

If pupil is excluded in a morning session the exclusion takes effect from that afternoon. Notice must be given to parents without delay; and if compulsory school age, by the end of the afternoon

If pupil is provided with alternative provision meeting all regulation requirements before the 6th day, they are marked on the school register under code B (Education off site)

If any exclusion would result in the pupil missing public examination, the governing body should try to meet before the date of the examination.

Barford Primary School Exclusions Flow Chart

Referral form to SSSfN

Head teacher or acting head decides to exclude permanently

It should only be in response to a serious breach or persistent breaches of the school's behaviour policy; and where allowing the pupil to remain in school would seriously harm the education or welfare of the pupil or others in the school

Notify the parent **without delay** ideally by telephone, followed by a letter. Notice must be in writing and state all the required facts in the guidance

Governing body and the LA must be informed **without delay** and the 'home' LA if different

Provision must be made by the LA from the 6th school day of exclusion If pupil is excluded at the end of afternoon session exclusion takes effect from the next school day. Notice must be given to parents without delay, if compulsory school age by the end of the afternoon

If pupil is not provided with alternative provision until the 6th day, they should be marked absent on the school register using code E (Exclusion)

The governing body must convene a meeting within 15th school days to consider the exclusion. The governing body must invite the parent, pupil, head teacher and (if a maintained school) an LA Officer at a mutually agreed time. Academies can invite the LA Officer to attend. Supporting evidence should be circulated as far as possible at least 5 days before the meeting, including written statements, witness statements and capturing the excluded pupil's views and a list of attendees.

At maintained school (and academies with permission) the governing body may ask the LA Officer for advice and the LA Officer can ask questions and make representations, but the governing body must make its decision alone, asking the other parties to withdraw. Only the clerk may stay.

The governing body must inform the parent, the head teacher and the LA Officer of its decision in writing **without delay** stating the reasons. They must also state the last date for lodging an application for a review (this will be 15 school days after the date the letter is received by parents) and explain that the grounds for the review must be set out in writing, requesting a Special Education Needs expert if required. A copy of the letter should be placed on the pupil's school record, with copies of relevant papers and minutes kept in Governors' confidential files

If the parent makes an application for a review within the time limit, the review should be held within 15 days after the day on which the review is lodged. The review panel considers the case and has only three options: uphold the exclusion; recommend the governing body reconsider their decision; or quash the decision and direct that the governing body considers the exclusion again.

If the governing body's decision is upheld, the pupil is removed from the admission attendance register only after the review process has been completed