

Our vision



105 The Ride
Enfield, Middlesex
EN3 7DL
T 020 8805 1858
F 020 8805 4397
info@waverley-school.com
www.waverley-school.com
Headteacher: Gail Weir

Waverley School Exclusions Policy Document

Name of School	Waverley School
The original policy	29th February 2008
Agreed	Curriculum meeting 10th May 2021 and the full governing body meeting 7th June 2021

Exclusions

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 Waverley School. The Governors of Waverley have adopted the LA policy, which should be read in conjunction with the school's policy.

Waverley 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 Cheviots (LA Social Care Centre).

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 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 problem has been identified.
- If the pupil's needs are not being met at Waverley, the school will discuss this with parents and other professionals at the Annual Review and an alternative school identified, where possible, before exclusion is necessary.

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 Waverley and in these cases it may be that an alternative school needs to be considered. In this situation there will be full consultation with parents and identified through the Annual 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 at school.

Fixed Term Exclusions

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

- Name of pupil,
- Date of exclusion with the date that it will end,
- Reasons for the exclusion,
- 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 fixed term exclusion 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 of 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 the fixed period exclusion 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 with 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 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 Waverley 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.

Covid 19

- Pupils who are required to shield will be given documentation to prove they are required to shield. They should not attend school unless a best interest meeting between parents, health, social care and education feels that on balance it is safer to be in school.
- When a pupil is displaying covid 19 symptoms they cannot return to school until they have had a negative covid 19 test or 10days
- When a pupil is returning from areas which require quarantine they must follow current government guidance

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 Waverley 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.

This policy was agreed by the Governors Curriculum Committee on 29.02.08 and will be reviewed bi-annually.

Original Policy - February 1996 Amended
- February 2008
Amended - April 2021