Permanent Exclusion Flowchart

Head teacher or acting head decides to exclude permanently

Pupil excluded in a morning session and exclusion takes effect form that afternoon.

Pupil excluded at the end of afternoon session and exclusion takes effect

Notify the parent immediately ideally by telephone, followed by a letter. Notice must be in writing and state all the required facts underlined in the guidance Part 3

If pupil is provided with alternative provision meeting all regulation before the 6th day, they are marked on the school register under code B or Code D

Governing body and the LA must be informed within one day (and the 'home' LA if different)

If pupil is not provided with alternative provision until the 6th day, they should be marked absent on the school register using code E

Provision must be made by the LA from the 6th school day of exclusion

If any exclusion would result in the pupil missing public examination, the governing body should try to meet before the date of the examination.

On receiving notice of the exclusion, the governing body must convene a meeting between the 6th and the 15th school day after the date of receipt of the notice to consider the exclusion. They must invite the parent, the head teacher and an LA officer. They should circulate, at least 5 days before the meeting any written statements (including witness statement) and a list of attendees.

The governing body might ask the LA officer for advice but must take its decision alone, asking the other parties to withdraw. Only the clerk may stay.

The governing body must inform the parent, the head teacher and the LA officer of its decision in writing within one school day of the hearing, stating the reasons. They must also state the last day for lodging an appeal and explain that the grounds for the appeal must be set out in writing. A copy of the letter should be placed on the pupil's school record with copies of relevant papers.

The LA should write to the parent with 3 working days of the meeting indicating the latest date by which an appeal may be lodged and how and whom to appeal to. Parents have the right to an appeal hearing even if they did not attend the meeting

If parent appeals within the time limit, an appeal panel should aim to meet no later than 15th school day after the day on which the appeal was lodged. For detail, see the appeal flowchart

If the appeal is upheld, delete pupil from the admission or the attendance register only after the appeal process has been completed

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