

HT = Head teacher
 GB = Governing Body
 GDC = Governors Disciplinary Committee
 IRP = Independent Review Panel
 AP = Alternative Provision

**EXCLUSIONS PROCEDURES
 FLOWCHART 2017**
 (reference: "Exclusion from maintained schools, academies and pupil referral units in England—September 2015")

HT investigates incident and gathers firm evidence

HT considers evidence, school policies and guidance and decides to exclude pupil

HT notifies parent by telephone on day of exclusion—followed without delay by letter giving details of the incident, length of exclusion, rights of appeal, arrangements for homework and 6th day provision if relevant.

HT, without delay, notifies governing body and LA for permanent exclusions, FPE of 5+ days and where a public exam will be missed

5 day or less in total in one term
 GB *must* consider written representations from parent if asked to do so, but is **not** required to meet parents. GB **cannot** direct reinstatement

6 days—15 days in total in one term.
 GB/Clerk to GDC *must* arrange GDC hearing if parent requests one. GDC *must* take place within 50 school days of GB being notified of exclusion. Clerk to invite Parent.

For each FPE over 5 days schools *must* make provision for full-time equivalent education from day 6 of the FPE

More than 15 days in one term
 GB/Clerk to GDC *must* arrange GDC hearing which *must* take place within 15 school days of GB being notified of exclusion. Clerk to invite parent.

Permanent
 GB/Clerk to GDC *must* arrange GDC hearing which *must* take place within 15 school days after GB notified of exclusion. Clerk to invite parent.

HT may hold reintegration interview with parent and pupil for FPE. However, pupil must return to school on due day of return, even if parent unable to attend a reintegration meeting.

School informs safeguarding and Inclusion Team to arrange 6th day provision

If asked by parent, GB considers written representations

GDC takes place, if requested, to consider representations from parents.

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GDC upholds HT decision, exclusion period elapses (if not already elapsed) and pupil returns to school

GDC does not uphold HT decision—pupil returns to school if exclusion period not elapsed—pupil's school record contains notes of GDC's decision

GDC upholds HT decision

GDC decides to reinstate pupil

Parents do not request IRP

Parents request IRP

IRP upholds exclusion

IRP recommends GB reconsider

IRP quashes exclusion and directs GB reconsider

Pupil continues with AP or new school arrangements

GB upholds exclusion and, if directed by IRP, pay £4000 to LA

GB reconsiders exclusion (within 10 days if directed)

GB offers school place to pupil

Pupil returns to excluding school (unless parents find new school place)

