

Where can I read more about exclusions?

Schools exclusions must follow the government guidance. For exclusion from maintained schools, academies and pupil referral units in England see:

www.education.gov.uk/schools/pupilsupport/behaviour/exclusion

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

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

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

The Education Inclusion Service provides advice on exclusion procedures, preventative measures and other relevant issues.

Telephone: 01452 427360
Email: schoolexclusions@gloucestershire.gov.uk

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

If the school has concerns about your child's behaviour they 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 using the Graduated Pathway that goes beyond a child's educational needs. This might result in a Pastoral Support Plan or an individual behaviour plan, e.g. My Plan /My Plan+.

Other sources of help and information:

SENDIASS Gloucestershire is a free service offering information, advice and support to parents and carers of children with Special Educational Needs.

Webpage: www.sendiass.org.uk
Freephone: 0800158 3603 (except mobiles)
Telephone: 01452 389345

Coram Children's Legal Centre

Free legal advice and information for parents on education matters, including exclusions.

Telephone: 0300 3305485
Website: <https://childlawadvice.org.uk/>

ACE Education

Telephone: 0300 0115 142
Webpage: [Error! Hyperlink reference not valid.](#)

The National Autistic Society (Schools Exclusion Service (England))

Telephone: 0808 800 4002
Email: schoolexclusions@nas.org.uk
Website: <https://www.autism.org.uk/services/helplines/school-exclusions.aspx>

Independent Parental Special Education Advice

Webpage: www.ipsea.org.uk/

Youth Support Team

Supports children and young people aged 10-19 years old

Telephone: 01452 547540
Webpage: youthsupportteam.co.uk
Email: info.glos@prospets.co.uk

Exclusion from School

Information for Parents and Carers

July 2021

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. In all exclusions, the pupil is not allowed onto the school site for the period of the exclusion unless specific permission has been given by the school. There are two types of exclusion:

- **Suspension**

A specified number of days or lunchtimes when a pupil is not allowed into school.

- **Permanent exclusion**

When the headteacher has decided that a pupil should not continue at the school 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. This letter provides key information including:

- the length of exclusion
- the reason for the exclusion
- parents' responsibility during the exclusion
- the arrangements made by the school to provide work for during the first five days of an exclusion
- the date your child should return to school (unless excluded permanently)
- parents' right to appeal to the governing board
- contact details of those professionals who can provide you with impartial advice and guidance on the exclusion process)

For permanent exclusion, and suspensions totaling 15 days or more in one term, this letter will also include details of the governors' meeting that has to 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 must provide school work, and arrange for it to be marked, for the first five days of an exclusion from school.

The government guidance states that if your child is suspended for more than five days then full-time education must be provided from the sixth day. The school will inform you in writing of these arrangements. If your child is permanently excluded the local authority will arrange alternative provision from the sixth day.

Can my child go out during the exclusions?

It is important that your child stays at home and is not in any public place during school hours for the first five days of the exclusion. If they are found in a public place without good reason, you may be issued with a notice and a fine of £60. Failure to pay within 28 days will mean the fine 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 by making representations to governors. Details of this will be in the exclusion letter.

How do I challenge the exclusion?

In all exclusions you have the right to put your case in writing to the school governors. In every case the governors must consider your written points. How the governors respond to your letter depends on the length of the exclusion period.

- **For suspensions of 5 days or less**

The governors do not have to meet with you but may agree to a meeting if you request it.

- **For suspensions of between 5½ and 15 days**

The governors must meet to review the exclusion and invite you to attend this meeting if you request it.

- **For suspensions over 15 days, including permanent exclusions**

The governors automatically review the exclusion. The governors must invite you to the meeting. If you wish, your child and a friend of yours can attend this meeting with you. This meeting must be held within the first 15 school days following the exclusion.

What happens at the governors' meetings?

Governors take their responsibility very seriously when reviewing exclusions. They invite the headteacher to give the reasons for the exclusion.

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

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

They can then make one of two decisions:

- **To uphold the head teacher's decision**

If your child has been excluded permanently, and this decision was upheld by the school governors, you have a right to ask for the decision to be reviewed by an independent review panel. You will be given details about this in the governors' letter informing you of their decision following a permanent exclusion

- **To overturn the head teacher's decision**

If the governors overturn the exclusion they will place a copy of their findings on your child's school report if the suspension was for 5 days or less. For all other exclusions the governors can direct that your child returns to school.

Further information and guidance on Governor Disciplinary Meetings can be found on our Permanent Exclusion leaflet-

<https://www.gloucestershire.gov.uk/education-and-learning/school-attendance-and-exclusions-and-welfare/what-to-do-if-your-child-is-excluded-from-school/>