

Supporting parents and carers of children with special educational needs



Norfolk Parent
Partnership

Exclusions from School

A brief guide for parents



Exclusion is a serious step for a head teacher to take and can be very worrying for both child and parents.

Your child should only be excluded if:

- ◆ They have seriously broken the school's Discipline Policy
- ◆ If it would seriously harm their education or welfare or that of others if they were to remain at school.

Your child should not be excluded for:

- ◆ Small things such as failing to do homework or not bringing dinner money
- ◆ Not doing well with school work; lateness or truancy
- ◆ Becoming pregnant
- ◆ Parent's behaviour.

Depending on what has happened the head teacher can exclude your child either for a fixed term or permanently

Fixed term exclusion

This means that your child is excluded for a certain number of days. Your child cannot be excluded for more than 45 days in a school year.

Unless the exclusion is for one day only, work must be set and marked by school. From day 6 onwards work given must be suitable and full time.

Permanent exclusion

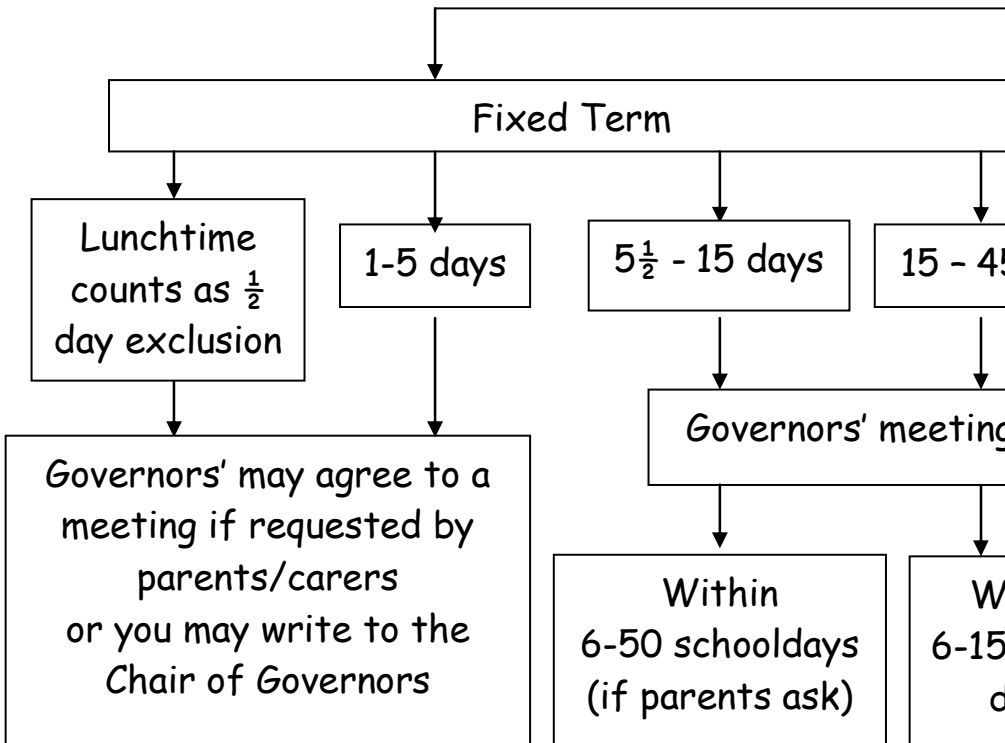
This is a more serious step for a head teacher to take. Your child should only be excluded for a one-off offence in very serious circumstances or after a number of exclusions when the school feels it has tried everything it can to keep your child in school. If the school governors agree with the head teacher's decision, Children's Services will help you to find alternative educational provision for your child. For the first 5 days after the exclusion, school must send suitable work home. From day 6 onwards it is the Local Authority's responsibility.

Exclusion

Parents should be involved at all stages of the

Immediate c

Letter with reasons for exclusion and p



Exceptionally a Chair of Governors can re-

Support should be in place wh

n from school

the process, in school and at Governors' meetings

Contact from school

Parents' rights explained, sent within one day

Permanent

5 days

Governors' meeting
to be held between 6-15 school days

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Independent appeal if
requested by parents/carers

within
5 school
days

Children's Services will
help with your child's future education

re-instate if a public exam would be missed

when your child returns to school

What can you do?

If you do not agree

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

Talk to your child's school

Make sure that you understand exactly why your child has been excluded: talk to your child's teacher, a governor, or the head again if you need to.

Contact helplines

The helplines (on page 7) will try to give you any information that you need and will be glad to:

- ◆ Listen to your worries
- ◆ Explain things to you that are not clear
- ◆ Give you detailed information about the role of the head teacher and the Local Authority in the exclusion process
- ◆ Advise you about what to do next.

Further Information

Children's Services Exclusion Helpline

01603 303333

Email: exclusions@norfolk.gov.uk

ACE Exclusion Advice Line

0207 704 9822

ACE Publications:

Permanent Exclusion

Fixed Term Exclusion

Booklets and other information

are also on

ACE website: www.ace-ed.org.uk

or ring: 0207 704 9822

**If your child has been excluded from school and
has special educational needs, please ring**

Norfolk Parent Partnership on:

01603 704070

Email: parent.partnership@norfolk.gov.uk

www.norfolkparentpartnership.org.uk

Booklets available for parents and carers of children with special educational needs

- ◆ Norfolk Parent Partnership
- ◆ Information and support for parents and carers
- ◆ The Independent Parental Supporter
- ◆ Helping Children in Early Years Settings
- ◆ Finding out about a school
- ◆ Helping children in school
- ◆ Working together to help your child
- ◆ Annual Reviews
- ◆ What if we cannot agree?
- ◆ Jargon Buster
- ◆ Useful Contacts
- ◆ Funding in mainstream school
- ◆ Exclusions from School
- ◆ Volunteers Needed
- ◆ Statutory Assessment and Statements
- ◆ Reading and Understanding your Child's Statement

If you would like this booklet in large print, audio, Braille, alternative format or in a different language please contact us at Parent Partnership and we will do our best to help you.

For more information about anything in this booklet, or copies of any of the above titles please contact:

Norfolk Parent Partnership on

Tel: 01603 704070 Fax: 01603 704072

email: parent.partnership@norfolk.gov.uk

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