



The
MAST
 Academy Trust

Policy	Exclusions Policy	
Owner	Melanie Humphreys – The Mast Executive Administrator	
Date approved	March 2021	
Approver	Trust Board Standards and Effectiveness Committee	

Current version	V1.0
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Next review due	Spring Term 2023
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Objective of Policy
To provide guidance on the policy and process for exclusions of pupils with the Mast Academy Trust schools.

Version Control	
Version Number	Summary of amends from previous version
1.0	Development of Trust Wide Policy

Sign off requirements	
Approvers	Position
Standards and Effectiveness Committee	Trust Board
Reviewers	Position
Natasha Greenough	CEO The MAST
Gail Howe	Trustee

Section Number	Content	Page Number
1.0	Aims	3
2.0	Legislation and statutory responsibilities	3
3.0	The decision to exclude	3
4.0	Definition	4
5.0	Roles and responsibilities	4
6.0	Considering the reinstatement of a pupil	5
7.0	An independent review	6
8.0	School registers	7
9.0	Returning from a fixed-term exclusion	7
10.0	Monitoring arrangements	7
11.0	Links to other policies	7
Appendices	Content	
A	Independent review panel training	8
B	Template letters	9
C	Academy Exclusions leaflet	17

1. Aims

The Trust and their schools aims to ensure that:

- The exclusions process is applied fairly and consistently
- The exclusions process is understood by governors, staff, parents and pupils
- Pupils in school are safe and happy
- Pupils do not become NEET (not in education, employment or training)

2. Legislation and statutory guidance

This policy is based on statutory guidance from the Department for Education: [Exclusion from maintained schools, academies and pupil referral units \(PRUs\) in England](#).

It is based on the following legislation, which outline schools' powers to exclude pupils:

- Section 52 of the Education Act 2002, as amended by the Education Act 2011
- The School Discipline (Pupil Exclusions and Reviews) (England) Regulations 2012
- Sections 64-68 of the School Standards and Framework Act 1998
- In addition, the policy is based on:
- Part 7, chapter 2 of the [Education and Inspections Act 2006](#), which looks at parental responsibility for excluded pupils
- Section 579 of the [Education Act 1996](#), which defines 'school day'
- The [Education \(Provision of Full-Time Education for Excluded Pupils\) \(England\) Regulations 2007](#), as amended by [The Education \(Provision of Full-Time Education for Excluded Pupils\) \(England\) \(Amendment\) Regulations 2014](#)

This policy complies with the school's funding agreement and the Trust Articles of Association.

3. The decision to exclude

Only the Headteacher, or acting Headteacher, can exclude a pupil from school. A permanent exclusion will be taken as a last resort.

Our school is aware that off-rolling is unlawful. Ofsted defines off-rolling as:

“...the practice of removing a pupil from the school roll without a formal, permanent exclusion or by encouraging a parent to remove their child from the school roll, when the removal is primarily in the interests of the school rather than in the best interests of the pupil.”

We are committed to following all statutory exclusions procedures to ensure that every child receives an education in a safe and caring environment.

A decision to exclude a pupil will be taken only:

- In response to serious or persistent breaches of the school's behaviour policy, **and**
- If allowing the pupil to remain in school would seriously harm the education or welfare of others

Before deciding whether to exclude a pupil, either permanently or for a fixed period, the Headteacher will:

- Consider all the relevant facts and evidence, including whether the incident(s) leading to the exclusion were provoked
- Allow the pupil to give their version of events
- Consider if the pupil has special educational needs (SEN)

When establishing the facts in relation to an exclusion, the Headteacher must apply the **civil standard of proof**; i.e. **'on the balance of all probabilities'** it is more likely than not that a fact is true, rather than the **criminal standard** if **'beyond reasonable doubt.'** This means that the Headteacher should accept that something happened if it is more than likely that it happened than it did not happen.

