

## Parents, Guardians and Carers have the right to

- ♦ Play a full part in the partnership between home and school to ensure their child's successful education;
- ♦ Receive prompt oral and written communications from the Head Teacher about an exclusion from school;
- ♦ Meet the Head Teacher to discuss an exclusion from school;
- ♦ Be advised about arrangements for supply, collection and marking of work during the exclusion;
- ♦ Make written representation or to request a meeting with governors for any exclusion of less than 15 school days;
- ♦ Make a statement (your case) to the school governors (SDC) about the decision to exclude your child; you may wish to bring a friend or legal representative with you;
- ♦ Encourage their child to attend the Governors' SDC Meeting and to state their own case

## Parents, Guardians and Carers have a responsibility to

- ♦ Ensure that their child is not in a public place during school hours for the first five days of an exclusion on penalty of a fine.
- ♦ Ensure that work provided by school is completed and returned during the first 5 days of an exclusion.

## Helpline on Exclusions

### ADVISORY CENTRE FOR EDUCATION (ACE)

020 7704 9822

[www.ace-ed.org.uk](http://www.ace-ed.org.uk)

As a parent/guardian/carer it is important that you ensure your son's/daughter's attendance at school, and ensure compliance with the school's behaviour or discipline policy.

It is also important that you attend parents' evenings and other invitations to discuss your son's/daughter's performance at school.

This document can be made available in other languages (including British Sign Language) and alternative formats (large print, audio tape, computer disk and Braille) on request from the Reintegration & Exclusion Service

Telephone no. 01905 766628

email [exclusions@worcestershire.gov.uk](mailto:exclusions@worcestershire.gov.uk).



**worcestershire**  
county council

## Exclusion from School



## Information for Parents, Guardians & Carers

Worcestershire County Council  
Children's Services  
Wildwood  
PO Box 73  
Worcester  
WR5 2YA

# IF THE HEAD TEACHER EXCLUDES YOUR CHILD FROM SCHOOL

## THE PARENT / GUARDIAN / CARER'S RIGHTS

### The Head Teacher will

- ♦ Ensure that a thorough investigation has taken place;
- ♦ Make the decision to exclude;
- ♦ Tell you by telephone or interview, followed by a letter, the reason your child has been excluded;
- ♦ Tell you if the exclusion is for a number of days (including lunchtime exclusions) or if it is permanent; NB: A lunchtime exclusion counts as a half day exclusion;
- ♦ Inform you of your responsibility to ensure that your child is not present in a public place during school hours for the first five days of an exclusion;
- ♦ Provide school work for your child during the first five days of the exclusion.
- ♦ Provide another educational setting for your child if he or she is excluded for longer than five days;
- ♦ Tell you of your right to state your case against the decision to exclude;
- ♦ Ensure that your child has an opportunity to speak about what has happened;
- ♦ Inform you of your right to see any of your child's curriculum records;
- ♦ Arrange a reintegration meeting following a fixed term exclusion.

### The Governors of the School will

- ♦ Form a School Discipline Committee (SDC), normally three governors, to review the exclusion;
- ♦ Meet according to timelines and procedures set out in the latest DCSF Guidance;
- ♦ Request information and witness statements to be provided before they are obliged to meet;
- ♦ Invite representatives from the Local Authority to attend the meeting;
- ♦ Invite you to the SDC meeting, accompanied by a friend or legal representative if you wish;
- ♦ Tell you how the meeting will be conducted and how decisions are made;
- ♦ In cases of permanent exclusion, tell you of your right of appeal to an independent panel;
- ♦ Review and then decide whether or not to confirm the exclusion;
- ♦ Be informed if your child is permanently excluded, or excluded for more than five days, or if a public examination will be missed through a fixed term exclusion.

### The Local Authority (LA) will

- ♦ Receive copies of all the papers relating to the exclusion;
- ♦ Be invited to attend any meeting or hearing about the exclusion;
- ♦ Provide information and advice to parents, school and governors;
- ♦ Advise the School Governors about the exclusion;
- ♦ Provide pupils who have been permanently excluded with suitable full time education from the sixth day of the exclusion.

Advice and Information are available from  
The Pupil Exclusion and Mediation Officer

☎ 01905 766628

✉ [exclusions@worcestershire.gov.uk](mailto:exclusions@worcestershire.gov.uk)

🌐 <http://www.worcestershire.gov.uk/exclusions>