



# EXCLUSIONS- "A QUICK GUIDE FOR PARENTS"

## Fixed Term Exclusions

Only the head teacher (or a senior teacher with delegated responsibility), or a teacher in charge of a PRU (Pupil Referral Unit) can exclude a pupil from school.

- A **fixed term exclusion** would normally be used as a response to a pupil's persistent misbehaviour in school. The pupil will not be allowed to return to school until after the expiry of the exclusion.
- A head teacher can exclude a pupil from school for a fixed-period not exceeding 45 school days in one year. (In practice, the average length of a fixed-term exclusion will normally be between 1 and 5 school days).
- Exclusions may not be given for an unspecified period. Such practice amounts to an unofficial exclusion, which is illegal.
- Unofficial exclusions, or influencing or encouraging parents to voluntarily remove a child from school as a way of dealing with difficult or challenging behaviour, should not be allowed (If such a practice is made known to the Local Authority, then appropriate action will be taken against the school concerned).

**No exclusion should be imposed in the heat of the moment unless there is an immediate threat to the safety of others in the school community, or the pupil concerned. Before excluding, the headteacher should:**

- Ensure that an appropriate investigation has been undertaken.
- Consider all the evidence available to support any allegation.
- Allow the pupil to give their version of events.
- Check whether there were any underlying circumstances that led to the alleged incident.
- Finally, if on the balance of probabilities the head teacher feels that the pupil is guilty of what **she/he** is accused of, the pupil may be excluded.

**As a parent, you should receive notification of the exclusion immediately by telephone. Within one school day, you should be informed of the exclusion by letter. If you child is aged 11 years or above, at the time of the exclusion, then she/he should also receive a copy of letter. The letter should confirm the following:**

- The precise period of the exclusion (with a beginning and end date).
- The reason(s) for the exclusion.
- For exclusions in excess of 15 school days in one term, the latest date by which the Pupil Discipline Committee must meet to review your child's exclusion. The letter should also include your right to make any written/oral representations to the committee.
- Your right to see, and have, a copy of your child's educational record (upon written request).
- The arrangements made for your child to continue with their education by having work sent home.
- The name and telephone number of an officer of the Local Authority who can provide advice.
- The telephone number of the Advisory Centre for Education (ACE) – 020 7704 9822, an established national charity, who can also provide advice.

**If you have any concerns or questions on exclusions, or the exclusion process, please do not hesitate to contact Pupil Services Team, Ty Keir Hardie",  
Avenue de Clichy, Riverside Court, Merthyr Tydfil CF47 8XD  
Tel: 01685/724607 Fax: 01685/721965**