4. Definition

For the purposes of exclusions, 'school day' is defined as any day on which there is a school session. Therefore, INSET or staff training days do not count as a school day.

5. Roles and responsibilities

5.1 The Headteacher

Informing parents

The Headteacher will immediately provide the following information, in writing, to the parents of an excluded pupil:

- The reason(s) for the exclusion
- The length of a fixed-term exclusion or, for a permanent exclusion, the fact that it is permanent
- Information about parents' right to make representations about the exclusion to the governing board and how the pupil may be involved in this
- Where there is a legal requirement for the governing board to meet to consider the reinstatement of a pupil, and that parents have a right to attend a meeting, be represented at a meeting (at their own expense) and to bring a friend

The Headteacher will also notify parents by the end of the afternoon session on the day their child is excluded that for the first 5 school days of an exclusion, or until the start date 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 a good reason. Parents may be given a fixed penalty notice or prosecuted if they fail to do this.

If alternative provision is being arranged, the following information will be included when notifying parents of an exclusion:

- The start date for any provision of full-time education that has been arranged
- The start and finish times of any such provision, including the times for morning and afternoon sessions, where relevant
- The address at which the provision will take place
- Any information required by the pupil to identify the person they should report to on the first day

Where this information on alternative provision is not reasonably ascertainable by the end of the afternoon session, it may be provided in a subsequent notice, but it will be provided no later than 48 hours before the provision is due to start. The only exception to this is where alternative provision is to be provided before the sixth day of an exclusion, in which case the information can be provided with less than 48 hours' notice with parents' consent.

Informing the governing board and local authority

The Headteacher will immediately notify the governing board and the local authority (local authority) of:

- A permanent exclusion, including when a fixed-period exclusion is made permanent
- Exclusions which would result in the pupil being excluded for more than 5 school days (or more than 10 lunchtimes) in a term
- Exclusions which would result in the pupil missing a public examination

For a permanent exclusion, if the pupil lives outside the local authority in which the school is located, the Headteacher will also immediately inform the pupil's 'home authority' of the exclusion and the reason(s) for it without delay.

For all other exclusions, the Headteacher will notify the governing board and local authority once a term.

5.2 The governing board

Responsibilities regarding exclusions is delegated to local governing body:

- The governing board has a duty to consider the reinstatement of an excluded pupil (see section 6)
- Within 14 days of receipt of a request, the governing board will provide the secretary of state with information about any exclusions in the last 12 months.
- For a fixed-period exclusion of more than 5 school days, the governing board will arrange suitable full-time education for the pupil. This provision will begin no later than the sixth day of the exclusion.

5.3 The local authority

For permanent exclusions, the local authority is responsible for arranging suitable full-time education to begin no later than the sixth day of the exclusion.

6. Considering the reinstatement of a pupil

The governing board will consider the reinstatement of an excluded pupil within 15 school days of receiving the notice of the exclusion if:

- The exclusion is permanent
- It is a fixed-term exclusion which would bring the pupil's total number of school days of exclusion to more than 15 in a term
- It would result in a pupil missing a public examination

If requested to do so by parents, the governing board will consider the reinstatement of an excluded pupil within 50 school days of receiving notice of the exclusion if the pupil would be excluded from school for more than 5 school days, but less than 15, in a single term.

Where an exclusion would result in a pupil missing a public examination, the governing board will consider the reinstatement of the pupil before the date of the examination. If this is not practicable, the governing board will consider the exclusion and decide whether or not to reinstate the pupil.

The governing board can either:

- Decline to reinstate the pupil, or
- Direct the reinstatement of the pupil immediately, or on a particular date

In reaching a decision, the governing board will consider whether the exclusion was lawful, reasonable and procedurally fair and whether the Headteacher followed their legal duties. They will decide whether or not a fact is true 'on the balance of probabilities', which differs from the criminal standard of 'beyond reasonable doubt', as well as any evidence that was presented in relation to the decision to exclude.

