



Nottinghamshire
County Council

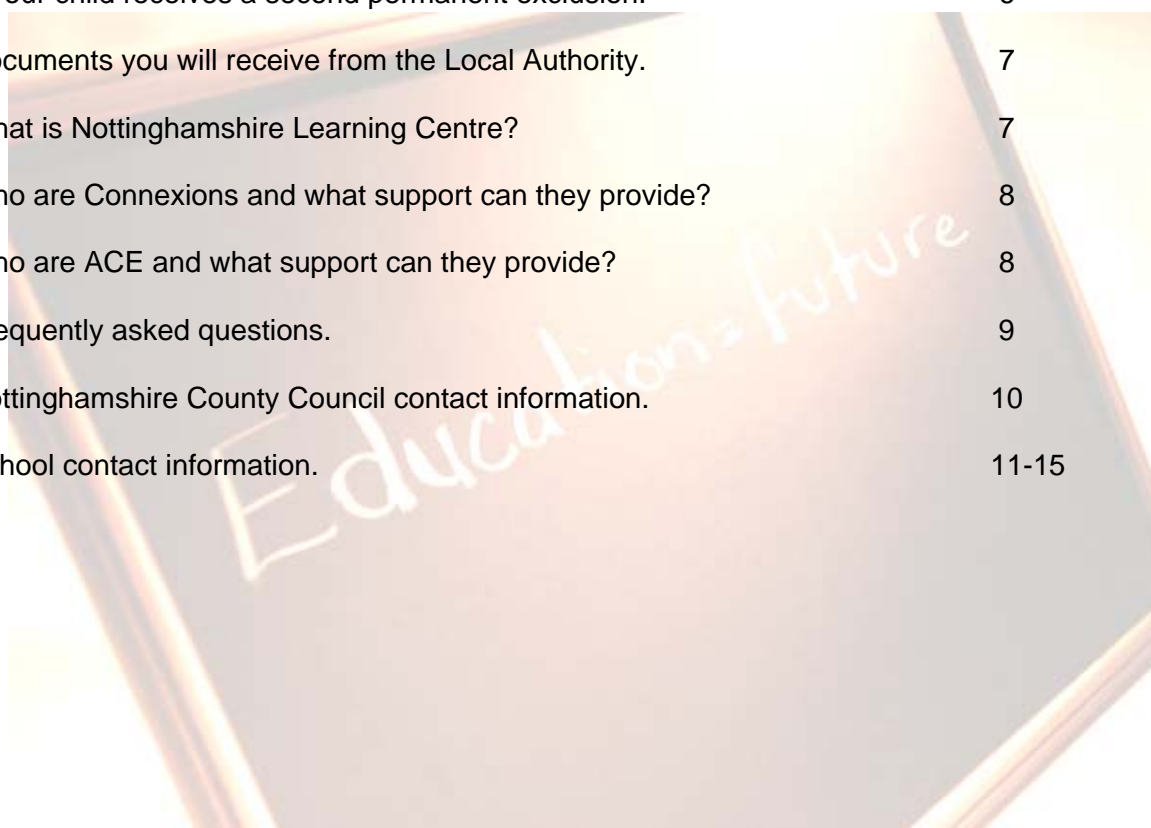
Permanent Exclusions

Information and Guidance
for Parents

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Permanent Exclusion: Information for Parent/ Carer

The permanent exclusion process can be a distressing and confusing time, for both you and your child. This booklet aims to explain the exclusion process and answer some of the most frequently asked questions associated with exclusion. It also contains contact details of additional support available to you.

Q: What does “Permanent Exclusion” mean?

A: The head teacher has decided that as a result of your child’s behaviour in accordance with the governing bodies’ behavioural policy he/she can no longer attend the school.

What happens now that my child is excluded?

Step 1 – Head Teacher’s Decision

The School will notify you immediately, ideally by phone. This will be followed up with a letter which will outline the reasons for exclusion and give advice on the next stage of the process.

