

## The Permanent Exclusion process

### Sequence

#### Action

- 1 The Head teacher decides to Permanently Exclude  
  
A copy of the permanent exclusion form and other related papers will be sent to the parent/carer and copied to:
- 2     Governors Discipline Committee  
      Exclusions Team  
      Any other agencies known to be involved.
- 3 A Governors' Discipline Committee will meet within 15 days of the date of the exclusion to decide whether or not to have the pupil back in school (reinstate).
- 4 The family, (including the excluded pupil), Headteacher and Exclusion Team should be notified of the date of and be invited to attend the meeting of the Governors' Discipline Committee.  
  
Prior to the meeting, documentation concerning the permanent exclusion should be sent to all parties.
- 5 The parent/carer may put their case in person or in writing to the Discipline Committee. The Committee will be made up of school Governors, (minimum of 3).
- 6 The Discipline Committee meeting will take place. The Governors will make a decision regarding the pupil's future at the school.  
  
The Governors can make one of two decisions (refer to 7 and 8 below).  
  
The Governors can decide to reinstate the pupil. Therefore he/she would return to school on an agreed date.
- 7 This decision would mean that the exclusion process is now over for the pupil. However, the school may wish to implement a Home/School agreement and can access support from Behaviour Support Services.  
  
The Governors can agree with the exclusion and uphold the Head teacher's decision to exclude. The parent /carer can be told this decision at the meeting or in writing within 1 school day.
- 8 A parent/carer may challenge this decision and have a right to appeal to an independent panel.
- 9 Both the Clerk to the Governors and the Exclusion Team can give the parent/carer information on how to do this in writing.  
  
If the parent/carer does not wish to appeal they may wish to inform the Exclusions Team of their decision by contacting tel no. 303 2685/7893.
- 10 The parent/carer will be invited to attend a planning meeting with the Behaviour Support Service to discuss the future placement of the pupil.

If the parent/carer wishes to appeal they must write giving grounds for appeal to:  
Council Regulatory Team, Democratic Services Division  
The Council House, Victoria Square  
BIRMINGHAM B1 1BB

- 11 This must be done within 15 school days of the date of notification of the Governors Decision.

The Council Regulatory Team will then make contact with the parent/carer to confirm the meeting date for the Independent Panel Hearing. The meeting will take place within 15 school days of the Committee Section receiving the request to appeal.