

The local authority will:

- Receive copies of all papers related to suspension or permanent exclusion.
- Be available to advise the parents and school on current DFE exclusion guidance.
- Consider whether to make temporary provision for the pupil.
- Make sure that the pupil has work supplied by the school while the suspension or permanent exclusion process is going on.
- Tell the parents how the meeting will be conducted and what decisions could be made.
- Where appropriate attend the meeting of the governing body in the case of maintained schools and PRUs, and if invited by academies.
- If appropriate make a statement about the suspension or permanent exclusion.
- Tell the parents of their rights of appeal to an independent review panel.
- If requested by parents appoint a Special Educational Needs (SEN) expert to attend the independent review panel.

Parents and carers have the right to:

- Play a full part in the partnership between school and home which secures a positive and successful education.
- Receive prompt communication from the head teacher about a suspension or permanent exclusion from the school (by the end of the afternoon session).
- Be advised of arrangements for supply, collection and marking of work during the exclusion.
- See any of your child's school curriculum records during the period of suspension or permanent exclusion (there may be a cost attached to this).
- Has a right to invite a member of the local authority to any meeting.

Helpline on suspensions and permanent exclusions

- Clare Sankey Social Inclusion Officer  
01432 383321
- Children's Legal Centre 0300 330 5485  
[www.childlawadvice.org.uk](http://www.childlawadvice.org.uk)

If you would like help to understand this document, or would like it in another format or language, please call

01432 260500 or  
email [info@herefordshire.gov.uk](mailto:info@herefordshire.gov.uk)

Children and Families Directorate

# Exclusion and suspension from school

Information for parents, carers, and guardians



Prepared by the Education, Development and Skills Department

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The head teacher will:

- Without delay and by the end of the afternoon session, notify parents of the period of the suspension or permanent exclusion and the reason for it.
- Without delay provide parents with the following information in writing by delivering it by hand directly to the parents; leaving it at their last known address; or by posting it to this address:
  - the reasons for the exclusion;
  - the period of a suspension or, for a permanent exclusion, the fact that it is permanent;
  - parents' right to make representations about the exclusion to the governing body (DFE guidance Sept 2012) and how the pupil may be involved in this;
  - how any representations may be made; and
  - where there is a legal requirement for the governing body to consider the exclusion, that parents have a right to attend a meeting, be represented at this meeting (at their own expense) and to bring a friend.
- That for the first 5 days of an exclusion or suspension (or until the start of any alternative provision where this is earlier) parents are legally required to ensure that their child is not present in a public place during school hours without reasonable justification, and that parents may be given a fixed penalty notice or prosecution if they fail to do so.
- Inform parents where suspension or permanent exclusion has been extended or converted to a permanent exclusion. In such cases the head teacher must write again to parents explaining the reason for the change and provide any additional information.

The discipline committee of the governing body will:

- Be advised if your child is suspended for more than 6 days or permanently, and might miss a public exam.
- Consider reinstatement of an excluded pupil within 15 school days of receiving notice of the exclusion if:
  - the exclusion is permanent;
  - it is a suspension which would bring pupil's total number of school days of suspension to more than 15 in a term; or
  - it would result in a pupil missing a public exam or national curriculum test.
- If requested to do so by parents, the governing body must consider reinstatement of an suspended pupil within 50 days of receiving notice of suspension if a pupil would be suspended from school for more than 5 school days, but no more than 15, in a single term.
- The governing body must make reasonable endeavours to arrange a meeting for a date and time that is convenient to all parties, but in compliance with relevant statutory time limits. However, its decision will not be invalid simply on the grounds that it was not made within these time limits.
- In the case of a suspension which does not bring pupil's total number of days of suspension to more than 5 in a term, the governing body must consider any representations made by parents, but it cannot direct reinstatement and is not required to arrange a meeting with parents.

- Request that you send any submission to the clerk to the discipline committee 5 days in advance of the meeting to allow distribution to all parties.
- The following parties must be invited to a meeting of the governing body and allowed to make representations:
  - parents
  - the headteacher; and a representative from the local authority (in the case of a maintained school or PRU). Governors of academies may invite a representative from the LA if they wish.
- Notify parents of their decision immediately, in writing and without delay of their decision.
- In the case of a permanent exclusion inform parents of their right to an independent review panel.