

If the exclusion is upheld, your child will continue with the alternative provision arrangements unless or until another school is found.

### What if I don't agree with the Governing Body's Decision?

If the exclusion is upheld by the Governing Board's Disciplinary Committee, you have the right to request a review by an Independent Review Panel . You may also request for a Special Educational Needs expert to be present at the review hearing. For Local Authority maintained schools, Independent Review Panel hearings are arranged by the Schools Appeals Officer, however academies may set up their own Independent Review Panel. You have 15 school days in which to request a review and your request must:

- be received on or by the date given in the Clerk's letter;
- be in writing; and
- give reasons for the review request.

***See our separate leaflets for further information regarding the Governor's Discipline Committee Meeting and the Independent Review Panel (IRP)***

## Useful contacts:



The Coram Children's Legal Centre  
Website: [www.childlawadvice.org.uk](http://www.childlawadvice.org.uk)

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

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

Rotherham Inclusion Team  
(01709) 334077

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

## Inclusion Team

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## Permanent Exclusion

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## Information Leaflet for Parents

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## What is an exclusion?

Exclusion is a very serious matter. Only a school's Headteacher (or a named deputy if the Headteacher is not on the school site) can exclude a pupil. A Headteacher may decide to permanently exclude a pupil only when he/she is sure that:

- the pupil has seriously or persistently broken the school's discipline policy;
- the pupil remaining in school would seriously harm the education or welfare of the pupil or others in the school.

## Can my child be permanently excluded for a serious first incident?

Permanent exclusion would, in most cases, be used as a last resort after all other strategies have been exhausted, and will usually follow several fixed-period exclusions. However, sometimes a pupil will do something so serious that, in the Headteacher's judgement, permanent exclusion is justified to protect staff and/or other pupils at the school. The Headteacher must investigate the incident thoroughly before deciding to exclude, and your child and anyone else who saw what happened should be asked to write down their version of the incident. These statements must be signed and dated by the people writing them, unless there is good reason not to do so, in which case they must be dated and other forms of identity used to protect confidentiality.

## How am I told that my child has been permanently excluded?

Once the Headteacher has decided to permanently exclude your child school 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 Headteacher must then write to you without delay telling you:

- the specific reason for your child's permanent exclusion.
  - the date the exclusion begins.
  - that the governors must meet to consider the exclusion and your right to attend the meeting to put your views in person and bring a friend or representative.
- 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 permanently excluded?

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 Local Authority should arrange alternative education for any pupil of compulsory school age. You should be contacted by the Local Authority to discuss this or be notified of the arrangements.

## What happens next?

The Clerk to the Governors will contact you to invite you and, usually, your child to the meeting that must be held to review the head teacher's decision. The Governor's Discipline Committee meeting must be held within 15 school days after the governing body is told of the exclusion but it should ideally be arranged for a time and date that is convenient to you. You should try to attend the meeting as it is an opportunity to put your views forward on the exclusion. Your child does not have to go to the meeting if you do not think this is a good idea. If you want to take someone with you to support you or to help you present your case, please tell the Clerk a few days before the meeting.

## How will I be informed of the decision?

The Clerk writes to you and to the Local Authority setting out the decision, the reasons for it, how you can request a review and the last date on which the Local Authority will accept a request for a review from you. If Governors do not uphold the Headteacher's decision, you will be given a date when your child will return to school.