

How will I be informed of the final decision?

The Clerk will write to you and to the Local Authority and social worker if applicable telling you whether the head teacher's decision to exclude has been upheld or not. The letter will set out the decision, the reasons for it and how you can request a review of the decision should you wish to. If governors do not uphold the head teacher's decision, your child will be returning to school, the governors may set out a date when this will happen or issue it with immediate effect.

What if I don't agree with the Governor's Decision?

If the exclusion is upheld by the governors you have the right to request a review by an Independent Review Panel (IRP). You may also request for a Special Educational Needs (SEN) expert to be present at the review even if your child does not have any recognised Special Educational Needs. For Local Authority maintained schools, IRP hearings are arranged by the Schools Appeals Officer (SAO), however academies may arrange their own Independent Review Panel. You have 15 school days after you receive the decision letter to request a review; details of how to do this will be made clear within the decision letter.

Next leaflet: Independent Review Panel

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

Rotherham Exclusion Team

The Governor's Disciplinary Meeting

**Information Leaflet
for Parents and carers**

What is a Governor's Disciplinary Meeting

A governor's disciplinary meeting has to take place after a permanent exclusion has been issued by the head teacher.

At least 3 of the school's governors will attend the meeting along with school staff, yourself and your child (if felt appropriate); a representative from the Local Authority may also attend. If your child has a social worker they will also be invited. During the meeting the governors follow guidance from the government and the school's behaviour policies. Governors consider the views of you, the school and those of your child (if he/she wants to attend or make a written statement to the GDM). And anybody else asked to contribute. At the end of the meeting the governors decide whether to uphold the head teacher's decision or to allow your child to return to school.

Please note if your child is currently or has ever been looked after by the Local Authority the virtual school will also be invited to the meeting.

Will I be invited to the Governor's Disciplinary Meeting?

The clerk to the governors will contact you to invite you and your child to the governor's disciplinary meeting. If your child has a social worker they must also be invited. The meeting must be held within 15 school days of the exclusion being 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 your chance to give the governors your views on the exclusion. Your child does not have to attend the meeting if you do not think this is a good idea. However, if you want to take someone with you to support you, please tell the clerk before the day of the meeting. The disciplinary meeting will still take place even if you do not want to attend it.

What will happen at the meeting?

- ◆ The chair of the meeting will introduce themselves and explain the procedure that will be followed. They will then ask everyone present to introduce themselves
- ◆ The head teacher will then give an explanation of the incident which led to the permanent exclusion. You will then be asked if you have any questions to ask about what has been said. Your representative can do this on your behalf if you prefer
- ◆ You or your representative will then be invited to state your views, your child may also state their views if you feel that it is appropriate. You may then be asked questions about what you have said
- ◆ If invited to do so, the Local Authority may ask questions and be invited to speak
- ◆ Your social worker, if you have one, will also be invited to contribute
- ◆ The head teacher will summarise the case for permanent exclusion
- ◆ You will be asked to summarise your views
- ◆ The chair will bring the meeting to a close and thank everyone for attending
- ◆ Everyone except the governors and the clerk will leave the room
- ◆ Governors will consider the evidence that has been presented and reach a decision

You may be sent a copy of the meeting agenda before the meeting

What evidence will be given?

The school will provide a pack of evidence called an EP1 to governors, parents and the Local Authority; this should be received at least 5 school days before the meeting.

This pack will include the details of the incident that led to the exclusion, including any witness statements. In addition any previous suspensions your child may have received, behaviour and attendance information, details of the support that the school has given or offered to your child to help with their behaviour and learning, should all be provided in the EP1.

How do I put my views to Governors?

You can give your views in person at the governor's disciplinary meeting. This can be done by you, a friend or a representative reading out your statement; they could also ask any relevant questions if you are happy for them to do so.

You must always be invited to a governor's disciplinary meeting but you do not have to attend. If you decide not to attend but want to give governors your views you can do this by sending a written statement to the clerk to the governors before the meeting. Your statement will then be read and considered by the governors. If you want to attend but are unavailable on the date arranged, speak to the clerk to the governors as soon as possible to try to arrange a date which is more convenient for you.