

# Overview of the Exclusion Process

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- \* Letter of Permanent Exclusion received from school
- \* Contact from Short Stay School re induction meeting (*within 3 days following the notice of exclusion*).
- \* Induction meeting at Short Stay School
- \* Child can attend Short Stay School (*after 5 days*).
- \* Invitation to attend a School Disciplinary Committee meeting (*between 6th & 16th day*).
- \* Exclusion documents sent from school (*5 days prior to SDC*).
- \* School Disciplinary Committee meeting held.
- \* If decision not upheld—child returns to school
- \* If decision upheld—appeal may be submitted (*within 15 days of decision letter being received*).

## Contacts

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### Pupil Exclusion & Mediation Officer

Mrs Eileen Hughes  
Children's Services  
Wildwood  
PO Box 73  
Worcester  
WR5 2YA

01905 766628

For more information visit the website  
<http://www.worcestershire.gov.uk/exclusions>

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### Short Stay Schools

#### Kidderminster

The Coach House (Primary) 01562 745827  
Forest Oak (Secondary) 01562 68720

#### Redditch

The Beacon (Primary) 01527 514068  
The Forge (Secondary) 01527 597936

#### Worcester

Perryfields (Primary) 01905 427011  
Newbridge (Secondary) 01905 763580



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# The Exclusion Process & Timeline of Meetings



Information for Parents

# The Exclusion Process

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Approximately three school days after you have received notice that your child has been permanently excluded, you should be contacted by someone from the Short Stay School.

An induction meeting will be arranged by the Short Stay School so that your child will be able to attend the school from the sixth school day after being excluded from the original school, usually for at least six weeks. It is important to attend this meeting.

After the sixth school day and within sixteen school days, you will receive an invitation from the original school to attend a School Disciplinary Committee Meeting (SDC) at school. It is important that the school helps you to attend by choosing a time suitable for you. At this meeting three governors with no previous knowledge of your child's case will listen to the Head's case for permanent exclusion, and to anything you would like to say or question about the exclusion.

Five school days before the meeting you should receive a pack of documents about the exclusion. The documents will explain the reason for the Head's decision,

together with evidence of the final incident, evidence of support for your child's needs and any other document the head feels will assist his or her case for exclusion. It is recommended that you read these documents carefully. You may wish to prepare some questions you might ask at the SDC meeting.

If you wish, you can prepare a document yourself which can be distributed to the governors who are 'hearing' the case.

The SDC is chaired by one of the governors and s/he ensures that everyone has a fair chance to express their point of view and to ask any questions. The Pupil Exclusion and Mediation Officer will ensure that the meeting complies with government guidance. When everybody has said all they want to say, the three governors are left alone with the Clerk to the SDC to decide whether or not to uphold the Head's decision. They must make a decision at that meeting. The governors' decision and the reason for the decision will be communicated to you by a letter which you should receive two days after the SDC meeting.

If the governors do not uphold the head's decision, your child can return to the original school. Meetings will be held to try to make sure your child's return is successful.

If the exclusion is upheld, your child will continue to attend the Short Stay School, until s/he is ready for reintegration into another school.

You have the right to appeal against the Governors' decision and this must be done within fifteen school days of your receipt of the decision letter. If you wait until after that date, you will lose your right of appeal.

If you do choose to appeal, you will need to write to the person at County Hall named in the decision letter, giving reasons for your appeal. The Appeal Meeting will be held at County Hall by a trained, Independent Panel. This Panel may either uphold or overturn the Head's decision. The Panel may recommend that your child is reinstated at the original school or they may recommend that s/he is reintegrated at another school.