

# **School Exclusions**

**Parent  
Partnership  
Service**



**A Guide for Parents whose  
children have been excluded  
from school**

## School Exclusions

Exclusion can be a worrying, upsetting and difficult time for you and your child or young person. 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:

**Fixed period exclusion** – a specified number of days or lunchtimes when a pupil is not allowed into school. Up to a maximum 45 days in a school year.

**Permanent exclusion** – when the head teacher has decided that a pupil has seriously broken the school's behaviour policy and should not continue at the school, and that allowing the pupil to remain in school 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 must 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 arrangement for provision of suitable full-time education from the 6th day of a permanent exclusion or a fixed term exclusion of more than 5 days
- the date your child should return to school (unless excluded permanently)
- parents' right to appeal to the governing body
- contact details of those professionals who can provide you with impartial advice and guidance on the exclusion process including the Parent Partnership Service.

For permanent exclusion, and exclusions of 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.

#### *For exclusions of 5 days or less in the term*

There is no automatic right to meet the Governors. Parents can put their case in writing and ask to meet the Governors.

#### *For exclusions of between 5½ and 15 days in any term*

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

#### *For exclusions over 15 days in any term, 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 between the 6th and 15th school day following the exclusion.

### **What happens at the governors' meetings?**

- Governors take their responsibility very seriously when reviewing exclusions.
- They invite the head teacher 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 state your case, 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 governors overturn the exclusion they will place a copy of their findings on your child's school report if the exclusion was for 5 days or less. In all other exclusions the governors can direct that your child returns to school.

If your child has been excluded permanently, and this decision was upheld by the school governors, you have a right to appeal to an Independent Appeal Panel.

### **What about my child's education?**

Government guidance says that for the first five days of an exclusion from school your child's school must provide school work, and arrange for it to be marked.

If your child is excluded for more than five days, or permanently excluded, the government guidance states that full-time education must be provided from the sixth day. In Bath & North East Somerset, this educational provision is The Assessment and Placement Service provided by the Specialist Behaviour Service and they will contact you to discuss the arrangements for your child's education.

### **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 £50. Failure to pay within 28 days will mean the fine goes up to £100 and 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. Exclusion should not be used for minor incidents (lateness, poor academic performance, no homework or truancy)

### **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 exclusions of 5 days or less*

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

### **Where can I read more about exclusions?**

Schools exclusions must follow the government guidance. 'Improving Behaviour and Attendance: Guidance on Exclusion from Schools and Pupil Referral Units 2008' is available to download from the website [www.education.gov.uk/schools/pupilsupport/behaviour/exclusion](http://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 Co-ordinator (SENCO) can advise on additional support and ways to assess your child's needs.
- **The Parent Partnership Service (PPS)** is a free service offering information, advice and support to parents and carers when children and young people are involved in exclusion from school

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

The government guidance recommends that schools provide additional support to prevent a child being permanently excluded. These preventative strategies could include: -

- Changes of teaching groups, sets or curriculum.
- Pastoral Support Plan
- Managed Move
- Restorative justice

### **Can school ask me to take my child home at lunchtime?**

Schools can exclude a pupil for disruptive behaviour at lunchtime. Lunchtime exclusions are counted as a half day exclusion to trigger governing body committee meetings but do not count toward the duty to provide full education from Day 6. If your child is in receipt of free school meals then school should make arrangements for the child to receive a meal, e.g., a packed lunch.

## Sources of help and information

### Bath & North East Somerset

**Parent Partnership Service (PPS)** offers impartial and confidential support to the parents of children and young people aged 0-19 when a child or young person has either been permanently excluded or fixed term excluded sufficiently to be called to a Governor's meeting.

Helpline: **01225 394382**

**Monday to Thursday from 10am to 3pm term time only.**

Email: **parent\_partnershipservice@bathnes.gov.uk**

### National

#### **The Children's Legal Centre**

Provide free legal advice and information to parents on education matters, including exclusions. They can be contacted on 0808 802 0008 or on [www.childrenslegalcentre.com](http://www.childrenslegalcentre.com)  
The advice line is open from 8.00 am to 8.00 pm Monday to Friday

#### **ACE (The Advisory Centre for Education)**

ACE believes in a fair education system for all. It provides independent advice to parents/carers of children in state-funded schools who are experiencing difficulties such as bullying, SEN, admissions and exclusion from school.

ACE Advice Line **0808 800 5793**

Exclusion Advice Line **0808 800 0327**

**Telephone advice lines are open Monday to Thursday from 10am to 1pm.**

**[www.ace-ed.org.uk](http://www.ace-ed.org.uk)**

Parent Partnership Service  
PO Box 25  
Riverside  
Temple Street  
Keynsham  
Bristol  
BS31 1DN

**Helpline:**  
01225 394382

**Helpline Hours:**  
Monday to Thursday 10.00am - 3.00pm  
Term-time only  
There is an answerphone available outside of  
these hours

**Email:**  
[parent\\_partnershipservice@bathnes.gov.uk](mailto:parent_partnershipservice@bathnes.gov.uk)

**Website:**  
[www.bathnes.gov.uk](http://www.bathnes.gov.uk)

This document about Exclusions can be made available in a range of community languages, large print, Braille, on tape, electronic and accessible formats.