Step 2 – Parent’s responsibility between Day 1-5

For the first 5 days of the permanent exclusion, you must ensure that your child is not present in a public place during school hours without reasonable justification. This applies whether or not the child is with you.

Failure to comply with this requirement could result in you receiving a fine (starting at a £50 penalty notice)

Step 3 – Setting School Work

The school will set and mark work for your child for the first 5 days of the exclusion.

Step 4 – Schools & Local Authority responsibility between Day 1-5

Following permanent exclusion the Local Authority (LA) will advise you to contact the Nottinghamshire Learning Centre, where a meeting will be arranged to assess your child’s needs and educational options

From the sixth day of exclusion the LA must ensure that suitable full-time education is provided.

Step 5 – Parental representation and Governors’ Meetings

As a parent/carer you have the right to represent your views on the exclusion in writing to the school governors. You will also get the opportunity to attend a Discipline Committee Meeting where the exclusion will either be upheld or reinstated. The Discipline Committee meeting will be held after 6 days but within 15 days of the exclusion.

If you wish to represent your views then you should address the letter in the following way:

**For attention of: The Clerk to Governors
C/O name of your child's school
School Address**

The envelope should be marked **confidential**. The clerk will then respond to you and advise you of the next steps of the process. These meetings are important since everybody has an opportunity to present their views (parent, school and Local Authority). It is strongly advised that parents attend or send in written representation.

The **Advisory Centre for Education (ACE)** provides useful guidance on writing and presenting your case to governors. You can also contact The **Parent Partnership Service (PPS)** who give advice and support to parents who consider their child has special educational needs. Parents of Black and Minority Ethnic pupils may find it helpful to contact the **Race Equality Council (REC)** or **Nottingham Black Families in Education (NBFE)**.

Q: What is the Discipline Committee?

A: The Discipline Committee is formed from 3 or 5 school governors. Its role is to examine the head teacher's decisions to exclude pupils and decide whether those decisions were correct.
There will also be a clerk present to take notes and advise on procedures.

Q: If the Discipline Committee decides to overturn the exclusion, will my child return to the same school?

A: Yes.

Q: If the Discipline Committee upholds the exclusion, what happens to my child's education?

A: Nottinghamshire Learning Centre will continue to provide education for your child until another placement has been arranged. The Local Education Officer and your Connexions Personal Advisor will support you through this process.

Q: What happens to my child's education before the Discipline Committee meeting?

A: For days 1-5 inclusive, the school will set work to be done at home. During this time you have a duty to ensure that your child is not present in a public place during school hours. You are liable to a fine if your child is found in a public place, with or without a parent, without good reason.

From Day 6 the Local Authority (LA) will provide between 21 and 25 hours of education (depending on the age of your child) through the Nottinghamshire Learning Centre.

What happens at a Discipline Committee Meeting?

Introductions by the Chair and explanation of the purpose and conduct of the meeting

Report by Head Teacher and other school staff on reasons for exclusion

Questions to the Head Teacher from the parent/ carer, governors and LA

Parent/carer's view (supported by a friend or adviser if appropriate)

Questions to parent/carer from governors, the Head Teacher and the LA

External agencies reports (where appropriate) which outlines the support given, interventions and outcomes

LA representative's views

The chair asks for any final questions and the Head Teacher and parent/carer are invited to sum up

The governors are left to consider their decision

Governors decide on whether to uphold the exclusion or reinstate the pupil.

The governors then inform all parties of their decision

If the parent/carer decides to return home prior to the decision, or the chair feels that the governors' deliberations will be lengthy, the clerk will contact and verbally convey the decision to the parent/ carer

When giving the decision to the parent/carer it is considered good practice for the chair to advise of the reasons behind reaching this decision.

This decision must be confirmed in writing within 1 school day. This remains the responsibility of the Clerk to the Governors.

