



**Perry Wood**  
PRIMARY & NURSERY SCHOOL

## Exclusion Policy

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## Introduction

For a wide variety of reasons it may be that a child is excluded or at risk of being excluded from school. The Exclusions Service in Worcestershire can provide advice and guidance about exclusions to all parties with an interest in the process: parents, schools and governors.

## Parents, guardians and carers rights

Parents, Guardians and Carers have the right to:

- Play a full part in the partnership between school and home which secures a successful education;
- Receive prompt oral and written communications from the Headteacher about an exclusion from school;
- Meet the Headteacher to discuss the decision to exclude a pupil from school;
- Be advised of special arrangements for supply, collection and marking of work during the first five days of exclusion;
- Make a statement (your case) to the Discipline Working Party about the decision to exclude a child permanently or for more than 15.5 days; (You may wish to bring a friend or a legal representative at your request with you. You may also wish to bring your child with you to speak on his/her own behalf);
- Request a Discipline Working Party hearing for any exclusion between 5.5 and 15 school days;
- See any of your child's school curriculum records during the period of exclusion;
- Be informed of the right of appeal against the Discipline Working Party's decision to (permanent exclusion only);

As a parent/guardian/carer it is important that you ensure your son/daughter's attendance at school, and ensure compliance with the schools behaviour or discipline policy.

It is also important that you attend parent's evenings and other invitations to discuss your son/daughter's performance at school.

## Head Teacher Responsibilities

The Headteacher will:

- Tell you by telephone or interview followed by letter why your child has been excluded;
- Tell you if the exclusion is for a number of days and the date that your child will return to school, including lunchtime exclusions, or if it is permanent;
- Give you a chance to discuss the exclusion;
- Tell you if any special arrangements need to be made, for example, over work experience placements or taking examinations;
- Tell you of your right to make a written or oral statement to the school's Discipline Working Party (make your case) against the decision to exclude your child;
- Tell you the latest date by which you can put a written statement to the Discipline Working Party;
- Tell you that you have a right to see any of your child's curriculum records;
- Make sure your child has work supplied by the school for the first five days of exclusion;
- Inform you of arrangements for on-going education provision from the 6th days of any fixed term exclusion over 5.5 days
- Be advised if your child is permanently excluded, is excluded for more than five days or missing a public examination through a fixed term exclusion;
- Meet between the 6 – 15<sup>th</sup> school day to consider the exclusion, if your child is excluded for more than 15 days in a term, or is permanently excluded;
- Note that lunchtime exclusion is equivalent to one half school day and should be reviewed and calculated in accordance to the timescales above;
- Will decide whether to confirm exclusions as above;
- Consider any exclusion between 5 and 15 days, where no public examination is being missed at the request of the parent;
- Invite the local authority (LA) to attend the hearing; Invite you to be accompanied by a friend or legal representative at the hearing;
- Invite you to put your case in writing as well as orally depending on your preference;
- Tell you how the hearing will be conducted and how decisions are made;
- Tell you about your rights to request an Independent review Panel and have an SEN expert present at the review.

## Local Authority Responsibilities

The Local Authority will:

- Receive copies of all the papers related to the exclusions;
- Be invited to attend any hearing that is set up;
- Not give their view of the appropriateness of the exclusion;
- Advise the Disciplinary Working Party and you about the exclusion;
- Draw attention to the current Exclusions Guidance during School Disciplinary Working Party meetings and present questions for consideration by all parties.