Minutes will be taken of the meeting, and a record of evidence considered kept. The outcome will also be recorded on the pupil's educational record.

The governing board will notify, in writing, the Headteacher, parents and the local authority of its decision, along with reasons for its decision, without delay.

Where an exclusion is permanent, the governing board's decision will also include the following:

- The fact that it is permanent
- Notice of parents' right to ask for the decision to be reviewed by an independent review panel, and:
 - The date by which an application for an independent review must be made
 - The name and address to whom an application for a review should be submitted
 - That any application should set out the grounds on which it is being made and that, where appropriate, reference to how the pupil's SEN are considered to be relevant to the exclusion

- That, regardless of whether the excluded pupil has recognised SEN, parents have a right to require the Mast Academy Trust to appoint an SEN expert to attend the review
 - Details of the role of the SEN expert and that there would be no cost to parents for this appointment
 - That parents must make clear if they wish for an SEN expert to be appointed in any application for a review
 - That parents may appoint someone to make written and/or oral representations to the panel, and parents may also bring a friend to the review
- That if parents believe that the exclusion has occurred as a result of discrimination, they may make a claim under the Equality Act 2010 to the first-tier tribunal (special educational needs and disability), in the case of disability discrimination, or the county court, in the case of other forms of discrimination. A claim of discrimination made under these routes should be lodged within 6 months of the date on which the discrimination is alleged to have taken place

7. An independent review

If parents apply for an independent review, the Mast Academy trust will arrange for an independent panel to review the decision of the governing board not to reinstate a permanently excluded pupil.

Applications for an independent review must be made within 15 school days of notice being given to the parents by the governing board of its decision to not reinstate a pupil.

A panel of 3 or 5 members will be constituted with representatives from each of the categories below. Where a 5-member panel is constituted, at least 2 members will come from the Trustee category and at least 2 members will come from the governing body category.

- Trustee for the Trust Board of the Mast Academy Trust
- School governors from a school within the Mast Academy trust who have served as a governor for at least 12 consecutive months in the last 5 years, provided they have not been teachers or Headteachers during this time

A person may not serve as a member of a review panel if they:

- Are a member of the governing board of the excluding school
- Are the Headteacher of the excluding school, or have held this position in the last 5 years
- Are an employee of the Mast Academy Trust, or the governing board, of the excluding school (unless they are employed as a Headteacher at another school)
- Have, or at any time have had, any connection with the school, governing board, parents or pupil, or the incident leading to the exclusion, which might reasonably be taken to raise doubts about their impartiality
- Have not had the required training within the last 2 years (see Appendix A for what training must cover)

A clerk will be appointed to the panel.

The independent panel will decide one of the following:

- Uphold the governing board's decision
- Recommend that the governing board reconsiders reinstatement
- Quash the governing board's decision and direct that they reconsider reinstatement (only when the decision is judged to be flawed)

The panel's decision can be decided by a majority vote. In the case of a tied decision, the chair has the casting vote.

8. School registers

A pupil's name will be removed from the school admissions register if:

- 15 school days have passed since the parents were notified of the exclusion panel's decision to not reinstate the pupil and no application has been made for an independent review panel, or
- The parents have stated in writing that they will not be applying for an independent review panel

Where an application for an independent review has been made, the governing board will wait until that review has concluded before removing a pupil's name from the register.

Where alternative provision has been made for an excluded pupil and they attend it, code B (education off-site) or code D (dual registration) will be used on the attendance register.

Where excluded pupils are not attending alternative provision, code E (absent) will be used.

9. Returning from a fixed-term exclusion

Following a fixed-term exclusion, a re-integration meeting will be held involving the pupil, parents, a member of senior staff and other staff, where appropriate.

The following measures may be implemented when a pupil returns from a fixed-term exclusion:

- Agreeing a behaviour contract and/or appropriate Risk Assessment
- Putting a pupil 'on report'
- A period of inclusion to support with reintegration
- Other adaptations to the provision which support the pupil to reintegrate

10. Monitoring arrangements

The Headteacher is expected to monitor exclusions and report on the number and duration every term to Governors. They also liaise with the local authority to ensure suitable full-time education for excluded pupils.

