

## What happens next?

The clerk to the governors will contact you to invite you and your child to a governor's disciplinary meeting. This must be held to review the head teacher's decision to permanently exclude your child. The meeting has to take place within 15 school days from the date the exclusion was issued but it should be arranged for a time and date that is convenient to you. You should try to attend the meeting as it is an opportunity to put your views forward about the exclusion. Your child does not have to attend if you do not think this is a good idea. If you want to take someone with you to support you or to help you present your views, please tell the Clerk a few days before the meeting. If your child has a social worker they must also receive an invite to attend the meeting to support you and provide any information needed.

## Why must a Governors Disciplinary Meeting take place?

The governors disciplinary meeting must take place so that the governors can review the head teacher's decision to permanently exclude your child. The purpose of the meeting is for the governors to listen to the views of you, the school and your child, and anybody else invited to contribute, before they make a final decision on whether they will uphold the permanent exclusion or not. The governors decide whether or not your child will be 'reinstated' (can return to school)

*Next leaflet: Governors Disciplinary Meeting*

## Useful contacts:



### Exclusions Guidance

<https://www.gov.uk/government/publications/school-exclusion>

### Rotherham Exclusion Team

Telephone: (01709) 808004

**SENDIASS (SEN and Disability Information, Advice and Support Service)** Telephone: (01709) 823627

### SEND Local Offer

<http://www.rotherhamsendlocaloffer.org>

**ACE education runs a limited advice line service on Monday to Wednesday from 10 am to 1 pm during term time. Information can be found on the website: <http://www.ace-ed.org.uk/> telephone: 0300 0115 142**

**The Coram Children's Legal Centre**  
Website: [www.childlawadvice.org.uk](http://www.childlawadvice.org.uk)

## Rotherham Exclusion Team

## The Permanent Exclusion Process

**Information Leaflet  
for Parents and carers**

## What is a Permanent Exclusion?

Permanent Exclusion is serious, it means that a pupil can no longer attend that school. Only a school's head teacher (or a named deputy if the head teacher is not on the school site) can exclude a pupil. A head teacher may decide to permanently exclude a pupil only when they are sure that:

- ♦ the pupil has seriously or persistently broken the school's behaviour policy;

AND that

- ♦ the pupil remaining in school would seriously harm the education or welfare of the pupil or others in the school

## Can my child be permanently excluded for a serious first incident?

Permanent exclusion would, in most cases, be used as a last resort after all other strategies have been exhausted, they usually follow several suspensions. However, sometimes a pupil may do something so serious that, in the head teacher's opinion permanent exclusion is justified to protect staff and/or other pupils at the school. The head teacher

Your child and anyone else who saw what happened should have been asked to write down their version, an account, of the incident. These statements should be signed and dated by the people writing them, unless there is good reason not to do so, in which case they should be dated and other forms of identity used for confidentiality.

## How am I told that my child has been permanently excluded?

Once the head teacher has decided to permanently exclude your child the school should contact you immediately to inform you of the decision. The exclusion will usually start from the following school day but could start on the day of the incident. The head teacher must then write to you without delay telling you:

- ♦ the specific reason for your child's permanent exclusion
- ♦ the date the exclusion begins
- ♦ who to contact for support and advice
- ♦ that the governors must meet to consider the exclusion and you and your child's right to attend this meeting to put forward your views in person; and that you can bring a friend or representative
- ♦ how education will continue to be provided
- ♦ your duty to supervise your child in school hours whilst they are excluded

You should also be notified without delay, and by the end of the afternoon session:

- ♦ that you must make sure your child stays at home (i.e. not in a public place without reasonable justification) during what would normally be school hours and that you can be fined or taken to court, if your child is found outside the home during these hours.

If your child has a social worker they should also be informed.

**Please note** if your child is currently or has ever been looked after by the Local Authority the virtual school will also be notified of their permanent exclusion.

## What happens to my child's education when they have been permanently excluded?

The school should take reasonable steps to set and mark work for your child during the first five days of an exclusion. How to access and return completed school work will be set out in the permanent exclusion letter. Any work set should be accessible and achievable by pupils outside of school. From day six of the exclusion the Local Authority is responsible for the education of any pupil of compulsory school age. You will be contacted by the Local Authority to discuss this and be notified of the arrangements for your child.