

APPENDIX 1

LEA EXCLUSION TIME-TABLE CHART

	FIXED-PERIOD, 5 days or less in total in any one term (where no examination)	FIXED-PERIOD, adding up to more than 5 days and up to 15 days in one term	FIXED-PERIOD, over 15 days (or totalling more than 15 in one term)	PERMANENT (including conversion from fixed period)
HEADTEACHER	1. Inform parents/carers of length/reason for exclusion, of right to make representations to Pupil Discipline Committee, how they may do so and who to contact <i>model letter 1 & see footnotes 1-3</i>	1. Inform parents/carers of type/length/ reason for exclusion, of right to make representations to the Pupil Discipline Committee, how they may do so and who to contact <i>model letter 2 & see footnotes 1-3</i>	1. Inform parents/carers of type/length/ reason for exclusion, of right to make representations to Pupil Discipline Committee, how they may do so and who to contact <i>model letter 3 & see footnotes 1-3</i>	1. Inform parents of type/reason for exclusion, of right to make representation to Pupil Discipline Committee, how they may do so and who to contact <i>model letter 4 & see footnotes 1-3</i>
	2. Inform Education Bradford, Form Ex1	2. Inform Education Bradford, Form Ex1	2. Inform Education Bradford, Form Ex1	2. Inform Education Bradford, Form Ex1
	3. Make arrangements for setting and marking work	3. Make arrangements for setting and marking work	3. Make arrangements for setting and marking work	3. Make arrangements for setting and marking work
		4. Inform Clerk to the Governing Body	4. Inform Clerk to the Governing Body	4. Inform Clerk to the Governing Body
CLERK	5. Set up PDC meeting only if parents request	5. Set up a PDC meeting between the 6th and 50th school day , if parents wish to make representations, following the exclusion notification	5. Set up PDC meeting between the 6th and 15th school day following the exclusion notification	5. Set up a PDC meeting between the 6th and 15th school day following the exclusion notification
		6. Invite parents/carers to PDC meeting	6. Invite parents/carers to PDC meeting	6. Invite parents/carers and Education Bradford's representative to the PDC meeting
		7. Circulate documentation to all parties	7. Circulate documentation to all parties	7. Circulate documentation to all parties
HEADTEACHER		8. Ensure all documentation (including statements) made available to Clerk to forward to Pupil Discipline Committee, parents/carers and Education Bradford	8. Ensure all documentation (including statements) made available to Clerk to forward to Pupil Discipline Committee, parents/carers and Education Bradford	8. Ensure all documentation (including statements) made available to Clerk to forward to Pupil Discipline Committee, parents/carers and Education Bradford
GOVERNING BODY	9. Consider exclusion if parents request. Cannot direct reinstatement	9. Consider exclusion and whether to direct reinstatement	9. Consider exclusion and whether to direct reinstatement	9. Consider exclusions and whether to direct reinstatement
		10. If pupil reinstated, give directions to Headteacher and inform parent and Education Bradford 10A If not reinstated, inform parent (and Headteacher and Education Bradford)	10. If reinstated, give directions to Headteacher and inform parent and Education Bradford 10A If not reinstated, inform parent (and Headteacher and Education Bradford)	10. If the Pupil Discipline Committee upholds Headteacher's decision, advise parents of right to appeal; and notify parents and Education Bradford of decision
HEADTEACHER		11. Comply with any Discipline Committee resolution to reinstate at earlier date	11. Comply with any Discipline Committee resolution to reinstate at earlier date 11A If pupil is reinstated, call a meeting with his/her parents to plan reintegration	11. If pupil is reinstated, call a meeting with her/his parents to plan reintegration 11A If exclusion upheld, send Form Ex3 to Education Bradford

Footnotes:

1. The parent must be immediately notified of exclusion, ideally by telephone followed up by a letter within one school day.
2. Where the pupil resides outside the Bradford Metropolitan District the home LEA must also be notified.
3. Where a pupil's exclusion would result in him/her losing an opportunity to take a public examination the Headteacher must notify the parents as usual, and also inform Education Bradford, and the Pupil Discipline Committee of the exclusion. The normal time limits do not apply and the Committee must try and meet before the public examination. If it is not practicable for the Committee to meet, the Chair of the Committee can make a decision on the exclusion.