Minutes of the meeting will be placed on the pupil's record with a copy of the Head Teacher's exclusion letter.

The Outcome of the Discipline Committee Meeting

There are two possible outcomes following the discipline committee meeting:

If the governors' decision is to **uphold** the exclusion your child would not be allowed back to the excluding school. As the Nottinghamshire Learning Centre provides short term education for permanently excluded pupils your child will continue their education there until another school place has been agreed.

If the governors decide **not to uphold** the exclusion your child would return to school.

Q: If the Discipline Committee upholds the exclusion and I disagree, is there anything else I can do?

A: You may appeal to an Independent Appeal Panel (IAP). You will be given details of how to appeal in the letter from the Local Authority following the outcome of the Discipline Committee Meeting.

Step 6 - Independent Appeal Panel for Permanent Exclusions

If the governors' decision was to uphold the exclusion then you have the right to appeal to an independent panel. This appeal should be lodged within 15 school days. You will receive a letter from the Local Authority notifying you of this date and a copy of the appeal form.

The Independent Appeal will be heard within 15 school days of your request and will consider evidence from you, the Head Teacher, Governing Body and Local Authority representative before reaching their decision.

There will be 1 of 3 possible outcomes of an Independent Appeal:

1. **Overturn the exclusion** – your child would return to school
2. **Uphold the exclusion** – your child would not return to the excluding school
3. **Overturn the exclusion** but does not reinstate due to exceptional circumstances/or impracticality – the exclusion would be overturned but your child would not return to the excluding school.
The pupil will remain at Nottinghamshire Learning Centre until another placement is found.

The decision of the appeal panel is binding on the school, parent/carer and the Local Authority and brings the exclusion process to an end. However if it is felt that the Appeal Panel had acted improperly in any way, parents do have further rights to complain to the **Local Government Ombudsman**. Another avenue open to parents and the school Governing body is **Judicial Review**. This would establish whether the decision made by the Appeal Panel was unlawful or legally unreasonable.

Permanent Exclusion issued by the school

Child remains on school roll and work is set by the school for the first 5 days. From day six of the exclusion education will be provided by Nottinghamshire Learning Centre

Letter to parent/carer from the Local Authority giving the opportunity to

1. Nominate another school should the exclusion be upheld at the Discipline Committee meeting.
2. Provide information regarding the child's education during the interim period of the exclusion

Discipline Committee Meeting to be held within 15 days of the exclusion

Exclusion upheld

Child reinstated to current school

Letter to parent/carer from Local Authority offering the right to appeal. If initial nomination form has not been returned then a second nomination form will be included

