

### **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 school your child attends 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 school. 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 governing body of the school. You should also be contacted by telephone wherever possible.

### **Education during exclusion**

From the first day of exclusion, the school 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 school's responsibility to provide this and details should be in the exclusion notification letter.**

Your child's school has a legal duty to provide suitable full time education from day six of a fixed term exclusion, either on the school site or with an alternative provider.

### **Making representations**

You can write to the Governors' Discipline Committee, giving your views on the exclusion.

If a fixed term exclusion takes the total number of days to 6-15 for that term, you may request a meeting of the Governors' Discipline Committee and this would take place within 50 school days, following the exclusion.

For a fixed term exclusion that takes the total number of days to more than 15 in a term, the Governors' Discipline Committee must arrange a meeting to take place within 15 school days, following the exclusion.

### **Who attends the Governors' Discipline Committee meeting?**

At least three school governors will meet to decide if the exclusion was appropriate, and a clerk will be present to take notes.

The Head teacher, you and a representative of the Local Authority will be invited.

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

### **Governors' Decision**

The Governors decision will be sent to you within one school day. They are not allowed to attach conditions to the decision.

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

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

### **Public Examinations**

If your child would miss a public examination, the Discipline Committee should meet before the date of the examination. Contact the school if this is the case.

## **Returning to school**

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

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

The School 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 school.

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

## **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](mailto:school.exclusions@oldham.gov.uk)

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



## **Fixed Term Exclusions**

### **A Guide for Parents and Carers**

**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.**