

# EXCLUSION PROCEDURE FLOWCHART 2022

HT: Head Teacher  
 RD: Regional Director  
 MD: Managing Director  
 GB: Governing Body  
 IRP: Independent Review Panel  
 AP: Alternative Provision  
 VHT: Virtual School Head Teacher

HT investigates incident, gathers firm evidence

HT considers evidence, policies and guidance and decides to exclude – notifying RD and getting approval in advance from MD

HT notifies parent by telephone on day of exclusion—followed without delay by letter giving details of the incident, length of exclusion, rights of appeal, arrangements for homework and 6th day provision if relevant

HT, without delay, notifies governing body and LA for permanent exclusions, exclusion of 5+ days and where a public exam will be missed

5 day or less in total in one term RD *must* consider written representations from parent if asked to do so but is not required to meet parents. Governors cannot direct reinstatement

6 days—15 days in total in one term. RD *must* arrange hearing if parent requests one. This *must take place within 50 school days* of being notified of exclusion

For Each FPE over 5 days schools must make provision for full time equivalent education from day 6

More than 15 days in one term RD *must* arrange hearing which *must* take place within 15 school days of being notified of exclusion.

Permanent RD *must* arrange hearing which *must* take place within 15 school days after notified of exclusion

HT may hold reintegration interview with parent and pupil. However, pupil must re- turn to school on due day of return, even if parent is unable to attend a reintegration meeting.

School informs safeguarding and inclusion team to arrange 6<sup>th</sup> day provision

If asked by parent, RD considers written representations

Hearing takes place, if requested, to consider representations from parents

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Governors uphold HT decision, exclusion period elapses (if not already elapsed) and pupil returns to school

Governors do not uphold HT decision – pupil returns to school if exclusion period not elapsed – pupil’s school record contains notes of decision

Parents do not request IRP

Parents request IRP

Governor Upholds HT decision

Governors decide to reinstate pupil

IRP upholds exclusion

IRP recommends GB reconsider

IRP quashes exclusion and directs GB reconsider

Pupil continues with AP or new school arrangements

Governor upholds exclusion and, if IRP, pay £4000 to LA

RD reconsiders exclusion (within 10 days if directed)

RD offers school place to pupil

Pupil returns to excluding school (unless parents find new school place)