



Parent Partnership Barnet



Information about
Fixed Exclusions,
Permanent Exclusions
and Independent Appeals

Supporting parents of children
with special educational needs

The School Behaviour Policy is a document that all schools work from. If any of the rules within the policy are broken by a pupil, it then results in either a fixed exclusion or a permanent exclusion. There are set procedures in place for any kind of exclusion. Here is a guide to what those procedures are and what to expect if your child is subject to exclusion.



Fixed Exclusions

You will receive a phone call from the school informing you of your child's exclusion, followed by a letter stating the reasons for exclusion within 24 hours (one school day).

The school will inform the Local Authority about the exclusion.

Exclusions can be for as long as the school deem necessary, but no longer than forty-five days in one academic year.

You can appeal the schools decision to exclude your child by writing to the chair of school governors expressing your opinion and reasons why you feel they should review their decision.

What happens next?

Up to the sixth day the school need to send work home for your child to continue with whilst excluded. This completed work should be returned to the school for marking.

On the sixth day the school need to provide off site education. This is generally provided in a different school.

You will receive a time and date for a re-integration meeting. This is a chance to meet with staff, discuss what has happened and plan a way forward. It is very important that you attend this meeting. If the time or date is inconvenient then you must contact the school immediately to rearrange a time that best suits both parties.

Permanent Exclusions

You will receive a phone call from the school informing you of your child's exclusion, followed by a letter stating the reasons for exclusion within 24 hours (one school day).

The school will inform the Local Authority's **Exclusions Officer**.

Every permanently excluded child needs to be placed in full time education by the sixth day of their exclusion.

What happens next?

The Exclusions Officer will then make an appointment to have an interview with you and your child to explain the process of permanent exclusion.

An assessment of your child will be made to see what kind of alternative provision will be suitable for them to continue their education.

The Local Authority has a Pupil Placement Panel (**PPP**) which meets every week to discuss placement for permanently excluded children.

The Exclusions Officer will contact you to inform you on the PPP's decision.

Between the sixth and the fifteenth day of permanent exclusion, there will be governors meeting to review the head teacher's decision to exclude. You and the Exclusions Officer will both be informed when this meeting is.

You and your child are advised to attend this meeting as it is a chance to put your views and opinions to the panel of governors, though it is not compulsory.

Five days before the meeting you will receive an information pack outlining the reasons for the head teacher's decision to exclude. The same pack will also be sent to the governors and the Exclusions Officer.

It is advised that you read the pack thoroughly and make notes if you need to. Remember to bring the pack with you to the meeting and refer to it if needed.

The clerk to the governors will write to you within one school day of the hearing informing you of the governors decision, and reasons for that decision.

Independent Appeals

If you are not happy with the governors' decision you can appeal to the Independent Appeals Panel.

If the governors uphold the permanent exclusion, the Exclusions Officer will automatically write to you outlining your right of appeal, the date by which you must lodge the appeal, and the information and forms to do so.

Governors can only reinstate or uphold exclusions. Independent Appeals can reinstate, uphold or overturn exclusions.

Regardless to whether you decide to appeal or not your child will be provided with full time education by the Local Authority during this period of time.

**If you need any further advice or support please
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