The Headteacher reports back to the governing body through the Trust's termly pastoral report.

11. Links with other policies

This exclusions policy is linked to:

- The school behaviour policy
- The Mast Academy Trust SEN policy and information report

Appendix A: Independent review panel training

The Mast Academy Trust must ensure that all members of an independent review panel and clerks have received training within the 2 years prior to the date of the review.

Training must have covered:

- The requirements of the primary legislation, regulations and statutory guidance governing exclusions, which would include an understanding of how the principles applicable in an application for judicial review relate to the panel's decision making
- The need for the panel to observe procedural fairness and the rules of natural justice
- The role of the chair and the clerk of a review panel
- The duties of Headteachers, governing boards and the panel under the Equality Act 2010
- The effect of section 6 of the Human Rights Act 1998 (acts of public authorities unlawful if not compatible with certain human rights) and the need to act in a manner compatible with human rights protected by that Act

Appendix B: Template Letters

Fixed Period Exclusion

Dear (parent/carer)

Name of Pupil

DOB: x

I am writing to confirm that I have today decided to exclude Pupil name from school for a fixed period of x days. The exclusion will begin on date and end. Pupil will be expected back into school on date. Pupil name should not enter school premises before that date without my prior consent.

I realise that this decision may well be upsetting for you and your family but the decision to exclude Pupil has not been taken lightly. My reason for excluding Pupil name is for **full details of reason(s) why you are excluding for a fixed period**

The school will set work for Pupil name to be completed during the period of his exclusion. The work is included with this letter. Please ensure that work set by the school is completed and returned to us on Pupil name's return to school.

To aid Pupil name's return to school it is important that a meeting is arranged for you and Pupil name to discuss with me his/her reintegration. I will be pleased to do so on date and time. If this not convenient, please contact the school to arrange a mutually convenient date and time contact details. The purpose of the reintegration meeting is to discuss how best Pupil name's return to school can be managed.

Because Pupil name is excluded it is your duty to ensure that he/she is not present in a public place in school hours unless there is reasonable justification for this. If he/she is present in a public place during school hours on dates I must advise you that you may receive a Penalty Notice from the Local Authority. If so, it will be for you to show reasonable justification.

You have the right to make representations about this decision, either in writing or in person, to the governing body exclusion committee. If you wish to attend the governors' meeting in person you may bring someone to support you. If you wish to make representations please contact COG, school address, telephone number and email, as soon as possible. However, it is unlikely that a meeting can be arranged before the exclusion has expired. Whilst the discipline committee cannot direct reinstatement, they must consider any representation you make and may place a copy of their findings on your child's school record.

You should be aware that if you think the exclusion relates to a disability your child has, and you think disability discrimination has occurred, you have the right to appeal, and/or make a claim, to First Tier Tribunal (SEN and Disability) 01325 392760, www.justice.gov.uk/tribunals/send/appeals.

You also have the right to see and have a copy of Pupil's school record. Should you wish to be supplied a copy of Pupil name's school record you will need to notify me in writing. I will be happy to supply you with a copy if you request it. However, there may be a charge for photocopying.

If you would like further information with regard to the exclusion process you can contact Kimberley Dyson, Inclusion Officer on 01484 456838. You may also find it useful to contact the Children's Legal Centre. They can be contacted on 0808 8020 008 or at www.childrenslegalcentre.com. They aim to provide free legal advice and information to parents on state education matters.

You also can refer to the government guide "Exclusion from Maintained schools, Academies and Pupil Referral units in England" which can be downloaded from www.education.gov.uk/schools/pupilsupport/behaviour/exclusion.

I also enclose a copy of the LA's 'Information for Parents' leaflet, which I hope will be helpful.

