

What should I do next?

When you receive the letter of notification of exclusion:

Talk with your child

Check the exclusion details

Decide if you wish to discuss the exclusion with the school governors(for exclusion beyond 5 school days)

Attend the governors discipline committee hearing– you must notify the clerk to the governors in advance (as per notification letter) if you wish to attend.

What is a discipline committee?

This is a group of three or five governors from your child's school who will consider the Head Teacher's decision to exclude your child for a fixed number of school days., dependant upon the length of the exclusion.

You do not have to attend and have a right to take along a friend or advocate to the meeting.

Further information and advice

Local Authority advice at :
Behaviour Support Service
The Social Inclusion Team
The Teacher's Centre
Rydley Street
Bolton
Tel: 01204 332281

Or you may wish to source independent advice at ;

The Advisory Centre for Education (ACE).
An independent national advice centre for parents of children in state schools. They offer information and support on state education in England and Wales, including exclusion from school.

Tel : 0207 704 9822 or
www.ace-ed.org.uk

Or locally at;
Parent Partnership
Nichola Pearcey on
01204 848722



Fixed - term Exclusions from School

A parent's/carers guide

Exclusion can be a difficult and worrying time for you and your child.

This leaflet will guide you through the exclusion process.

What is an exclusion?

An exclusion is when the Head Teacher whilst carrying out the duty to maintain good order of a school exercises his/her right to punish a child for a serious

offence, which falls outside the boundaries of acceptable behaviour, as outlined in the schools behaviour policy. This can be permanent or for a fixed period of schooldays.

A decision to exclude a pupil should be taken only:

- a) In response to serious breaches of the school's behaviour policy
- b) If allowing the pupil to remain in school would seriously harm the education or welfare of the pupil or others in school.

Only the Head Teacher (or in the absence of the Head Teacher the acting head teacher) can exclude a pupil

Exclusions should be used only as a last resort when all other alternatives have been exhausted.

For exclusions which total 15 school days or under in one term the governors will only review, if you put your case to them.

When exclusion is not appropriate?

Exclusions should not be used for:

- a) Minor incidents such as failure to do homework or to bring dinner money
- b) Poor academic performance
- c) Lateness or truancy
- d) Pregnancy
- e) Breaches of school uniform rules or rules on appearance, except where these are persistent and in open defiance of such rules.
- f) Punishing pupils for the behaviour of their parents, for example where parents refuse, or are unable, to attend a meeting.

How do I find out if my child is excluded?

Within one day the Head Teacher should send a letter which must include:

- The precise period of the exclusion
- The reasons for the exclusion
- Your right to state your case to the governors and how to go about this

Will my child continue to receive education?

The school's obligation to provide education continues while the pupil is on the roll, and must be met during a fixed term exclusion. In cases of more than one day's exclusion, work should be set and marked. It is your responsibility to ensure that this work is collected, completed and returned by the due date.

Remember your son/daughter is not permitted to enter school premises at this time.

Cooling off periods

'Where a pupil is sent home for disciplinary reasons for part of a school day, some Head Teachers have viewed this as a cooling off period and have not taken action to exclude the pupil formally. There is no basis for this legally. Informal or unofficial exclusions are illegal'

Regulations do not state a minimum length of exclusion. If pupils are sent home in response to a breach of discipline, even for short periods of time, this must be recorded as an exclusion.