## Where can I read more about exclusions?

Schools must follow the government guidance when excluding. For Suspension and Permanent Exclusion from maintained schools, academies and pupil referral units in England, including pupil movement, August 2024 see: https://www.gov.uk/government/publications/school-exclusion

## What can I do if I have concerns about my child being excluded?

Talk to someone at your child's school such as class teacher, a tutor or Head of Year. They will always discuss your concerns and work with you.

If your child has special educational needs, the school's Special Needs Coordinator (SENCO) can advise on additional support and ways to assess your child's needs drawing on the advice of outside agencies where appropriate.

If your child has a social worker, they may be able to support and assist you with meetings with the school.

The Education Inclusion Service provides advice on exclusion procedures, preventative measures and other relevant issues.

Telephone: 01452 427360

Email: schoolexclusions@gloucestershire.gov.uk

## My child has been suspended from school for short periods and is at risk of permanent exclusion. Can this be prevented?

If the school has concerns about your child's behaviour they should try to identify whether there are any reasons behind this and intervene early in order to reduce the need for further exclusion.

The school should communicate with parents early when behavioral concerns first arise and consider an Early Help Assessment using the Graduated Pathway that goes beyond a child's educational needs. This might result in a Pastoral Support Plan or an individual behaviour plan, e.g. My Plan /My Plan+. This assessment may result in referrals to support services to help address any unmet needs.

## Other sources of help and information:

**SENDIASS Gloucestershire** is a free service offering information, advice and support to parents and carers of children with Special Educational Needs.

Webpage: https://sendiassglos.org.uk/

Freephone: 0800158 3603 (except mobiles)

Telephone: 01452 427566

or 01452 427567

### Coram Children's Legal Centre

Free legal advice and information for parents on education matters, including exclusions.

Telephone: 0300 3305485

Website: https://childlawadvice.org.uk/

### The National Autistic Society

### (Schools Exclusion Service (England)

Telephone: 0808 800 4002

Email: schoolexclusions@nas.org.uk.

Website: Exclusion England

### Independent Parental Special Education Advice

http://www.ipsea.org.uk/

### Youth Support Team

Supports children and young people aged 10-19 years' old

Telephone: 01452 415707

Webpage: youthsupportteam.co.uk

Email: YSTinfo@gloucestershire.gov.uk

Gloucestershire COUNTY COUNCIL

# Exclusion from School

## Information for Parents and Carers

**September 2025**

## Exclusion from school

Exclusion can be a worrying, upsetting and difficult time for you and your child. This leaflet will explain exclusions, your rights and the support that is available to you.

### What does exclusion mean?

Exclusion is used by the school when a pupil has breached the school's behaviour policy. In all exclusions, the pupil is not allowed onto the school site for the period of the exclusion unless specific permission has been given by the school. There are two types of exclusion:

- **Suspension (Previously call Fixed Term Exclusion)**

  A specified number of days or lunchtimes when a pupil is not allowed into school.

- **Permanent exclusion**

  When the headteacher has decided that a pupil should not continue at the school and that allowing the pupil to remain would harm the education or welfare of the pupil or others in the school.

### Being informed about the exclusion

In all cases when your child has been excluded, you will be informed by the school in writing.

This letter provides key information including:

- the length of exclusion
- the reason(s) for the suspension or permanent exclusion
- parents' responsibility during the exclusion
- the arrangements made by the school to provide work for during the first five days of an exclusion
- the date your child should return to school (unless excluded permanently)
- parents' right to make representations (appeal) to the governing board
- where there is a legal requirement for the governing board to consider the suspension or permanent exclusion, that parents have a right to attend a meeting, to be represented at that meeting (at their own expense) and to bring a friend.
- parents' right to make a request to hold the meeting via the use of remote access and how and to whom to make this request.
- contact details of professionals who can provide you with impartial advice and guidance on the exclusion process.

### What about my child's education?

Government guidance states that during the first five school days of a suspension or permanent exclusion, the school should take reasonable steps to set and mark work for the pupil. Online pathways such as Google Classroom or Oak Academy can be used but schools should ensure that the work set is accessible and achievable by the pupil outside school.

For a suspension of more than five school days, the governing board (or local authority about a pupil suspended from a PRU) must arrange suitable full-time education for any pupil of compulsory school age. This provision is commonly called alternative provision and must begin no later than the sixth school day of the suspension.

Provision does not have to be arranged by either the school or the local authority for a pupil in the final year of compulsory education who does not have any further public examinations to sit.

### Can my child go out during the exclusions?

It is important that your child stays at home and is not in any public place during school hours for the first five days of the exclusion. If they are found in a public place without good reason, you may be issued with a Fixed Penalty Notice and a fine of £60. Failure to pay within 21 days will mean the fine increases to £120. Failure to pay within 28 days could result in you appearing before a court.

### How do I challenge the exclusion?

In all exclusions you have the right to put your case (appeal) in writing to the school governors. In every instance the governors must consider your written points. The timeliness of when the governors must respond to your representations depends on the length of the exclusion period.

- **For suspensions of less than 5 days or suspensions totaling less than 5 days within a term**

The governing board must consider any representations made by parents, but it cannot direct reinstatement and is not required to arrange a meeting with parents.

- **For suspensions of more than 5 days but less than 16 days or suspensions totaling more than 5 days but less than 16 days within a term**

If the parents make representations, the governing board must consider and decide within 50 school days of receiving the notice of suspension whether the suspended pupil should be reinstated. In the absence of any representations from the parents, the governing board is not required to meet and cannot direct the reinstatement of the pupil.

- **For suspensions over 15 days, including permanent exclusions or suspensions totaling more than 15 days within a term**

The governors are required to hold a governing board meeting to review the exclusion and must invite you attend. If you wish, you and your child can attend and bring a friend with you to attend this meeting. This meeting must be held within the first 15 school days following the exclusion. The meeting should take place regardless of whether you make an appeal and you will be informed of the decision in writing.

### What happens at the governors' meetings?

Governors take their responsibility very seriously when reviewing exclusions. They invite the headteacher to give the reasons for the exclusion. The headteacher will be required to explain the support that the school have offered to your child in order to avoid exclusion.

They will also give you an opportunity to give your view about the exclusion, and to ask any questions.

The Governors can make one of two decisions:

- **Decline to reinstate the pupil (uphold the head teacher's decision)**

If your child has been excluded permanently, and this decision was to decline to reinstate, you have a right to request an Independent Review. You will be given details about this in the governors' letter informing you of their decision following a permanent exclusion

- **Direct reinstatement of the pupil immediately or on a particular date (overturn the head teacher's decision)**

If the governors' direct reinstatement of the pupil following the pupil will return to school, the date decided if they have not already returned. The governing board should note the outcome of its consideration on the pupil's educational record, and copies of relevant papers should be kept with the educational record.

Further advice and guidance can be found here:
What to do if your child is excluded from school? | Gloucestershire County Council

Department for Education Parent Guide:
https://www.gov.uk/government/publications/school-exclusions-guide-for-parents