



**Norfolk Parent Partnership  
and**

 **Norfolk** County Council

# **Exclusions from School**

## **A brief Guide for Parents**

**Children's Services Exclusion Helpline**

**01362 654800**

**Email: [exclusions@norfolk.gov.uk](mailto:exclusions@norfolk.gov.uk)**



**If your child has special educational needs,  
ring Norfolk Parent Partnership on  
01603 704070 for support and advice**

**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**

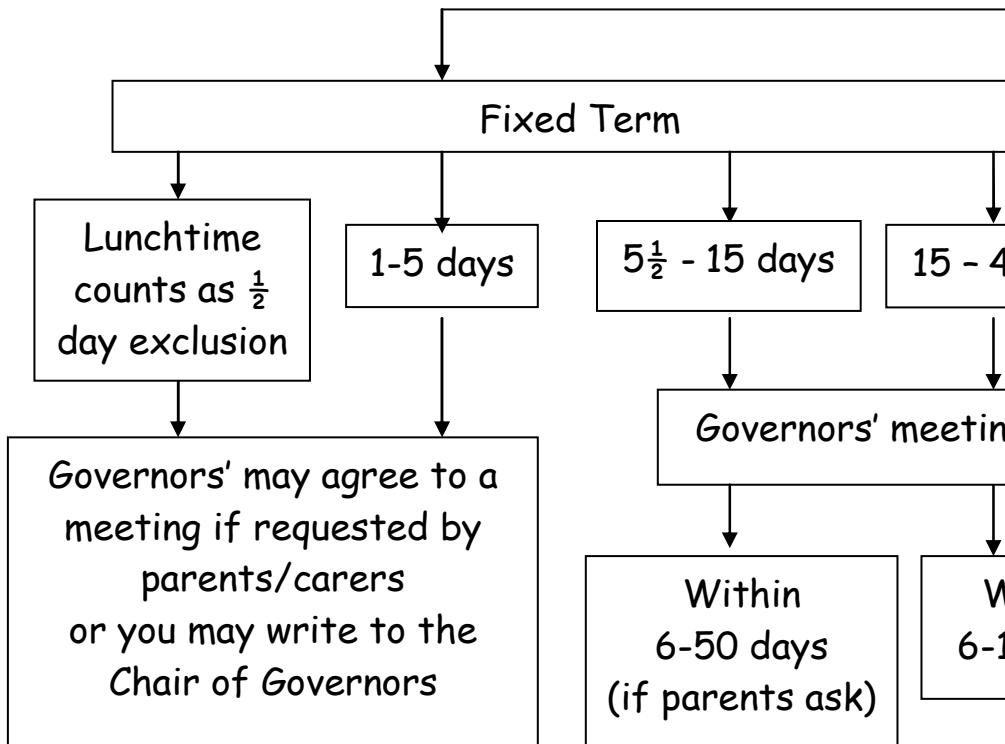
This is a more serious step for a headteacher to take. Your child should only be excluded for a one-off offence in very serious circumstances or after a number of exclusions when the school feels it has tried everything it can to keep your child in school. If the school Governors agree with the headteacher's 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 LA's responsibility.

# Exclusion

Parents should be involved at all stages of the

Immediate

Letter with reasons for exclusion and p



Exceptionally a Chair of Governors can re

Support should be in place w

# ...n from school

...e process, in school and at Governors' meetings

...contact from school

...parents' rights explained, sent within one day

...15 days

...g

.../within  
...15 days

...-instate if a public exam would be missed

...when your child returns to school

Permanent

Governors' meeting  
To be held between 6-15 days

Independent appeal if  
requested by parents/carers

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

## What can you do?

### If you do not agree

You can put your case to the Governing Body. For 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**

**01362 654549**

**Email: [exclusions@norfolk.gov.uk](mailto: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](http://www.ace-ed.org.uk)**

**or ring: 020 7704 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](mailto:parent.partnership@norfolk.gov.uk)**

**[www.norfolkparentpartnership.org.uk](http://www.norfolkparentpartnership.org.uk)**

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