

Exclusion from School

Information for Parents/Carers

Exclusion

A pupil can be excluded as a result of serious difficulties which have arisen at school. Only head teachers have the right to exclude pupils. In the head teacher's absence the power rests with the most senior teacher who should make it clear that they are acting for the head teacher.

The Head teacher can:

EXCLUDE A PUPIL FOR A FIXED PERIOD

(Maximum of 45 days in any academic year, i.e. September to July)

A discipline committee meeting must be held by the governors for exclusions totalling sixteen days or more in a term.

EXCLUDE A PUPIL PERMANENTLY

This has to be confirmed at a discipline committee meeting.

The head teacher is asked to inform the Local Education Authority of ALL permanent exclusions.

The Local Education Authority and the parents have a right to make representation at all discipline committee meetings.

Fixed Period Exclusions

When should you hear about the exclusion?

When your child has been excluded, the head teacher or his representative will make contact with you by telephone if possible, and will write to you on the same day setting out the circumstances and reasons for the exclusion. The exclusion would normally commence on the next school day, unless your child leaves the school prior to Lunchtime.

The letter will contain the following information:

- why the head teacher decided to exclude your child;
- the arrangements for enabling your child to receive work;
- your right to state your case to the discipline committee of the governing body and the timescale involved;
- who you can contact if you wish to state your case at the discipline committee meeting;
- the latest date you can put in a written statement to the discipline committee;
- your right to see your child's school record;
- the length of the exclusion, and the date and time that your child is to return to school.
- Name and telephone number of the Education Welfare Officer

- Who to contact if your child has a disability

If the exclusion is for lunch times only, the length of the exclusion and the arrangements for providing a meal for any pupil entitled to free school meals will be stated.

The meeting with governors

Where the fixed exclusion is for 1 to 5 days, the discipline committee does not need to meet, unless to consider any statement from the parent, or to consider your child's needs to sit an external examination.

Where a pupil is given a fixed period exclusion of 6 to 15 school days, and the total for that term does not exceed 15 school days, the discipline committee does not need to meet, unless requested to by the parents.

Once the total of excluded days for that term reaches 16 or more school days, then the discipline committee must meet between the sixth and fifteenth school day from the date of the exclusion, unless an external examination is involved.

You can bring a friend to support you or to speak on your behalf. The Education Welfare Service can also provide support. If you do contact the Education Welfare Service, you need to inform the clerk to the discipline committee in advance of the meeting.

If it is considered appropriate by the discipline committee, you can request that your child attends the discipline committee meeting, though you must inform the clerk to the committee in good time.

The Clerk of the Governor Discipline Committee will send you the Headteachers report for the meeting a day or so before the meeting.

Purpose of the Meeting

The discipline committee should consider whether the head teacher has tried sufficient approaches to improve your child's behaviour.

You as parent/carer can give evidence to the discipline committee.
The head teacher can give evidence

Once all the evidence has been presented, the discipline committee will meet on its own and come to a decision that will be made known to you the same day.

Outcome of the Meeting

The discipline committee can make the following decision:

- 1 to reinstate your child,
 - a) if the meeting is held before your child's return to school, or an external examination is due to take place;
 - b) If your child has returned to school and the meeting decides that your child should have been reinstated, this will go onto your child's school record.

2. to confirm the original decision to exclude.

Note: Only the head teacher or delegated deputy can extend the fixed period exclusion or convert the fixed period exclusion to a permanent exclusion (the permanent exclusion process must then be followed).

After the Meeting

If the decision is made to reinstate your child, discussions will take place with the Local Education Authority and the school to see whether short-term support is necessary to help your child.

If the decision is made to uphold the permanent exclusion the discipline committee will confirm this in writing. Details of how to appeal against the decision will be sent to you from the LEA..

The day on which you are given notice of the decision, is taken to be the second school day after the date of posting by first-class post or, where the notice is hand-delivered, the date of delivery.

You have a right of appeal

You will receive a letter and a form from the LEA regarding your right to appeal, please complete the form and return it in the envelope provided.

You have up to 15 school days to lodge an appeal, during this time the school will provide work for your child, after you have received confirmation from the discipline committee that your child has been permanently excluded.

No appeal may be accepted if it is made after the 15 day period.

If you make an appeal, the school must continue to provide work for your child.

Appeal Hearing

The appeal panel **must** meet within 15 school days of the date the parents lodge notice of appeal. In exceptional circumstances, and where the parents ask for a delay, the Local Education Authority has discretion to extend the period.

The head teacher, governing body, parents and Local Education Authority may make written representations. Wherever possible, the clerk should make available all written evidence to those mentioned above, four working days in advance of the hearing. Your child may also attend, if you so request, providing notice is given to the clerk of the committee. The meeting can refuse the attendance of your child, if they believe there is a good reason to do so. Parents are able to bring a friend or representative along as support providing notice is given to the clerk beforehand.

The law requires the Local Education Authority to take all reasonable steps to make sure all the parties are available for the date of the appeal.

The appeal panel should have the services of a clerk who should serve as an independent source of advice on procedure for all parties to the appeal.

The appeal panel will hear from all those present, it will then retire and announce judgement by the end of the day. This will be confirmed in writing and posted on the same day.

Contacts:

If you have any queries staff will be pleased to help you. They can be contacted on the following numbers:

Education Welfare Officers based at the Local Education Teams

Kennet	01380 727931
North	01249 658978
Salisbury	01722 743907
West Wiltshire	01225 713791

The Education Welfare Service and Young Peoples Support Service (YPSS) and the Behaviour Support Services works with both schools and families in trying to prevent children being excluded from school and should exclusion take place, reintegrating children back into full time education.

(ask) Advice on Services on Kids 08457 585072

ask can give you a helping hand through the maze of information

ACE

Advisory Centre for Education 24 hour Exclusion Information Line

020 7704 9822 www.ace-ed.org.uk

You should also be aware that if you think the exclusion relates to a disability your child has, and you think disability discrimination has occurred, you have the right to appeal, and/or make a claim, SEN and Disability Tribunal (SENDIST).

SENDIST, Procession House, 55 Ludgate Hill, London, EC4M 7JW

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