

# Exclusions from school

A brief guide for parents/carers and young people



## This booklet does not apply to any POST 16 educational providers

Children should only be excluded if:

- They have seriously broken the school's Behaviour/Discipline Policy — you can ask school for a copy or look on the schools website
- It would seriously harm their education or welfare or that of others if they were to remain at school

Children can be excluded for their behaviour outside school

Children should not be excluded for:

- Having a disability or special education need (SEN) that the school feel they are unable to meet
- Not doing well with school work
- Their gender, race, religion, or becoming pregnant
- Parent's behaviour

A fixed term exclusion cannot be lengthened or converted into a permanent exclusion.

You should not be asked to keep a child at home because:

- School cannot meet their special educational needs or disabilities
- There is an Ofsted inspection or exams

If a child has SEN, school should be checking they are having the right support to avoid exclusion. If they have an Education, Health and Care Plan (EHCP) an interim review should be held if they are at risk of being excluded.

Depending on what has happened the Head Teacher can exclude a child either for a fixed term or permanently. For the first 5 days they must not be in a public place during the school day.

## Fixed Term Exclusion

This means that there is an exclusion for a certain number of days. The most a child or young person can be fixed term excluded in one school year is 45 days in total. If it happens again they may be permanently excluded.

For the first 5 days, work should be set and marked by school. From day 6 onwards the school has a duty to provide suitable full time education.

## Permanent Exclusion

This is a more serious step for a head teacher/principle to take.

A child should only be permanently excluded for a one-off offence in very serious circumstances or after a number of fixed term exclusions when the school feels it has tried everything it can to keep a child in school.

For the first 5 days after the exclusion, school should send suitable work home. From day 6 onwards it is the Local Authority's responsibility to provide suitable full time education. You have the right to be consulted and to say which school you would prefer them to attend.



