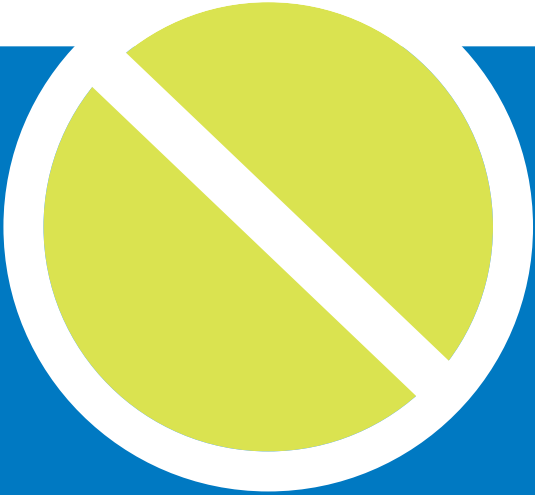


Permanent Exclusions



Exclusions...
**What do
they mean?**

Permanent Exclusion - what does this mean?

A decision to exclude a child permanently is a serious one. A permanent exclusion should only be used by Head Teachers as a last resort when it is acknowledged that, despite interventions, the school can no longer manage the behaviour of a pupil or when the incident is **so serious** that a pupil's return to the school is considered inappropriate or would seriously harm the education or welfare of the pupil or others in the school. Only the Head Teacher or the most senior teacher on site can exclude. A head teacher may permanently exclude for a first offence under certain exceptional circumstances. Permanent exclusion is a serious decision and should normally be used as a last resort when all other strategies and support have been tried without success.

How should parents/ carers be informed?

The school should inform the parent/carer by telephone immediately, whenever possible, followed by a letter within one school day which should explain:

- that the exclusion is permanent
- the reasons for the exclusion

- the parent/carers and pupil's right to make a representations to the Pupil Disciplinary Committee (PDC) and the latest date a meeting can take place. The PDC is a School's Governing Body committee which is called to review the decision to exclude a pupil. It can decide either to confirm the exclusion or to reinstate the pupil
- the parents/carers rights to view or obtain their child's school records upon written request under the Education (Pupil Records) (Wales) Regulations 2004
- the contact details of the clerk to the PDC (parents/carers will need to inform the clerk if they wish to attend the PDC and if they will be accompanied by a friend or a supporter such as a SNAP Cymru Independent Parental Supporter)

What can parents/ carers do?

- Talk over the incident(s) with the child and take notes
- Find out details of the incident, by asking how?, where?, when?, and by whom? type of questions
- Ask the school for a copy of its behaviour policy
- Look at possible causes and if sufficient levels of support were in place
- Compare your child's version with the accounts of others
- List any questions or queries you may have regarding the exclusion

What happens at a PDC?

- Within 15 days of the exclusion there will be a meeting of the Pupil Disciplinary Committee (PDC) to consider the exclusion. Parents should attend to give their views about the exclusion and make representations
- The excluded child's views should be presented
- The PDC will make a decision informing all parties within 1 day or 3 days if posted. For advice and support about PDC's contact SNAP Cymru

What the school will do

- Allow the pupil a chance to give his/her version of what happened
- Interview other witnesses including other pupils and staff
- Write an account of the reason for the exclusion in readiness for the PDC
- Gather information on any support that the pupil may have received, including who provided the support and for how long

Appealing to an Independent Panel

If the permanent exclusion is upheld by the PDC. You have 15 days to lodge an appeal. An Independent panel is made up of a lay chair and individuals with educational expertise with no connection or association with the pupil or

school in question. They will meet to hear your appeal. The Independent Appeal Panel can decide to:

- Uphold the decision to permanently exclude
- Overturn the decision and reinstate
- Overturn the decision to permanently exclude but not reinstate

Additional Information

Exclusion should always be a last resort.

Strategies and individual plans to meet needs should have been explored beforehand.

Exclusion should not been given in the heat of the moment unless there is an immediate threat to the safety of individuals. The school should set and mark work, which parents/ carers need to arrange to collect and return.

If you are concerned over exclusions or would like free, independent information, advice or support, contact:

Helpline: 0808 801 0608

www.snapcymru.org

SNAP Cymru, 10 Coopers Yard,
Curran Road, Cardiff CF10 5NB

Tel: 029 2038 4868 Fax: 029 2034 8998



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