

The Governors' Disciplinary Committee

A Governors' Disciplinary Committee may be made up of at least 3 of the of school's Governors. It follows guidance from the government and the school's policies on behaviour. The Governors' Disciplinary Committee must monitor the use of exclusion in the school and the purpose of the meeting is to listen to what you and the school have to say about your child's behaviour and to decide if exclusion, and the length of exclusion, was a reasonable response to that behaviour.

How do I put my views to Governors?

You can put these in writing (these are usually required a few days in advance of the meeting) or in person at a Governors' Disciplinary Committee meeting. You may take someone with you. This can be a friend or relative, or anyone else you feel would be supportive - you should tell the clerk to the Governors' Disciplinary Committee if you are bringing someone with you. You must always be invited to any Governors' Disciplinary Committee that is held, but you do not have to go. If you want to go but cannot go at a date within the legal time limits, speak to the Clerk to the Governors' Disciplinary Committee as soon as possible to arrange a date which is convenient to you.

Head teachers often arrange a formal reintegration meeting for your child, especially if the exclusion has been for more than a few days. You may be asked to a meeting to discuss this on the day your child is due back to school.

Useful contacts:



The Coram Children's Legal Centre
Website: www.childlawadvice.org.uk

SENDIASS (SEN and Disability Information, Advice and Support Service) Telephone: (01709) 823627

Exclusion Guidance

<https://www.gov.uk/government/publications/school-exclusion>

Rotherham Inclusion Team
(01709) 334077

Rotherham SEND Local offer
Website: <http://www.rotherhamsendlocaloffer.org/>

Inclusion Team

The Fixed Term Exclusion Process



Information Leaflet for Parents

What is an exclusion?

In exceptional cases, usually where further evidence has come to light, a fixed period exclusion may be in effect be 'extended' by issuing a further fixed period exclusion, to begin when the previous fixed period exclusion has finished. Alternately, a permanent exclusion may be issued.

Pupils whose behaviour at lunchtime is disruptive may be excluded from the school premises for the duration of the lunchtime period. An exclusion that takes place over a lunchtime would be counted as half a school day.

The behaviour of pupils outside of school can be considered as grounds for exclusion. The school's behaviour policy will set out when a pupil's behaviour outside of school premises may lead to disciplinary sanctions.

How will I be told that my child has been excluded?

Once the head teacher has decided to exclude your child someone should contact you immediately, preferably by telephone, to tell you about the exclusion, which will usually start on the following school day

but can start on the day of the incident that led to the exclusion. The head teacher must then write to you without delay telling you:

- the reason(s) for your child's exclusion.
- the date the exclusion begins.
- your right to put your views in writing to the Governors and how you can do this.
- for longer exclusions and where the Governors must meet to consider the exclusion, your right to attend the meeting to put your views in person.

You should also be notified without delay, and by the end of the afternoon session:

- that you must make sure your child stays at home (i.e. not in a public place without reasonable justification) during what would normally be school hours and that you can be fined or taken to court, if your child is found outside the home during these hours.

What happens to my child's education when they have been excluded for a fixed term?

The school should take reasonable steps to set and mark work for your child during the first five days of an exclusion and school should set out the arrangements for this. Any work set should be accessible and achievable by pupils outside of school. From the sixth school day the school is responsible for arranging suitable full time education for your child.

What happens next?

Exclusions of 5 school days or less in one term: Governors do not have to meet you, although if you ask for a meeting it is the Local Authority's view that it would be good practice for them to agree. If your child would miss a public exam (for example GCSE) because of the exclusion, Governors must agree to meet you. You do have the right to put your views to governors in writing. Governors must review the exclusion, if asked to do so, but cannot over turn the exclusion.

Exclusions of more than 5 days but fewer than 15 days in one term: Governors must agree if you ask for a meeting. The meeting must take place within 50 school days from the date Governors are told of the exclusion.

Exclusions of more than 15 days, either as one exclusion or in total in one term: Governors must meet to review the exclusion(s) and you should be invited. This meeting must take place within 15 school days from the date on which governors are told that the number of days exclusion in that term is more than 15. This means that the meeting may sometimes be held after your child as returned to school. However, it is still your opportunity to make your views known to the Governors.