

## Who can I get advice from?

### The Local Authority (LA)

The LA can be contacted for advice on the process and procedures around exclusion. A representative of the LA will endeavour to attend all Governors meetings for permanent exclusions and fixed term exclusions of more than 15 days. Their role is to advise the Governors and to ensure that the school has followed DfE guidance. The LA representative will also attend any Independent Appeal Panels.

Principal Officer or Support Officer – Behaviour Service and Exclusions  
2nd Floor, Perceval House  
14/16 Uxbridge Road  
Ealing W5 2HL

Tel: **020 8825 5070**

**Ealing Parent Partnership:** Supports parents/carers of pupils who have been excluded, can explain the exclusion process and may be able attend the meeting with you, if you wish them to. An Ealing Parent Partnership representative may support you by just attending the meeting with you, or you may ask them to speak on your behalf.

Ealing Parent Partnership / Continyou Tel: **0208 280 2251**  
The Lido Centre  
63 Mattock Lane  
West Ealing  
W13 9LA

**Children's Legal Centre:** Organisation that provides free legal advice and information to parents on state education matters. The advice line is open from 8am to 8pm Monday to Friday, except Bank Holidays and 24<sup>th</sup> December to the 1<sup>st</sup> January.

Tel: **0808 802 0008**  
Website: <http://www.childrenslegalcentre.com/>

**Department for Education (DfE):** Exclusion procedures are outlined in the DfE Guidance booklet and can be viewed via the 'pupil support' section of the DfE website.

Tel: **0870 000 2288**  
Website: [www.dfe.gov.uk](http://www.dfe.gov.uk)

### Somali School Home Liaison Team:

**Xidhiidhiyeyaasha dugsiyada iyo guryaha ee Soomaaliyeed:** Haddii aad tahay qoys soomaali ah oo aad rabtid macluumaad kale oo ku saabsan eriga la xidhiidh

Tel: **020 8825 5108**

# Information for parents and carers of pupils who have been excluded from school

Ealing schools and the Local Authority (LA) work in partnership to raise standards and achievement and address the issues of behaviour and discipline within the school community. The LA recognises that under certain circumstances, a Head Teacher may feel that they have no option but to exclude a pupil.

10/2011

**Children and Families Service**

**Safeguarding and Support**



## What does exclusion mean?

Your child has been excluded from their school because of unacceptable behaviour. The decision to exclude can only be taken by the Head Teacher (the decision rests with the Deputy Head Teacher in the Head Teacher's absence).

**Permanent exclusion** – The Head Teacher has decided that your child should not return to the school.

**Fixed term exclusion** – For a set number of days, from 1 to 45 school days in an academic year. The number of days will be stated in the letter that the Head Teacher has sent to you. The exclusion is temporary and your child will return to school at the end of the exclusion. Please note that the number of days stated by the Head Teacher relates only to school days and not weekends, holidays or teacher training days.

**Lunchtime exclusion** – Is used to exclude your child for the duration of the lunchtime period only. The exclusion is treated as a fixed term exclusion where one lunchtime is equivalent to one half school day.

Exclusions for indefinite periods are illegal.

## What are my responsibilities?

During the first 1 to 5 days of an exclusion [except a lunchtime exclusion as specified above], you must ensure that your child is not in a public place during school hours, if you fail to do so you will have committed an offence under Section 103(3) of the Education and Inspection Act 2006 and will be liable to a fixed penalty. [There is no appeal process but you have a defence if you can prove you had reasonable justification for your failure to comply].

If the exclusion is permanent or for 6 or more days you must ensure that your child attends the alternative full-time provision which will be put in place from the 6<sup>th</sup> day [again except for lunchtime exclusions], failure to do so could lead to action being taken against you for the non-attendance.

## What can I do?

It is important for you to liaise closely with the school. The school will be setting and marking work for your child for the first 1 - 5 days of any exclusion. If you do not agree with the Head Teacher's decision to exclude you have the right to state your views to the Governors of the school, this can be done by writing to the Governors via the Clerk to the Governing Body at the school's address. You also have the right to see your child's school record but due to confidentiality restrictions you must put your request in writing.

**For exclusions of up to 5 days in one school term:** You have the right to submit representations to the Governors. The Governors must consider and respond to your representations. You may also request that the Governors meet to discuss the exclusion but they do not have to.

**For exclusions between 6 & 15 days in one school term:** You have the right to submit representations to the Governors. You also have the right to request that the Governors meet to discuss the exclusion. If you make this request the Governors must meet within 50 school days of the date they were notified of the exclusion. The meeting is unlikely to take place before the exclusion ends and the Governors are therefore unlikely to be able to direct reinstatement. However, the meeting can still provide the opportunity for all parties to make their views known. You have the right to present your views both in writing before the meeting and by speaking at the meeting. The Governors may then add their written views to your child's school file.

**For all exclusions over 15 days in one school term (including permanent exclusions) or where your child will lose the opportunity to take a public examination:** The Governors must meet to consider the Head Teacher's decision to exclude and that meeting must take place between the 6<sup>th</sup> and 15<sup>th</sup> school day after the date they were notified of the exclusion. The Governors will meet at a time convenient to you, school staff, the LA representative and themselves. If, due to the exclusion, your child will miss the opportunity to take a public examination, the time limits do not apply and the Governors will try to meet before the exam.

A friend or relative may accompany you to the meeting to support you. It is advisable that your child attends although it is recognised that this could be stressful for them. After listening to the views of all parties the Governors will reach a decision.

## What decisions can the Governors make?

The Governors may decide that your child should be re-instated, in which case they will return to school as soon as possible. (For short exclusions the Governors might not meet until after your child has returned to school).

If the Governors uphold (agree with) the Head Teacher's decision regarding a fixed term exclusion, your child will return to school once they have served the number of days or lunchtimes originally stated by the Head Teacher.

If the Governors uphold (agree with) the Head Teacher's decision to permanently exclude your child you have the right to request that an Independent Appeal Panel review the case. Details of how to do this will be given in the Governors' decision letter sent to you after the meeting. The decision of the Independent Appeal Panel is final. If your child remains permanently excluded at the end of process, the LA (or the home LA if not Ealing) will be responsible for making suitable educational provision for them.