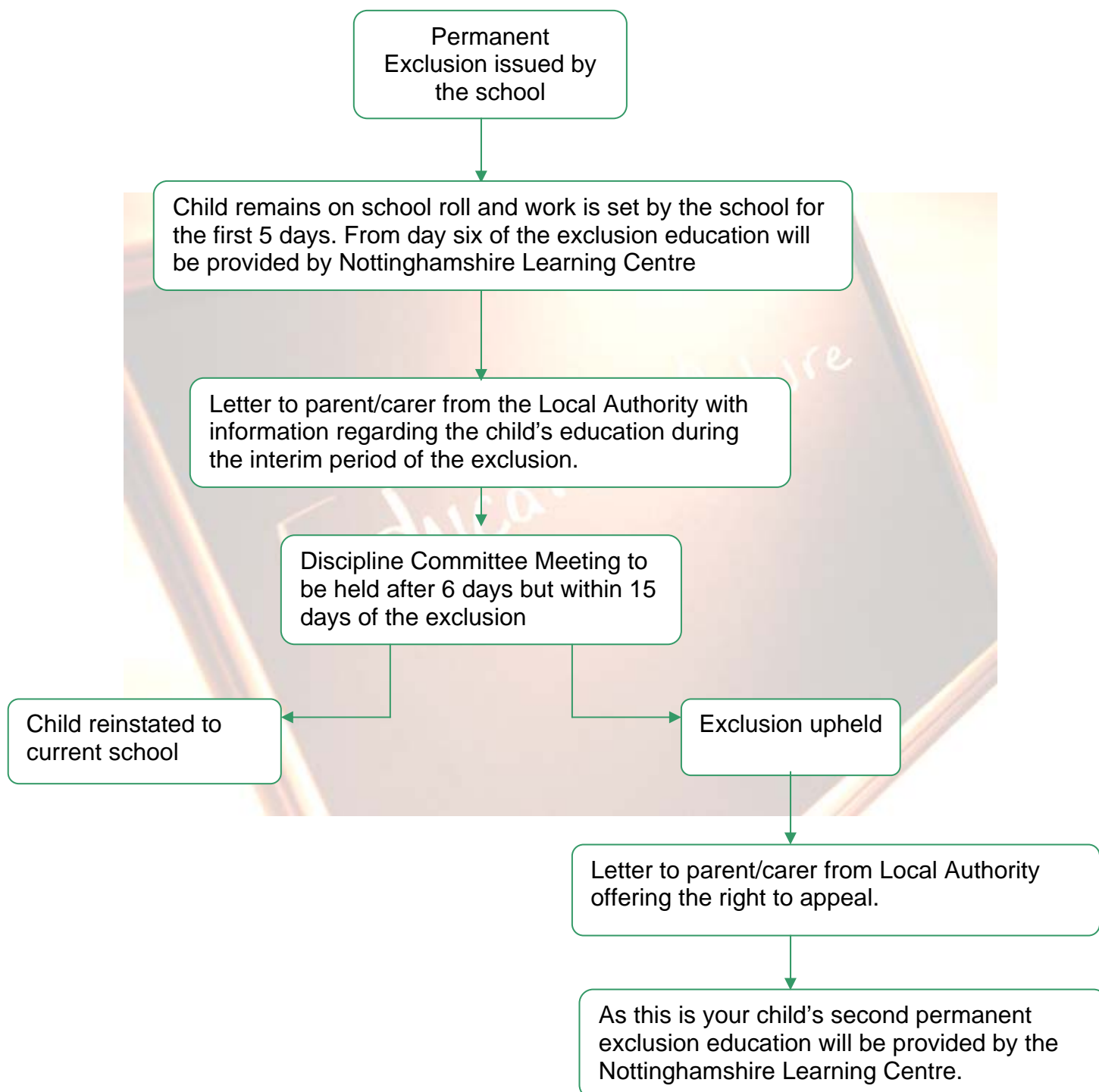
Secondary Pupils
The nomination for another school will be discussed by the Area Admissions Panel (AAP). Your child will either be placed back on school roll or alternative provision will be offered

During the reintegration back into school, provision will be provided by Nottinghamshire Learning Centre

Primary Pupils
The nomination for a primary school place will be considered by the Local Education Officer/School. Your child will either be placed back on school roll or alternative provision will be offered

If Your Child Receives a Second Permanent Exclusion?

If your child receives a second permanent exclusion then education will be provided by the Nottinghamshire Learning Centre. You have the right to nominate another school place. However the Local Authority is not required to comply with this for a period of 2 years following the second permanent exclusion



Documents you will receive from the Local Authority

First Letter you will receive - This letter will ask you to contact Nottinghamshire Learning Centre in order to arrange education for your child from day 6 of their exclusion, it also gives you the name and contact details of the Local Education Officer. We ask that you nominate another school by returning a proforma to enable us to consider the request should your child's exclusion be upheld by the governors.

Second Letter you will receive - This letter will confirm the decision made by the governors, notify you of the date by which you need to lodge your appeal and also include a copy of the appeal forms. If you have nominated another school for your child you will receive a response to your nomination, if not we will give you the opportunity to nominate again at this stage.

Third Letter you will receive – If the Local Authority does not receive a nomination form from you, a reminder to nominate will be sent.

