



# EXCLUSIONS- "A QUICK GUIDE FOR PARENTS"

## Permanent Exclusions

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

- A **permanent exclusion** is a serious step and is usually the final stage, in a series of strategies employed by a school, to address a pupil's misbehaviour. Your child will not be allowed to attend school until a meeting of the school's Pupil Discipline Committee is held to review the exclusion. You and your child will be invited to attend this meeting.
- A pupil may possibly be permanently excluded for a first or one-off offence if the head teacher considers the incident of a serious enough nature.
- A head teacher may also inform the police if they feel that a criminal offence has taken place.

**Exclusion should not 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. Under normal circumstances, the head teacher 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, on the same day. Within one school day, you should be informed of the exclusion by letter. If your child is aged 11 years or above, at the time of the exclusion, she/he should also receive a copy of the letter. The letter should confirm the following:**

- The date that the permanent exclusion takes effect.
- The reason(s) for the exclusion.
- The latest date by which the school's Pupil Discipline Committee must meet to review the head teacher's decision to exclude your child. This should be no later than 15 school days following notice of the exclusion. The letter will 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 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**

