

### **What is a permanent exclusion?**

A **permanent** exclusion from school is the last sanction available to a head teacher when, after appropriate investigation, they believe that a pupil has seriously breached the School Discipline Policy. It means that, unless the governors of the school direct otherwise, your child will not be allowed to return to the school.

Permanent exclusion is not a step that head teachers take lightly and they will have made the decision based on the facts that;

- it is in response to a serious breach of the school's discipline policy and;
- allowing your child to remain in school would seriously harm the education or welfare of your child or of others in the school, and usually;
- a range of alternative strategies have been tried and have failed.

A formal process has to be followed in the event of a permanent exclusion, and strict timescales are set by the Government for the various parts of the process.

**IT IS VERY IMPORTANT THAT YOU UNDERSTAND THE PROCESS OUTLINED IN THIS LEAFLET**

### **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 reason for the exclusion and your right to make representations to the governing body of the school. You should also be contacted by telephone wherever possible.

### **Making representations**

You can write to the Governors' Discipline Committee, giving your views on the exclusion. Or you can attend a meeting, which will take place within 15 school days after receipt of the exclusion notification letter, or you may do both.

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

At least three 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 without delay, preferably within one school day. They are not allowed to attach conditions to the decision.

The Governors can only make one of two decisions – to reinstate your child or uphold the head teacher's decision to permanently exclude.

If they have decided to reinstate your child, the school will arrange their return to school. If they have upheld the head teacher's decision, you will be told of your right to request an Independent Review Panel.

### **Independent Review Panels**

You have 15 school days in which to request a review from the date on which you receive the letter from the governing body informing you of its decision.

If you decide you want the case reviewed you must let the clerk to the Review Panel know in writing within the 15 school days, or your review will not be considered.

The independent review panel will consist of three members and will be able to make the following decisions;

- uphold the exclusion;
- recommend the exclusion be reconsidered;
- quash the decision to exclude and direct reconsideration.

A parent's guide to Independent Review Panels will be sent direct to you from the Local Authority.

### **Education during permanent exclusion**

During the first 5 days, 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.

During the first 5 days of a permanent 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 the sixth day the Local Authority have a legal duty to provide your child with suitable full time education.**

If the governors decide to uphold the exclusion, the Local Authority will continue to provide full time education for your child.

### **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.

### **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

Email;

[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>



## **Permanent Exclusions**

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

**Permanent 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.**