Fourth Letter you will receive – will be a response to your nomination of another school for your child.

What is Nottinghamshire Learning Centre?

Nottinghamshire Learning Centre provides education from the 6th Day of permanent exclusion. It is your responsibility to contact the centre to arrange an induction. You will find details enclosed in the letter from the Local Authority.

The Nottinghamshire Learning Centre is committed to ensuring that all of the children and young people it supports have access to exciting and challenging learning opportunities which help them to achieve their potential.

This means:

- working with and listening to pupils and their parents and carers
- finding the right pathway to learning for each pupil to maximise their progress
- offering a broad and balanced curriculum
- continuously questioning our practice and seeking to improve our skills
- encouraging all members of our community, pupils and staff to work to their full potential, valuing and respecting the contribution and work of others

Who Are Connexions and What Support Can They Provide?

Connexions are an organisation which provides advice, guidance and personal development services to all 13-19 year olds in England. Over 7,700 Connexions Personal Advisers are based in schools, colleges, youth centres and high street drop-in 'one stop shops' to give professional and confidential advice on a range of subjects.

A Specialist Connexions advisor will contact you following the permanent exclusion of your child if they are of secondary school age. The advisor will offer you independent advice and guidance and support your child during the exclusion process as their Personal Advisor. They can attend the Discipline Committee meeting, Appeal hearing and any Admissions/ Reintegration meetings with you if choose to attend.

Q: Can anyone else offer me support with the exclusion?

A: The Local Education Officer will work with you to find another school

The Parent Partnership Service (PPS) gives advice and support to parents who consider their child has special educational needs.

Parents of black and minority ethnic pupils may find it helpful to contact the Race Equality Council (REC) or Nottingham Black Families in Education (NBFE).

	Telephone	Email	website
PPS	0115 9482888	enquiries@ppsnotts.org.uk	www.ppsnotts.org.uk
REC	0115 9586415	mail@nottsrec.com	www.nottsrec.com
NBFE	0115 8413896	nbfe@ntlbusiness.com	www.services4notts.org.uk
ACE	020 7704 9822		www.ace-ed.org.uk

Who Are ACE and What Support Can They Provide?

The **Advisory Centre for Education (ACE)** is an independent national advice centre for parents to answer questions on all aspects of education.

ACE offer a practical guide to parent's legal rights on the exclusion process and an exclusion advice line 0800 800 0327 is available for further independent support.

Who Are Parent Partnership and What Support Can They Provide?

The Parent Partnership Service (PPS) work to support, resolve and prevent disputes between schools, parents and the Local Authority.

They can provide an independent parental supporter who can assist with writing letters, support you at meetings and help your child express their views.

Frequently Asked Questions

These frequently asked questions give some brief answers to queries you may have, in what is a very difficult and upsetting time for your family.

Q: What happens if my child has to travel further than previously to their new school?

A: If it is the school designated by the Local Authority and the distance is greater than the permitted walking distance for your child's age, the Local Authority will pay for transport, usually a bus pass. If the school is your preferred school, you may be responsible for getting your child to and from the school.

Q: Can I be issued with a penalty notice if my child is seen in a public place with me during the first 5 days of the exclusion?

A: Yes. You must ensure that your child is not present in a public place during school hours without reasonable justification. This applies whether or not the child is with you.

Q: What happens once I have nominated a school?

A: If your child is of **secondary** school age then the application for another school place will be discussed at the Area Admissions Panel (AAP). The panel will discuss your child's individual needs and also take into consideration your application. If your child is of **primary** school age then your application will be considered by the Local Education Officer/ nominated school.

Q: Is the exclusion process the same in other areas of the country?

A: Yes. Government guidance has been circulated to all schools and Local Authorities to ensure that all schools and support centres follow the same rules.

