

- After the **PDC** the Inclusion Team will offer advice around your child's future education and next steps.
- For Academy schools the Inclusion Team can attend if invited and will ask questions if the Chair of the **PDC** invites the Inclusion Team to speak.

## Pupil Discipline Committee Meetings

- If your child would miss an exam due to an exclusion, governors must meet to discuss the exclusion.
- If your child has 15+ days of fixed term exclusion in any one term the school must hold a **PDC** to discuss these.
- The parents/carer and the Head Teacher/Principal must be invited to the **PDC**. For a maintained school, a Local Authority member will also be invited (usually from the Inclusion Team). An Academy may wish to invite a local authority representative.
- The **PDC** is your chance to have your voice and the voice of your child heard.
- You may wish to talk about any needs your child may have and any advice/support you feel they may need.

- When establishing the facts, the **PDC** must apply the "Civil Standard of Proof" which means that the incident that led to your child's exclusion(s) is more likely to be true than not true.
- Any evidence you have should be presented to the governors ideally five days before the **PDC**.
- School will also provide their evidence as to why they believe the exclusions were lawful, reasonable and procedurally fair.

## Continuing your child's education after an exclusion

- If your child receives a fixed term exclusion school must provide education to your child. If the fixed term exclusion is for longer than five days in any one episode then the Head Teacher/Principle may provide your child's education through an alternative placement.
- You should receive notice of an alternative provision without delay, but no less than 48 hours before the placement starts.
- If your child's exclusion is permanent the school will provide the education for your child up to the 5th day of the exclusion. It will then be the Local Authority that will provide the education after the 6th day.



# INCLUSION SERVICE

## Advice to parents/carers about school exclusions

## Why your child can be excluded:

Only the Head Teacher/Principal can exclude a child:

- They can only exclude for a discipline reason; including behaviour outside of school.
- All exclusions should be in line with the school/academy's behaviour policy.

## Your child can't be excluded for:

- Academic performance or ability
- Additional needs or a disability

## What information should you receive?

If your child is being excluded, you may receive a phone call but you will receive a letter from the Head Teacher/Principal which must explain the following:

- The reason for exclusion.
- The length of the exclusion.
- In the case of a permanent exclusion your right to attend a **Pupil Discipline Committee (PDC)** to discuss the exclusion.
- Advice on keeping your child out of public places during the exclusion.

## What is a Fixed Term Exclusion?

- A **fixed term exclusion (FTE)** is an exclusion for a short period of time where your child will return to the school they were excluded from.
- Your child could be issued with several fixed term exclusions. These can be from half a day to five days but they can be longer.
- The length depends on the breach of the school's behaviour policy and should be consistent for all children who attend the school.
- Your child can have up to 45 school days of fixed term exclusions in any one school year.
- You can appeal a fixed term exclusion if your child has over five days fixed exclusion in a term, but less than 15 days by requesting a **Pupil Discipline Committee (PDC)** meeting be held to review this directly with the Head Teacher/Principal of the school. This usually takes place within 50 school days of your request.
- If your child has 15+ days of fixed term exclusion in any one term the school must hold a **PDC** to discuss these and invite you along where you can appeal the exclusions.

## What is a Permanent Exclusion?

- A permanent exclusion is where your child is not allowed to continue their education at the School they were excluded from.
- Another education setting will be organised, starting from day six. The Local Authority will arrange this.

## Permanent exclusion process

- You may receive a phone call explaining the reason your child has been permanently excluded but you will receive a letter.
- You will be invited to a review meeting with the school governors, known as a **Pupil Discipline Committee Meeting (PDC)** – this should happen within 15 school days of the permanent exclusion letter.
- The Local Authority Inclusion Service are available to attend the **PDC** meeting but if your child attends an Academy you must request the attendance of the Inclusion Team.

## Role of the Inclusion Team at permanent exclusion hearings

- The Inclusion Team's role is to explore the permanent exclusion.