Yours sincerely

Name

Headteacher

Permanent exclusion letter

Dear (parent/carer)

I regret to inform you of my decision to exclude your son/daughter (child's name) permanently from school. The exclusion is effective from (date) and (child's name) should not enter school premises without my prior consent. As this is a permanent exclusion this means that (child's name) will not be allowed back to this (school) unless he/she is reinstated by the governing body's discipline committee (child's name) should not enter school premises without my prior consent.

I realise that this exclusion may well be upsetting for you and your family. However, I have reached this decision to permanently exclude (child's name) after very careful thought and believe it is the correct course of action because (full details of reason(s) why you are permanently excluding. You cannot later supplement the reasons for the permanent exclusion. If the pupil's past behaviour at the school is a factor in your decision make sure this is stated in this letter). You will be aware that the school has made every effort to avoid permanently excluding (child's name) and has employed a number of strategies, such as (details of any previous warnings, fixed term exclusions, other disciplinary measures taken before the present incident, referral to outside agencies). If you wish to discuss this matter with me I will be pleased to do so at a mutually convenient time with in the next day or so. Please contact my secretary to arrange this.

(For pupils of compulsory school age)

I must advise you that you have a duty to ensure that (child's name) is not present in a public place in school hours during the first five school days of this exclusion, i.e. on (specify the precise dates) unless there is reasonable justification. You could be prosecuted or receive a penalty notice if (child's name) is present in a public place during school hours on those dates. It will be for you to show reasonable justification.

Alternative arrangements for (child's name)'s education to continue will need to be made. For the first five school days the school will set work for (child's name) and would ask you to ensure this work is completed and returned promptly to school for marking. (This may be different if supervised education is being provided earlier than the sixth school day). From the sixth school day of the exclusion onwards - i.e. from (specify date) Kirklees Pupil Referral Service will be responsible for ensuring (child's name) receives suitable full-time education. Someone from the Pupil Referral Service will contact you about the arrangements for this.

(Where a pupil lives in a local authority other than the excluding school's local authority) I have also today informed (name of officer) at (name of local authority) of (child's name)'s exclusion and they will be in touch with you about the arrangements for his/her education from the sixth school day of the exclusion. You can contact them at (give contact details).

As this is a permanent exclusion the governing body's discipline committee will have to meet to consider my decision. At the discipline committee meeting you may make representations to the discipline committee if you wish and ask them to reinstate (child's name) in school. (Child's name) can also attend to participate and have their views heard. The governing body's discipline committee has the power to reinstate (child's name) immediately or from a specified date, or alternatively, they have the power to uphold the exclusion in which case you may ask for the decision to be reviewed by an Independent Review Panel. The latest date on which the discipline committee can meet is (specify date – no later than 15 school days from the date the governing body is notified). If you wish to make representations to the discipline committee and wish to be accompanied by a friend or representative please contact (Name of contact) on/at (Contact details – address,

phone number, e-mail), as soon as possible. You will, whether you choose to make representations or not, be notified by the Clerk to the discipline committee of the time, date and location of the meeting. A more detailed report is being prepared about the circumstances which led to the exclusion. A copy of the report will be sent to you by the clerk to the discipline committee prior to the meeting. Please advise if you have a disability or special needs which would affect your ability to attend the meeting. Also, please inform **(Contact)** if it would be helpful for you to have an interpreter present at the meeting. **(Child's name)** is also entitled to attend the meeting.

For advice or to discuss contact Kirklees Information, Advice and Support Special Educational Needs (KIAS) on 01484 225422 or email kias@kirklees.gov.uk.

You should be aware that if you think the exclusion relates to a disability your child has, and you think disability discrimination has occurred, you have the right to appeal, and/or make a claim, to First Tier Tribunal (SEN and Disability) 01325 392760, www.justice.gov.uk/tribunals/send/appeals.

