

## School Exclusions (Permanent)

Information for Parents

### **My child has been permanently excluded from school. What does this mean?**

Your child's Headteacher will notify you of the decision to permanently exclude your child as soon as it has been made. Contact will often be made with you by telephone and then also in writing to confirm your child's exclusion. This means that your child cannot go back to school unless the Trust Board decide that a reinstatement should happen.

### **What happens during the exclusion?**

Pupils who have been permanently excluded must stay at home for the first 5 days. The school will provide work for your child and this should be completed and returned to the school. During the initial 5 days, you must ensure that your child is not present in a public place during school hours without reasonable justification. Parents will be subject to a prosecution or a fixed penalty notice if they fail to do this. This means no trips to the shops, the cinema or anywhere else that could be considered to be a public place. Your child must not go back to school or visit another school to meet friends. Your child is not allowed to enter the school premises during this time.

The Local Authority is responsible for providing your child's education from the 6<sup>th</sup> school day of the permanent exclusion. A representative of the Local Authority will be in touch with you to discuss the arrangements.

### **Do I have the right to look at my child's school records?**

Yes. Under Regulation 6 and 7 of the Education (School Records) Regulation 1989, you have the right of access to the school's curricular records and other educational records for your child.

Your request for access to your child's records should be made to the Trust Board of the school. To do this you can write to the Headteacher or Chair of the Local Education Committee at the school address.

### **What can I do if I disagree with my child's exclusion?**

You and your child will be invited to a meeting with representatives of the Trust Board Pupil Exclusions Sub-Committee where you will be able to state your case.

There are two ways in which you can put your views to the Trust Board Pupil Exclusions Sub-Committee: either in writing, preferably in advance of the meeting, or in person at the meeting. You may do both if you wish.

In presenting your case you will need to show that your child has been dealt with unfairly, either because you disagree with the description of the offence(s) or that a permanent exclusion is too harsh a consequence for what happened. You can also ask about what type of support your child was given to prevent the exclusion.

The meeting will normally take place at the school and will last for about an hour. If you are unable or do not wish to attend the meeting you may send any written comments you want to be considered to the Trust Board Pupil Exclusions Sub-Committee. If you do not want to attend, please inform the Governance Professional to the Connect Education Trust, via the school.

### **Who will be at the meeting?**

There will be representatives from the Trust Board and/or the Local Education Committee, usually no more than three at the meeting. The Headteacher and sometimes other senior members of staff will also attend. Sometimes an Education Welfare Officer, Educational Psychologist, Social Worker or Officer from the Education Department will

attend the meeting.

### **What happens at the meeting?**

The Trust Board Pupil Exclusions Sub-Committee will welcome you to the meeting, introduce everyone present and explain what will happen at the meeting and the exclusion procedure. The Headteacher, or other appropriate member of staff, will explain why your child was permanently excluded. You will then be able to ask the Headteacher questions about his/her report and then be able to put your own case.

The Board are then able to ask you or your child questions concerning either the Headteacher's report or matters you have raised. When the panel feel able to make a decision they will close the meeting and everyone will leave except the Trust Board Pupil Exclusions Sub-Committee. You will be notified, in writing, of the decision within one school day following the meeting.

### **What do I do if I disagree with the Trust Board Pupil Exclusions Sub-Committee decision to uphold the permanent exclusion?**

If the Trust Board Pupil Exclusions Sub-Committee decide to uphold the Headteacher's decision to permanently exclude your child, you have the right to apply for an independent review panel meeting. You have 15 school days from receipt of the Trust Board Pupil Exclusions Sub-Committee letter to say that you wish to request a Review Panel meeting. You will be invited to put your case to the Board.

The Review Panel can make one of three decisions: it may uphold your child's exclusion; it may recommend that the Discipline Committee reconsider the exclusion; or direct that the Discipline Committee reconsider its decision. If the Review Panel either recommends or directs that the discipline committee reconsider its decision, a further meeting must be convened at the school within 10 school days of the committee receiving the panel decision.

Regardless of whether your child has recognised special educational needs, you have a right to require that Connect Education Trust appoint a SEND expert to attend the review.

It is recommended that you attend the meeting in person. If you want to do so, you can bring someone with you (usually a friend/family member/an interpreter or signer) to the meeting to help put your view. The decision of the Review Panel will be binding.

In determining your appeal, the panel can make one of three decisions: it may uphold your child's exclusion; it may recommend that the Discipline Committee reconsider the exclusion; or direct that the Discipline Committee reconsider its decision. If the review panel either recommends or directs the discipline committee reconsider its decision, a further meeting must be convened at the school with 10 days of the committee receiving the panel decision.

### **What should I do if my appeal is not successful?**

The Local Authority will arrange to meet with you to discuss the next steps for your child's education. For further advice please contact the Enfield Schools Admissions Service.

### **What should I do if I live outside the Borough and my child is excluded?**

The school will let your own Local Authority know that your child is out of school. Should you contact them to discuss what arrangements they will put in place for your child's future education.

#### **For independent advice, you can also contact:**

*Enfield Parents and Children*

Tel. 020 8373 2700

Address: The Ark, Unit 1, Marsh House, 500

Montagu Road, London N9 0UR

*Coram Children's Legal Centre*

Tel: 0808 802 0008 or [www.childrenslegalcentre.com](http://www.childrenslegalcentre.com)