## **Exclusion Procedure Guidance**

## Fixed Term Exclusion



## <u>Day 1</u>

School to complete **Data Collection** Form and return to the Education Access Service. See contact details below.

School send letter to parents informing them of fixed term exclusion (see template pack).

School to ensure that the pupil is coded to "E" on the register unless alternative education provision is in place. See paragraph 85 new guidance.

If pupil has had more than 1 fixed term exclusion this term, school to arrange a pupil planning meeting with the LA.

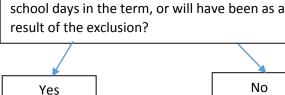


Does the governing body need to consider a fixed term exclusion?



Will the exclusion result in the pupil missing a public exam or NCT?

Yes No Has the pupil been excluded for more than 15 school days in the term, or will have been as a



- 1. The governing body **must** convene a meeting within 15 days of receiving notice of the exclusion to consider reinstatement. However, the governing body must take reasonable steps to meet before the date of the exam or NCT. If this is not practicable, the chair of governors may consider the reinstatement of a pupil independently.
- 2. School must invite parent, pupil and LA to the Pupil Discipline Committee (PDC) meeting – all evidence received to be discussed and forwarded to all parties prior to the meeting.

The LA recommends the school allows the pupil to sit the exam (see paragraph 54 of New **Exclusion Guidance 2015).** 

- 1. The governing body **must** convene a meeting within 15 days of receiving notice of the exclusion to consider reinstatement.
- 2. School must invite parent, pupil and LA to the Pupil Discipline Committee (PDC) meeting.
- 3. All evidence received to be discussed and forwarded to all parties prior to the meeting.

See section 4 new guidance.

Pupil planning meeting to be arranged with the Local Authority.

Contact Details, LA representatives for exclusions:-

Education Access Officer - Samantha Edwards Samantha.edwards@shropshire.gov.uk 01743 254381

Exclusions Administrator - Samantha Benniman <u>Samantha.benniman@shropshire.gov.uk</u> 01743 254381

All correspondence and data forms to be returned to:-

Education Access Service, Shropshire Council, Shirehall, Abbey Foregate, Shrewsbury, SY2 6ND