

Exclusions from School



A brief guide for parents and young people

**This booklet does not apply to 16-19
Academies or 6th Form Colleges**



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Exclusion is a serious step for a head teacher to take and can be very worrying for both child and parents. Head teachers should consider why the incident took place e.g. bullying.

Children should only be excluded if:

- ◆ They have seriously broken the school's Behaviour/Discipline Policy — you can ask school for a copy
- ◆ It would seriously harm their education or welfare or that of others if they also were to remain at school

Children can be excluded for their behaviour outside school

Children should not be excluded for:

- ◆ Having a disability or special education need (SEN) that the school feel they are unable to meet
- ◆ Not doing well with school work
- ◆ Their gender, race, religion, or becoming pregnant
- ◆ Parent's behaviour

An exclusion **cannot** be lengthened until the pupil meets certain conditions, e.g. admitting guilt or apologising.

You should not be asked to keep a child at home because:

- ◆ School cannot meet their special educational needs or disabilities
- ◆ There is an Ofsted inspection or exams

If a child has SEN, school should be checking they are having the right support to avoid exclusion. If they have an Education, Health and Care Plan (EHCP) or still have a Statement an interim review should be held if they are at risk of being excluded.

Depending on what has happened the head teacher can exclude a child either for a fixed term or permanently. For the first 5 days they must not be in a public place during the school day.

Fixed term exclusion

This means that there is an exclusion for a certain number of days. The most they can be fixed term excluded in one school year is 45 days in total. If it happens again they may be permanently excluded.

For the first 5 days, work should be set and marked by school. From day 6 onwards work given should be suitable and full time.

Permanent exclusion

This is a more serious step for a head teacher/principle to take.

A child should only be permanently excluded for a one-off offence in very serious circumstances or after a number of fixed term exclusions when the school feels it has tried everything it can to keep a child in school.

For the first 5 days after the exclusion, school should send suitable work home. From day 6 onwards it is the Local Authority's responsibility to provide suitable full time education. You have the right to be consulted and to say which school you would prefer them to attend.





Exclusions

Parents should be involved at all stages

Immediate contact

Letter with reasons for exclusion and

Fixed Term

Lunchtime counts as ½ day exclusion

1-5 days

5½ - 15 days

5½ - 15 days

Governing body may agree to a meeting if requested by parents/carers, or you may write to the Chair of Governors/Trustees

Meeting of Governing body

Within 6-50 school days (if parents ask)

Within 15 school days of being told

Exceptionally a Chair of Governors/Trustee

Support should be in place w

Complaints from School

Stages of the process in school and at Governors meetings

Initial contact from school

Letter and parents' rights explained, sent within one day

Permanent

A meeting of the Governing body to be held within 15 school days

Parents appeal to Special Education and Disability Tribunal if they believe there is disability discrimination

Independent Review Panel if requested by parents/carers. An SEN expert may attend if requested when appealing

Local Authority must arrange suitable full-time education from the 6th day

Trustees can re-instate if a public exam would be missed

Support when your child returns to school

What can you do if you do not agree?

You can put your case to the Governing Body of the school. For an exclusion of less than 5½ days they do not have to meet with you but must consider your views

Independent Review Panel (IRP)

If the governors agree with the permanent exclusion, then you may ask for an IRP. The IRP may direct the Governors to look at their decision again. You can ask for a SEN expert to be at the IRP if you believe a child has SEN. They can give neutral advice at the panel meeting.



Further Information

**Children's Services
Exclusion Helpline**

01603 303333

exclusions@norfolk.gov.uk

ACE provides independent
advice and information for
parents on
education issues

www.ace-ed.org.uk

Coram Children's Legal Centre provides free legal advice and
information to parents on education matters

Helpline: 0300 330 5485

Government guidance :

www.gov.uk/government/publications/school-exclusion

**If your child has been excluded from school and
has special educational needs and/or disabilities,
please ring**

Norfolk SEND Partnership IASS on:

01603 704070





We also:

- ◆ Produce a newsletter each term
- ◆ Have information leaflets available on our website
- ◆ Ensure the views of children, young people and parent/carers are represented when influencing SEND policy and practice

Contact us:

Norfolk SEND Partnership

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Disclaimer: This is a guide and should not be treated as legal advice. Although SEND Partnership makes all reasonable efforts to ensure that the information contained in this booklet is accurate and up to date at the time of publication we cannot accept responsibility suffered as a consequence of any reliance placed upon it.

**If you need this leaflet in another format or language please contact us
and we will do our best to help.**

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