You also have the right to see and have a copy of **(child's name)**'s school record. Should you wish to be supplied a copy of **(child's name)**'s school record you will need to notify me in writing. I will be happy to supply you with a copy if you request it. However, there may be a charge for photocopying.

If you would like further information with regard to the exclusion process you can contact Kimberley Dyson, Inclusion Officer on 01484 456838 and/or Kirklees Information, Advice and Support Special Educational Needs (KIAS) on 01484 225422. You may also find it useful to contact the Children's Legal Centre. They can be contacted on 0808 8020 008 or at www.childrenslegalcentre.com. They aim to provide free legal advice and information to parents on state education matters.

You also can refer to the government guide "Exclusion from Maintained schools, Academies and Pupil Referral units in England" which can be downloaded from www.education.gov.uk/schools/pupilsupport/behaviour/exclusion.

I also enclose a copy of the LA's 'Information for Parents' leaflet, which I hope will be helpful.

Yours sincerely

(name)

Headteacher

cc Inclusion Officer, Pupil Referral Service

Enc

Permanent exclusion – report to parents and details of governing body meeting

Dear **(parent/carer)**

With reference to the letter from the head teacher dated **(date)**, as clerk to the governing body's discipline committee I am now sending you a report compiled by the Headteacher. This contains more information about the circumstances that led to your child's permanent exclusion. The Headteacher will present his/her report to the meeting of the governing body at **(time)** on **(date)** at **(location)**. The report includes details of the Headteacher's investigation and relevant previous warnings, fixed-term exclusions and strategies already attempted by the school.

The purpose of this meeting is for the governing body's discipline committee to decide whether or not to uphold the permanent exclusion. The committee will consider any representations made by you or your representative and the Headteacher, including the enclosed report. The discipline committee may confirm the permanent exclusion or reinstate **(child's name)** to the school.

You may ask for the Local Authority representative to be present as an observer. They may not be invited unless you request their presence and they can only make representations if the governing body agrees.

You will have the right to attend this meeting to make representations (put your child's case forward). You may either present your comments in person and/or submit written comments for consideration. Written comments should be sent to the school, for the attention of the clerk to the governing body, and should be received where possible at least two school days before the date of the meeting. The meeting is extremely important and you should make every effort to attend. You may also bring a friend or advisor to support or represent you. **(Child's name)** is also entitled to attend the meeting.

Please confirm whether or not you will be able to attend this meeting. If you are unable to attend the meeting it may be possible for the governing body to arrange another date, although it is in your son/daughter's best interests for the meeting to be held promptly as the committee is required by law to consider the exclusion within specified time limits. Please advise if you have a disability or special needs which would affect your ability to attend this meeting. Also, please inform **(contact)** if it would be helpful for you to have an interpreter present at the meeting.

If you would like further information with regard to the exclusion process you can contact Kimberley Dyson, Inclusion Officer on 01484 456838 and/or Kirklees Information, Advice and Support Special Educational Needs (KIAS) on 01484 225422 kias@kirklees.gov.uk. You can also contact the Children's Legal Centre on 0808 8020 008 or at www.childrenslegalcentre.com.

Yours sincerely

[name]

Clerk to the Governing Body

Enc: Headteacher's report for meeting of the Governing Body's Discipline Committee

Evidence and Documentation for Permanent Exclusion Hearing

Contents – suggested range of evidence and documents to include

1. Heads report, decision and summary reasons
2. Details of Incident – referenced to evidence, chronology, SPR form
3. Background/Summary for Pupil and School record
4. School Interventions and Referrals to other agencies – current plans (PSP, My Support Plan, Provision Map, Positive Handling Plan, Risk Assessment, EHA)
5. Pastoral Overview/Behaviour Log
6. Serious incident reports
7. Witness statements – include PUPILs version
8. CCTV – overview
9. Classroom/corridor diagram
10. Exclusion letter(s)
11. Apology letter from PUPIL
12. Behaviour Policy
13. Other relevant policies, e.g. SEN, Drugs
14. School progress reports
15. Communication Logs
16. Key worker intervention logs

Notification of School Discipline Committee decision – confirmation of exclusion

(This must be sent out without delay following the Discipline Committee meeting - by first class post)

Dear **[Parent's name]**

I am writing to inform you of the outcome of the recent governing body/management committee or Academy Trust meeting when the Headteachers decision to permanently exclude your son/daughter **[name of pupil]** was considered. The governing body, after carefully considering the representations made and all the available evidence, has decided to uphold **[name of pupil]**'s exclusion.

