' duration, it is not sufficient simply to provide excluded pupils with homework or classwork if they do not also receive sufficient guidance to enable them to understand the material. Consideration as to the amount of any contact time required to explain and carry out class work will be given on an individual basis.

School staff will provide appropriate alternative educational provision for the child/young person during the period of exclusion. This is to ensure that excluded pupils are given every chance to continue their studies, even in situations where their behaviour has been such that they have to be removed from a school. It is agreed that, in all cases, arrangements will be effective within 10 school days of the exclusion. During a fixed-term exclusion, the school will provide appropriate academic work proportionate to the length of the exclusion to support continuity of learning and preparation for reintegration. Where a longer exclusion is imposed, the school will consider appropriate alternative educational arrangements where reasonably practicable.

The reason(s) for a pupil being excluded will take into account levels of contact, in order to ensure the security of all those involved. The school will consider the welfare of the pupil throughout any period of exclusion and will take reasonable steps to ensure that exclusion does not place the pupil at risk including emotional wellbeing.

This support will be provided from within school resources.



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### Parental involvement

When a child is excluded from school, the parent is legally responsible for the child's welfare during the school day. In a situation where the school becomes aware that the parent is not making adequate provision for the child's safety and welfare when excluded, the school will immediately contact Social Care and advise them of their concerns.

During the period in which the child is excluded from school, appropriate support will continue to operate in order that the child is properly prepared for re-admittance to school. This will include links with parents and other agencies as appropriate.

Planned and structured support, as well as arrangements for reviewing and monitoring support will ensure the child is reintegrated successfully. In a circumstance where a child is in attendance at two establishments, the procedures for resolving an exclusion will be dealt with by the Headteacher who made the decision to exclude and should apply only to that establishment. The exclusion pertains solely to the establishment where the decision to exclude has been taken. The decision to exclude will be communicated in writing to the Headteacher of the other establishment on the same day.

The child's record of attendance must show "X" from the day after the decision is made to exclude, that is, the first day of the period of exclusion.

Each exclusion must be recorded on the Pupil Record using the Exclusion Letter which will contain the following information:

- ◆ date of exclusion
- ◆ date of readmission
- ◆ total number of half day attendances lost by the exclusion.
- ◆ the circumstances of the exclusion.
- ◆ information regarding the right to appeal

### Length of exclusion

The length of an exclusion is a matter for the discretion of the school. The period of exclusion should be as short as is consistent with maintaining order and discipline in the school and the educational well-being of the pupils. **The school will consider the welfare of the pupil throughout any period of exclusion and will take reasonable steps to ensure that exclusion does not place the pupil at risk.** The welfare of the excluded pupil should also be considered in deciding the length of the exclusion.

- ◆ **Fixed-term exclusion:** A temporary exclusion for a specified number of school days, after which the pupil is expected to return.
- ◆ **Permanent exclusion:** The pupil is removed from the school roll and will not return to the school.



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### Permanent Exclusion

If a child is ever needed to be excluded permanently, as a last resort and will be considered where no alternative course of action is appropriate. The parents will be notified in advance and the above procedure will be followed in the first instance. Where there is no another option, the parents will be informed that permanent exclusion may be the only option. When this is the case, the parents have the opportunity to make an appeal to the Founder and Directors as set out below.

### Appeal

The parents/carer have the right to appeal any sanction and put this in writing to the Founder and Directors. Appeals must be made in writing within 5 working days of the decision, setting out at the same time the grounds for appeal.

Wherever reasonably possible, any appeal will be heard by individuals who were not directly involved in the original decision-making process, ensuring fairness and impartiality. Written outcomes will be provided to parents following the appeal, within a reasonable timescale.

Appeals will be heard without unreasonable delay and at an agreed time and place. Notes will be taken and a copy sent to all parties.

The appeal will be dealt with impartially and by the Founder and Directors, and at least one other person not involved in the management of the school and who have not previously been involved in the case.

The parents will be informed in writing of the results of the appeal hearing within 10 working days.

The Founder's and Directors' decision is final.

### Reviewed and Signed by:

**Name:** Cari Binet-Fauvel, Director

**Signature:**

**Date:**

**Name:** Duncan Binet-Fauvel, Director

**Signature:**



**THE MULBERRY HOUSE  
SCHOOL**

**Date:**

**Headteacher:** **Erika Billmore**

**Signature:**

**Date:**

**Teacher:** **Maria Adela Fojo Nebril**

**Signature:**

**Date:**

**Teacher:** **Carla Garcia Fernandez**

**Signature:**

**Date:**