



FIXED PERIOD EXCLUSION - FACTSHEET

(EXCLUSION FROM SCHOOL FOR A SET PERIOD OF TIME)

Any exclusion from school can have serious implications for a pupil and should only be used as a last resort. Before deciding to exclude, the school must have tried all other methods of help to support your child in school.

The exclusion should be for the shortest appropriate time. Fixed Period exclusion may be used for periods up to 45 school days per year.

Lunchtime exclusions are counted as a half day exclusion. If a child is receiving free school meals these must still be provided.

You should be informed of the exclusion as soon as possible (usually by telephone). Within ONE school day you should also be given a letter explaining the reasons for the exclusion and the date your child will return to school. It will also inform you if a meeting of the Governing Body's Pupil Discipline Committee needs to take place.

If your child is excluded for less than 15 days, the Discipline Committee will not normally meet; however, if you want an opportunity to make your views known you can request a meeting.

The Discipline Committee Meeting

This meeting consists of:

- The discipline committee (representatives from the school's Governing Body)
- Yourself and your child (you can be accompanied by a friend, Independent Parental Supporter or legal representative, if you wish)
- The Head Teacher
- A representative of the Local Education Authority
- Any witnesses to the incident
- A person to take the minutes



The Rotherham Parent Partnership Service

Rotherham
Metropolitan
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Where Everyone Matters

Procedure at the Meeting

At the start of the meeting, the Chair (a Governor) will introduce everyone present.

The Head Teacher will explain the reason he/she decided to exclude your child.

You will have an opportunity to speak on behalf of your child, they may wish to speak themselves or provide their views in writing.

The Committee can ask questions of both parties.

The Local Education Authority representative will give their view of the exclusion.

After both the Head Teacher and parents/carers have been given the opportunity to summarise, everyone except the members of the Discipline Committee will be asked to leave the room to allow the committee to reach a decision.

The Discipline Committee can confirm the Head Teacher's decision to exclude your child or allow him/her to return to school. You will be informed of their decision in writing within one school day.

Further Information and guidance can be obtained from:

June Williams
(Local Education Authority Exclusions Representative)
(01709) 822690

The Parent Partnership Service
(01709) 823627

The Advisory Centre for Education (ACE) 020 77049822