

What is a fixed term exclusion?

A fixed term exclusion is always for a set number of days. A head teacher can sometimes exclude for lunchtimes only if behaviour during this period is inappropriate. A lunchtime exclusion is considered to be the equivalent of half a day.

During the first five days of a fixed term exclusion your child must remain at home. It is your responsibility to make sure your child remains at home and is not present in a public place during school hours.

From day six of a fixed term exclusion the Local Authority your child resides in will organise alternative full time education for him/her.

The maximum amount of time that any child can be excluded from school for a fixed term is 45 school days in an academic year. This may be either a single exclusion of 45 days or a number of exclusions, which together total 45 school days.

How will you know if your child has been excluded?

You will receive a letter from the head teacher of the PRU. This will tell you the length of the exclusion and the reason for it. It will also tell you of your right to make representations to the Local Authority. You should also be contacted by telephone wherever possible.

Education during exclusion

If the exclusion is for more than one day, the PRU will arrange for some work to be provided. It is your responsibility to see that this work is completed and returned. This should be marked and more work provided.

If the exclusion is for more than five days, your child is entitled to full time education from day six onwards. It is the Local Authority's responsibility to provide this and details should be in the exclusion notification letter.

The Local Authority has a legal duty to provide suitable full time education from day six of a fixed term exclusion.

Making representations

You can write to the Head of Access at the Local Authority, giving your views on the exclusion.

For a fixed term exclusion that takes the total number of days to more than 15 in a term, the Local Authority must arrange a meeting to take place within 15 school days following the exclusion, which you will be invited to.

Who attends the Local Authority meeting?

Three Local Authority representatives will meet to decide if the exclusion was appropriate, and a clerk will be present to take notes.

The Head teacher from the PRU and you will be invited.

You may take someone with you for support (including legal representation), but let the Authority know in advance.

The Decision

The decision will be sent to you without delay, preferably within one school day. They are not allowed to attach conditions to the decision.

In many cases, your child will have already returned to the PRU and a note of the decision will be placed on their school record.

If your child has not already returned, and the Authority has decided to reinstate your child, the PRU will arrange their return to school.

Public Examinations

If your child would miss a public examination, the Local Authority should meet before the date of the examination. Contact the PRU if this is the case.

Returning to the PRU

Your child should return to the PRU after the period of fixed term exclusion.

A fixed term exclusion may mean that your child is having serious behaviour difficulties.

The PRU will organise a reintegration meeting. At this meeting you will have the opportunity to discuss your child's behaviour and what you can do to help and support both your child and the PRU.

This meeting should take place if possible before the fixed term exclusion ends and your child returns to the PRU.

Children with Special Educational Needs

Head teachers should consider a pupil's Special Educational Needs when reaching the decision to exclude.

Support for parents of pupils with Special Educational Needs is available from the Oldham Parent Partnership Service, telephone 0161 770 3135.

Support and advice on all matters relating to exclusion from school is available from;

- Access Service
Level 12
Civic Centre
West Street
Oldham
OL1 1XJ

Telephone; 0161 770 3353

E-mail;

school.exclusions@oldham.gov.uk

- www.ace-ed.org.uk
- <http://www.childrenslegalcentre.com>
- <https://consumption.education.gov.uk/publications>



Fixed Term Exclusions

A Guide for Parents and Carers of Pupils attending a Pupil Referral Unit

Exclusion can be a very upsetting experience for you and your child. This leaflet will explain the process to you and contains contact details for further support and advice.