



## Fixed Term and Permanent Exclusion

### Information for parents

This leaflet describes what should happen if your child is excluded from school.

#### Fixed term exclusion

The head teacher must contact you immediately. This should ideally be by phone. The head teacher should then write to you to inform you of:

- The number of days of exclusion.
- The reasons for the exclusion
- Your responsibility during the first five days.(to ensure that your child is not in a public place during normal school hours)
- Your right to make representation to the governors
- Arrangements made by the school to set and mark work during the first five days. If the exclusion is for longer than 5 days, the school must arrange suitable full- time education from and including day 6.

#### Reintegration meeting

If your child is at primary school, the school must offer a reintegration meeting for you and your child after any exclusion. If your child is at secondary school, the school must offer a reintegration meeting after an exclusion of 6 or more school days.

#### Permanent Exclusion

The head teacher must notify you in the same way as for a fixed term exclusion but must also notify the governing body and the local authority within one day.

The local authority must make arrangements for full time education from the 6<sup>th</sup> day of the exclusion.

The governors must convene a meeting between the 6<sup>th</sup> and 15<sup>th</sup> school day after receipt of notice to consider the exclusion and inform you and the local authority of its decision in writing within one school day.

#### Notification of right to appeal

The local authority must write to you within three working days of receiving the governors' decision explaining how long you have to lodge an appeal to an Independent panel and how to do that. If an appeal is lodged, the panel should meet no longer than 15 days after the appeal was lodged.

#### What can I do?

If you disagree with the exclusion you have the right to put your case to the governors' discipline committee. You should write straight away to the chair or clerk of the governing body.

- **Stating your case**  
You can just put your case in writing but it is better if you go to the meeting.
- **Before the meeting**
  - Write down what you want to say.
  - Think about any questions you might want to ask
  - Consider taking someone with you. This could be a friend, relative or a SN-IP supporter.

## Who will be at the meeting?

- Usually there will be three or five governors. (None of the governors should have any involvement which could make them biased.)
- A clerk who will take notes and can advise the governors on procedure
- Some-one from the local authority
- The head teacher who will explain the reasons for his or her decision to exclude your son or daughter.

## What will happen at the meeting?

This should be explained at the start of the meeting.

It is usual for the head teacher to put the case against your child first so you can reply to it.

You should then be able to put your case without interruption.

The head should not be with the governors unless you are there as well.

## What must the governors consider when making their decision?

- What were the circumstances that led to the exclusion?
- Consider your case and the comments of the local authority representative
- Decide if they will reinstate your son or daughter.

They should also consider:

- What your child has to say
- Whether the head teacher followed the exclusion procedure in line with the DCSF Guidance. (see 'Further information')

This leaflet has been produced by SN-IP (Special Needs -Informed Parents). SN-IP is a parent partnership service which provides support and impartial advice to parents whose children have special educational needs or who have been excluded.

If you would like help, please contact:

 **SN-IP** [www.snipnorthants.org](http://www.snipnorthants.org)  
**Special Needs - Informed Parents**

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Wellingborough, NN8 2AA  
Tel: 01933 271673

Fax:01604 630283

e-mail: [contact@snipnorthants.org](mailto:contact@snipnorthants.org)

## Further information

ACE exclusion advice line- 0808 8000 327,

ACE Publications: permanent and fixed term exclusion [www.ace-ed.org.uk](http://www.ace-ed.org.uk)

Improving Behaviour and attendance.Department for children ,schools and families

Tel:0845 60 222 60 [www.dcsf.gov.uk](http://www.dcsf.gov.uk)

Reviewing Individual Pupil exclusions –A checklist for parents. (NCC)

This information can be made available in other languages and formats upon request.