More details are outlined in the **Improving Behaviour and Attendance: Guidance on Exclusion from Schools and Pupil Referral Units September 2007** and the following websites:

www.teachernet.gov.uk/wholeschool/behaviour/exclusion/guidance2007

www.dfes.gov.uk/behaviourandattendance/guidance/IBAGuidance/index.cfm

www.nottinghamshire.gov.uk



Nottinghamshire County Council Contact Information

Local Education Bases

Meadow House – Ashfield, Bassetlaw, Mansfield, and Newark

Meadow House
Littleworth
Nottingham
NG18 2TA
Phone: 01623 433433
email: exclusions.ed@nottscc.gov.uk

Local Education Officers North:

Ashfield: Nina Sidhu/Anne Haggerty – 01623 433368

Bassetlaw: Malcolm Kesterton – 01623 433369

Mansfield: Jayne Littlewood – 01623 433368

Newark: Tim Kent – 01623 433369

Home Brewery Building – Broxtowe, Gedling, and Rushcliffe

Sir John Robinson Way
Arnold
Nottingham
NG5 6DA

Local Education Officers South:

Broxtowe: Mary Kiely – 0115 854 6076

Gedling: Rose Callan – 0115 854 6079

Rushcliffe: Jonathan Smith – 0115 854 6155

Phone: 0115 854 6161 for school admissions

Fax: 0115 854 6068

Email: exclusions.ed@nottscc.gov.uk

Nottinghamshire Transport Services

Communities Department
Trent Bridge House
Fox Road
West Bridgford
Nottingham
NG2 6BJ

Phone/Minicom: 0844 9808080

Fax: 0115 977 4353

email: travel.assistance@nottscc.gov.uk

Independent Appeals

Chief Executive's Department
Democratic Services
County Hall
West Bridgford
Nottingham
NG2 7QP

Phone: 0115 977 3825

Fax: 0115 9773813

email: education.appeals@nottscc.gov.uk

Nottinghamshire Learning Centres

Daybrook: 0115 967 5000

Oakdale: 01623 622 229

Bassetlaw: 01909 485 737

Newark Grove: 01636 687 455

Connexions

Connexions Advisor – **Ashfield:** Sarah Love 07918 906095

Connexions Advisor – **Ashfield:** Amanda Wake 07501 254600

Connexions Advisor – **Mansfield/ Bassetlaw:** Debbie Pearson 07918 943164

Connexions Advisor – **Broxtowe/ Gedling/ Rushcliffe:** Sarah Whitby 07918 905831

Connexions Office – **Newark:** 01636 702084

School Contact Information

A chalkboard with the word "Education" written on it in white chalk. The chalkboard is tilted and has a wooden frame. The background is a soft, warm glow.

Secondary Schools

Ashfield

<p>Ashfield School & Technology College Sutton Road, Kirkby-in-Ashfield Nottingham, NG17 8HP Telephone: 01623 455000 www.ashfield.notts.sch.uk</p>	<p>Quarrydale Comprehensive School Stoneyford Road, Sutton-in-Ashfield, Nottinghamshire NG17 2DU Telephone: 01623 554178</p>
<p>Holgate Comprehensive School Hillcrest Drive, Hucknall, Nottingham NG15 6PX Telephone: 0115 963 2104</p>	<p>Selston Arts and Community College Chapel Road, Selston, Nottinghamshire, NG19 8QA Telephone: 01773 810321</p>
<p>Kirkby College Tennyson Street, Kirkby-in-Ashfield, Nottingham NG17 7DH Telephone: 01623 455925 www.kirkbycollege.notts.sch.uk</p>	<p>Sutton Centre Community College High Pavement, Sutton-in-Ashfield, Nottinghamshire NG17 1EE Telephone: 0845 8405500</p>
<p>National C of E Technology College Annesley Road, Hucknall, Nottingham NG15 7DB Telephone: 0115 963 5667</p>	