The reasons for the governing body/management committee's decision are as follows: **[give the reasons in as much detail as possible, explaining how they were arrived at.] (Reasons for upholding the decision should not differ from those of the head teacher's i.e. the governing body cannot uphold the exclusion on different grounds than those for which the pupil was excluded).**

You have the right to ask for this decision to be reviewed by an Independent Review Panel (IRP). If you wish to apply for a review you must notify **(Contact)** by no later than **(specify the latest date – the 15th school day after the receipt of this letter)**. **Notice is deemed to have been given on the same day if it is delivered directly or on the second working day after posting if it is sent by first class mail.**

If you apply then your application must set out the grounds on which it is being made and that, where appropriate, should include a reference to how the pupil's special educational needs are considered to be relevant to the exclusion.

Regardless of whether **(Child's name)** has recognised special educational needs, you have a right to require the Mast Academy Trust to appoint an SEN expert to attend the review. You must make it clear in your application if you wish for a SEN expert to be appointed. There will be no cost to yourself for this appointment. The role of the SEN expert is to provide impartial advice to the panel on how special educational needs might be relevant to the exclusion. The SEN expert should base their advice on the evidence provided to the panel. The role does not include making an assessment of the pupil's special educational needs **(refer to para 155 – 158 of guidance LINK)**. You may, at your own expense, appoint someone to make written and/or oral representations to the panel and you may also bring a friend to the review to act as your support.

In addition to your right to apply for an independent review panel, if you believe that the exclusion has occurred as a result of discrimination then you may make a claim under the Equality Act 2010 to the First-tier Tribunal (Special Educational Needs and Disability), in the case of disability discrimination or the County Court, in the case of other forms of discrimination. A claim of discrimination made under these routes should be logged within a 6 months of the date on which the discrimination is alleged to have taken place, e.g. the day on which the pupil was excluded. You can seek advice from Kirklees Information, Advice and Support in Kirklees (KIAS).

The role of the panel is to review the Governing Body's decision. The IRP cannot reinstate a child. The panel can decide to:

- Uphold the exclusion decision
- recommend that the governing body reconsiders their decision, or
- quash the decision and direct that the governing body considers the exclusion again.

If you would like further information with regard to the exclusion process you can contact Kimberley Dyson, Inclusion Officer on 01484 456838 and /or Kirklees Information, Advice and Support Special Educational Needs (KIAS) on 01484 225422 kias@kirklees.gov.uk. You may also find it useful to contact the Children's Legal Centre. They can be contacted on 0808 8020 008 or at www.childrenslegalcentre.com. They aim to provide free legal advice and information to parents on state education matters.

You also can refer to the government guide "Exclusion from Maintained schools, Academies and Pupil Referral units in England" which can be downloaded from www.education.gov.uk/schools/pupilsupport/behaviour/exclusion.

The arrangements currently being made for **[pupil's name]**'s education will continue for the time being. If you have any questions about this please contact Kimberley Dyson, Inclusion Officer in the first instance on 01484 456838.

May I also remind you that as **(Child's name)** is excluded from the school she/he must not come onto the school site unless specifically invited by the head teacher to do so.

Yours sincerely

[name]

Clerk to the Governing Body

Cc: Chair of Governing

Body

Headteacher

Kimberley Dyson, Inclusion Officer, Pupil Referral Service

Appendix C: Academy Exclusions leaflet



Academy-Exclusions
Leaflet.pdf