

## Where can I read more about exclusions?

When excluding pupils, maintained schools and academies must follow the statutory government guidance, 'Exclusion from maintained schools, academies and pupil referral units in England'— September 2017

[www.gov.uk/government/publications/school-exclusion](http://www.gov.uk/government/publications/school-exclusion)

## What can I do if I have concerns about my child being excluded?

Talk to someone at the school such as a tutor, Head of Year or the Head teacher. They will always discuss your concerns.

If your child has special educational needs, the school's Special Educational Needs Co-ordinator (SENCO) can advise on additional support and ways to assess your child's needs, drawing on the advice of outside agencies where appropriate.

The Placement and Exclusion Team in Stockton provide advice on exclusion procedures, preventative measures and other relevant issues. Please see contact details overleaf.

## My child has been excluded from school for short periods of time and is at risk of permanent exclusion. Can this be prevented?

If the school has concerns about your child's behaviour it should try to identify whether there are any reasons behind this and intervene early in order to reduce the need for further exclusion. The school should consider an Early Help assessment that goes beyond a child's educational needs. This may result in additional support for your child.

## My child's Special Educational Needs are not being met and this is resulting in exclusions. What can I do?

If you need to complain about a school or an academy, you should first approach them direct and follow their complaints procedure. This should be published on their website. You can use the 'Get information about schools' service to find the school's website and view their complaints procedure.

## Sources of help and information

### Placement and Exclusion Team

Kath Reach  
Placement and Exclusion Officer  
01642 524975 or 527133

### SEN & Engagement Team

(support for parents/carers of children with special educational needs)  
01642 527145 or 527127

### SENDIASS

Special Educational Needs and Disabilities Information, Advice and Support Service  
01642 527158

[SENDIASS@stockton.gov.uk](mailto:SENDIASS@stockton.gov.uk)

### Youth Direction

Our Youth Support Team provides coordinated support to young people aged 8 to 19 years and up to 25 years if a young person has a learning difficulty and/or disability.  
General Enquiries 01642 677600  
[youthdirection@stockton.gov.uk](mailto:youthdirection@stockton.gov.uk)

### ACE

Advisory Centre for Education can be contacted on 0300 0115 142 and also on [www.ace-ed.org.uk/](http://www.ace-ed.org.uk/)

### Independent Parental Special Education Advice

[www.ipsea.org.uk/](http://www.ipsea.org.uk/)

### Coram Children's Legal Centre

Provide free legal advice and information to parents on education matters, including exclusion. Their advice line is available on 0300 330 5485 and is open from 8.00am to 6.00pm Monday to Friday. They can also be contacted on [www.childrenslegalcentre.com](http://www.childrenslegalcentre.com)

# Exclusion from School

## Information for Parents and Carers

September 2018



## Exclusion from school

Exclusion can be a worrying, upsetting and difficult time for you and your child. This leaflet will explain exclusions and the support that is available to you.

### What does exclusion mean?

Exclusion is used by the school when a pupil has breached the school's behaviour policy. For all exclusions, the pupil is not allowed onto the school site for the period of exclusion unless specific permission has been given by the school.

There are three types of exclusion:

**Fixed period exclusion**—a specified number of days when a pupil is not allowed into school.

**Lunchtime exclusion**— a specified number of lunchtimes when a pupil is not allowed into school.

**Permanent exclusion**—used in extreme cases when a Head teacher has decided that a pupil should not remain at the school due to serious or persistent breaches of the school's behaviour policy and that allowing the pupil to remain would harm the education or welfare of the pupil or others in the school.

### Being informed about the exclusion

In all cases when your child has been excluded, you will be informed by the school in writing. The letter provides key information including:

- The type of exclusion;
- The length of exclusion;
- The reason for the exclusion;
- Parents' responsibilities during the exclusion;
- The arrangements made by the school to provide work during the first five days of an exclusion;
- Parents' rights to make representations to the governing body and how this may be done;
- Details of available impartial advice and guidance on the exclusion progress.

For permanent exclusions, or exclusions amounting to more than 15 days in one term, this letter will also include details of the governors' meeting that must be held to review the Head teacher's decision to exclude your child.

### What about my child's education?

Government guidance says that your child's school should take reasonable steps to set and mark work for the first five days of an exclusion from school.

If your child is excluded for more than five consecutive days, government guidance states that full-time education must be provided by the school from the sixth day of exclusion. In the case of a permanent exclusion, this must be provided by the Local Authority. The school will inform you in writing of these arrangements.

### Can my child go out during the exclusions?

It is important that your child stays at home and is not in a public place during school hours for the first five days of an exclusion. If they are found in a public place without good reason, you may be issued with a penalty notice and a fine of £60. Failure to pay such a fine within 28 days will mean it increases to £120; continued failure to pay could result in you appearing before a court.

### Can the exclusion be challenged?

Yes, if you feel that the exclusion was unfair, you may make representations to governors. Details of how to do this will be in the exclusion letter. How the governors respond to your representations depends on the length of the exclusion period.

*For exclusions of 5 days or less in a term*

*The governors **must** consider your written representations but do not have to meet with you*

*For exclusions of between 5½ and 15 days in a term*

The governors **must** meet to review the exclusion if you request it and you will be invited to attend this meeting.

*For exclusions over 15 days and for permanent exclusions*

The governors **must** meet to review the exclusion and **must** invite you to the meeting.

If you wish, a friend and/or representative can attend this meeting with you. Your child can also attend and participate in the meeting.

This meeting **must** be held within the first 15 school days following notification of the exclusion.

### What happens at the governors' meeting?

Governors take their responsibility very seriously when reviewing exclusions.

They invite the Head teacher to give their reasons for the exclusion.

They may ask the Head teacher to explain the support that the school has offered to your child in order to avoid exclusion.

They will also give you the opportunity to give your view about the exclusion, and to ask questions.

They can then make one of two decisions.

1. To uphold the Head teacher's decision, or
2. To overturn the Head teacher's decision.

If the governing body overturn the exclusion they will place a copy of their findings on your child's school record if the exclusion was for 5 days or less. For all other exclusions the governing body can direct that your child returns to school if they have not already done so.

If your child has been permanently excluded and this decision was upheld by the governing body, you have the right to ask for the decision to be reviewed by an independent review panel.

You will be given details about this in the letter from the governing body informing you of their decision following a permanent exclusion.