

TIMETABLE TO REVIEW EXCLUSIONS

Based on the number of school days in a term that the pupil has been excluded from school; lunchtime exclusions count as half a day

Informing the Governing Body and LA

The Headteacher must inform the governing body and the LA without delay, of:

- (a) permanent exclusions
- (b) fixed period exclusions of six days or more (or more than 10 lunchtimes)
- (c) exclusions which would result in the pupil missing a public examination

For all fixed period exclusions

- During the first five school days of any exclusion the school must set work to be completed at home by the pupil;
- From the sixth school day (not cumulative) of a fixed period exclusion the governors must arrange for suitable alternative full-time education until the pupil returns to school;

Fixed period exclusion of 5 days or less

- Unless the exclusion will result in the pupil missing a public examination, the Headteacher is only required to report such exclusions to the governors and LA once a term;
- Governors do not need to meet to consider the exclusion;
- If representations are received, the governors must consider them but are not required to meet and cannot direct re-instatement;
- The government guidance gives no indication as to when this meeting should take place, but advises that the governing body should respond promptly to any request from the parents;
- Update pupil's information on SIMS. Copy of exclusion letter to parents placed on pupil's file;

Fixed period exclusion of 6 - 15 days (or cumulative)

- The governors do not need to meet, unless the parents wish to make representations;
- The government guidance states that governors must meet to consider any such representations within 50 school days of receiving notice of the exclusion but, again, should respond promptly to any request from the parents;
- The governors can uphold or overturn the exclusion but cannot increase its length;
- Update SIMS. Copy of exclusion letter to parents should be forwarded to your District Inclusion Officer, as well as being placed on pupil's school file;
- If the parents make representations, following the meeting, the governing body must inform the parents without delay of its decision in writing, stating the reasons. Copy of this letter should be sent to your District Inclusion Officer.

Fixed period exclusion of 16 - 45 days (or cumulative) or permanent exclusion

- Exclusion notification form should be completed and emailed to your District Inclusion Officer together with a copy of the exclusion letter to parents;
- Governors must meet within 15 school days of receiving notice of the exclusion and must decide whether or not to uphold the exclusion;
- Parents and LA* must be invited to the meeting. Meeting must take place even if parents do not wish to attend;
- Taking into account pupil's age and understanding, he/she should be enabled and encouraged to attend;
- The governors can uphold or overturn the exclusion, but cannot increase the length of a fixed period exclusion;
- Following the meeting the governing body must inform the parents and LA without delay of its decision in writing, stating the reasons. Update SIMS.
- Where the governors uphold a permanent exclusion, the parents have the right to ask for the decision to be reviewed by an independent review panel.

* Local Authority is not invited to this meeting if school is an Academy

NB: If any exclusion would cause the pupil to miss a public examination, the school should consult with the Education Service, in order to explore possible alternatives.