**Permanent Exclusion**

This is when the Head Teacher has taken the decision that the pupil should be removed from the school permanently.

Permanent exclusion is the most serious punishment a school can give and should only be used as a last resort. This will include serious ‘one off’ incidents or serious breaches of the school’s behavior policy (school rules). It means that the child is no longer allowed to attend the school and their name could be removed from the school roll.

**What you should expect:**

* The school will contact a parent/carer either by telephone or in person on the day the exclusion is issued and give reasons why they have permanently excluding your child. The Head Teacher **must** inform the Governors of the permanent exclusion without delay and also send you, any social worker attached to your child, and the Local Authority a letter giving information about the exclusion by the next day. During the exclusion your child is not legally allowed on the school site and you have a duty to make sure they are not found in a public place.
* The Head Teacher will arrange for work to be provided for your child that should be completed during the first 5 days of the exclusion. From the **6th day** and beyond the local authority has a duty to provide suitable full-time alternative education, this will most likely take place at a Learning Centre or other alternative provision. The learning centres or alternative provision will contact you before the 6th day from when your child was excluded from school to arrange a meeting to discuss your child’s education and any support if required.
* The governors must meet **within 15 school days** to consider the exclusion. A letter will be sent to parents/carer inviting them to attend the meeting at least 7 days before the meeting is held. This is where Parents/carer will have an opportunity to put forward your views. You will receive a report from the Head Teacher about the exclusion and their reasons for deciding why a permanent exclusion is appropriate. You should receive these documents **at** **least 5 days** before the meeting so you have a chance to read the information and prepare any information, or think of questions you might want to ask. If Parents/carer cannot attend the meeting and still want to raise the concerns there are options available to have those concerns heard.
* At the meeting there will be a panel of governors (at least 3 members) and a clerk to take notes. The Governors will review all of the evidence and make a decision to either decline to reinstate the pupil, or to direct reinstatement back into school immediately or on a particular date. If the governors decline to reinstate, parents/career may ask for their decision to be reviewed by an Independent Review Panel (IRP).
* The IRP does not have the power to reinstate your child but may direct the governors to look at their decision again. You have **15 school days** from the date of the governor’s decision letter to ask for a review. Once the IRP deadline has passed or the outcome of the IRP is that the permanent exclusion was appropriate, your child will be removed from their school and continue attending the Learning Centre or other alternative provision. We understand this can be frustrating or upsetting for a Parent /Carer.
* Reintegration back into mainstream school will always be a priority and learning centres will work with you and your child to support this.
* The school may want to explore a managed move before the need to permanently exclude. However, a managed move should not be a threat in that a permanent exclusion will be issued if you do not agree.
* The school may also want to support your child by directing them to offsite provision. Depending on the individual needs and circumstances of the pupil, off-site direction into AP can be full-time or a combination of part-time support in AP and continued mainstream education. A proposed maximum period of time should be discussed and agreed upon as part of the planning phase for an off-site direction.

**What shouldn’t be happening:**

* Your child should not be sent home to ‘cool off’. This is an illegal exclusion/suspension. If something serious has happened resulting in your child not being able to attend school, then an official exclusion/suspension should be issued.
* You should not be told to remove your child from school to be Home Educated or until your child can transfer to another school. This is an illegal exclusion and will not help in solving any situation or speed up the process.
* Your child should not be excluded for not doing homework, poor attendance, poor grades or breaking the school rules on appearance (except when this is repeated or the pupil is defiant about the rules).