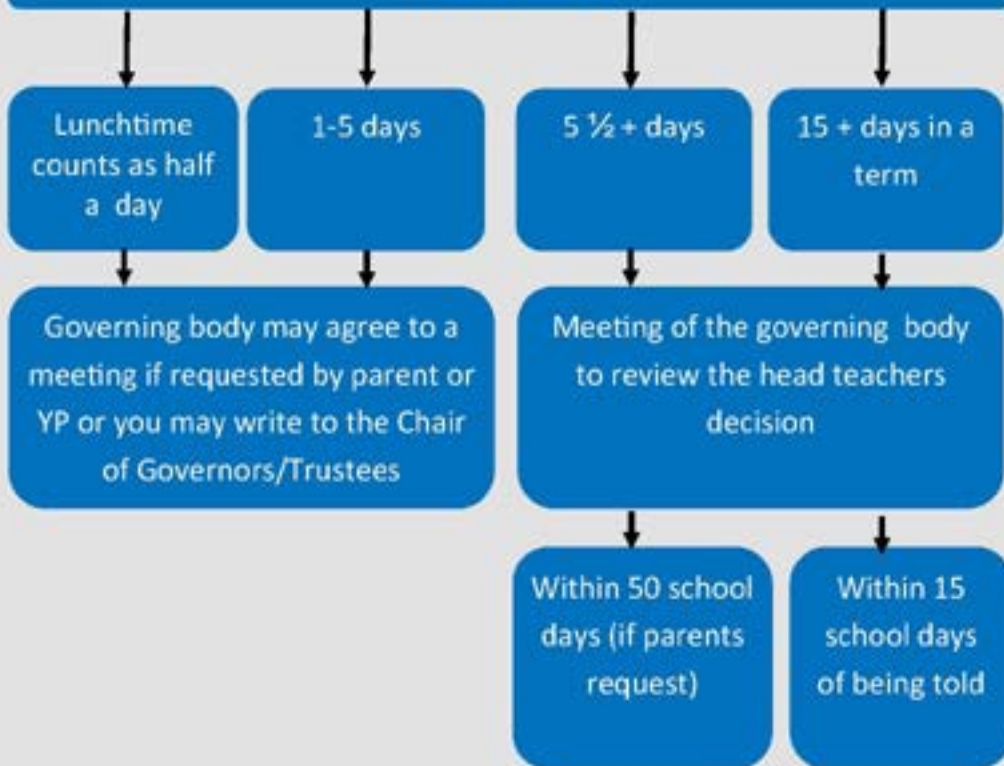


# Exclusions

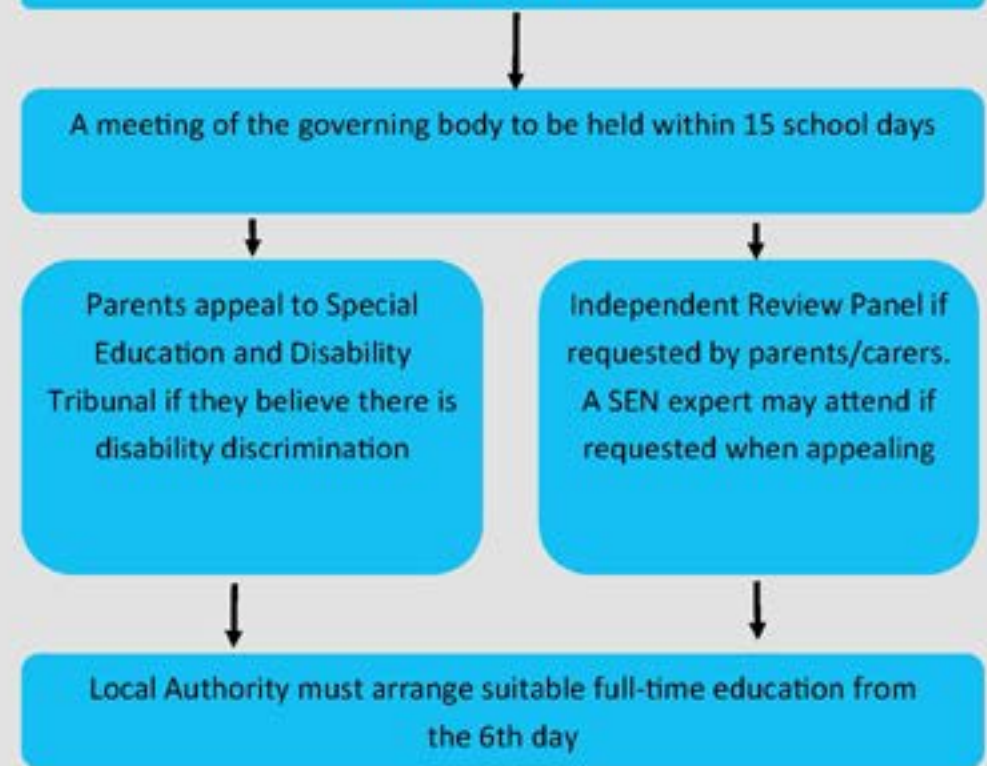
Parents and YP should be involved at all stages of the process in the school and at Governors meetings

Immediate contact from the school—letter with reasons for exclusion and parents rights explained

## FIXED TERM



## PERMANENT



Exceptionally a Chair of Governors/Trustees can re-instate if a public exam would be missed

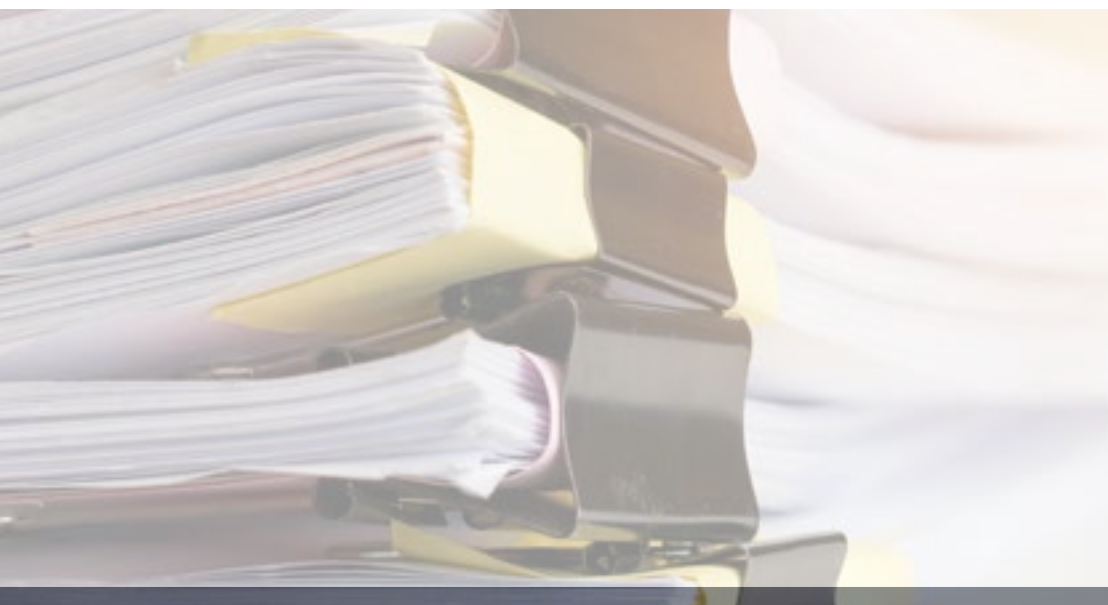
Support should be in place when your child returns to school

# What can you do if you do not agree?

You can put your case to the Governing Body of the school. For an exclusion of less than 5½ days they do not have to meet with you but must consider your views.

# Independent Review Panel (IRP)

If the governors agree with the permanent exclusion, then you may ask for an IRP. The IRP may direct the Governors to look at their decision again. You can ask for a SEN expert to be at the IRP if you believe a child has SEN. They can give neutral advice at the panel meeting.



# Further Information


**Children Services Exclusion helpline**

**01603 303333**

**exclusions@norfolk.gov.uk**



Independent advice and information for parents on education issues



**0300 0115 142**

**enquiries@ace-ed.org.uk**  
**www.ace-ed.org.uk**

**Coram Children’s Legal Centre provides free legal advice and information to parents on education matters.**

**www.children’slegalcentre.com**



**Government guidance:**

**www.gov.uk/government/puplications/school-exclusion**



**If your child has been excluded from school and has special educational needs you can contact us at Norfolk SEND Partnership to talk to one of our trained SEND Advisors.**

**01603 704070**  
**www.norfolksendpartnershiass.org.uk**





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**If you need this in another format or language please contact us**

Disclaimer: This is a guide and should not be treated as legal advice. Although SEND Partnership makes all reasonable efforts to ensure that the information contained in this booklet is accurate and up to date at the time of publication we cannot accept responsibility suffered as a consequence of any reliance placed upon it.

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