Bassetlaw

<p>Elizabethan High Comprehensive School Hallcroft Road, Retford Nottinghamshire DN22 7PY Telephone: 01777 713700 www.elizabethan.notts.sch.uk</p>	<p>Serlby Park (A 3-18 Business & Enterprise Learning Community) Whitehouse Road, Bircotes, Doncaster, South Yorkshire DN11 8EF Telephone: 01302 742535</p>
<p>Portland Comprehensive School Specialist Science College Netherton Road, Worksop, Nottinghamshire S80 2SF Telephone: 01909 471010</p>	<p>Tuxford School Marnham Road, Tuxford, Newark, Nottinghamshire NG22 0JH Telephone: 01777 870001 www.tuxfordschool.com</p>
<p>Retford Oaks High School Babworth Road, Retford, Nottinghamshire DN22 7NJ Telephone: 01777 861618</p>	<p>Valley School Valley Road, Worksop, Nottinghamshire S81 7EN Telephone: 01909 471860</p>

Broxtowe

<p>Alderman White School & Language College Chilwell Lane, Bramcote, Beeston, Nottingham, NG9 3DU Telephone: 0115 917 0424 www.aldermanwhite.notts.sch.uk</p>	<p>Eastwood School Mansfield Road, Eastwood Nottingham, NG16 3EA Telephone: 01773 786212</p>
<p>Bramcote Hills Sport & Community College Moor Lane, Bramcote, Beeston, Nottingham NG9 3GA Telephone: 0115 916 8900</p>	<p>George Spencer Foundation School and Technology College Arthur Mee Road, Stapleford, Nottingham NG9 7EW Telephone: 0115 917 0100</p>
<p>Bramcote Park Business & Enterprise School Derby Road, Bramcote, Beeston, Nottingham NG9 3GD Telephone: 0115 913 0013</p>	<p>Kimberley School Newdigate Street, Kimberley, Nottingham NG16 2NJ Telephone: 0115 938 3961</p>
<p>Chilwell School Queens Road West, Chilwell, Beeston, Nottingham NG9 5AL Telephone: 0115 925 2698</p>	

Gedling

<p>Arnold Hill School & Technology College Gedling Road, Arnold Nottingham, NG5 6NZ Telephone 0115 955 4804 www.arnold-hill.notts.sch.uk</p>	<p>The Gedling School Wollaton Avenue, Gedling, Nottingham NG4 4HX Telephone: 0115 952 1171</p>
<p>Carlton le Willows School & Technology College Wood Lane, Gedling, Nottingham NG4 4AA Telephone: 0115 956 5008 www.clw.notts.sch.uk</p>	<p>Redhill School Redhill Road, Arnold, Nottingham NG5 8GX Telephone: 0115 926 1481 www.redhill.notts.sch.uk</p>
<p>Christ The King School and Sixth Form Centre Darlton Drive, Arnold, Nottingham NG5 7JZ Telephone: 0115 955 6262</p>	<p>The Wheldon School and Sports College Coningswath Road, Carlton, Nottingham NG4 3SH Telephone: 0115 955 0010 www.wheldon.notts.sch.uk</p>
<p>Colonel Frank Seely School Flatts Lane, Calverton, Nottingham NG14 6JZ Telephone: 0115 965 2495</p>	

Mansfield

	<p>All Saints R.C. School Broomhill Lane, Mansfield Nottinghamshire, NG19 6BW Telephone: 01623 474700</p>		<p>Meden School and Technology College Burns Lane, Warsop, Mansfield, Nottinghamshire, NG20 0QN Telephone: 01623 843517 www.medenschool.co.uk</p>
	<p>The Brunts School The Park, Park Avenue, Mansfield Nottinghamshire, NG18 2AT Telephone: 01623 623149 www.brunts.notts.sch.uk</p>		<p>Queen Elizabeth's (1561) Endowed School 150 Chesterfield Road South, Mansfield, Nottinghamshire NG19 7AP Telephone: 01623 623559</p>
	<p>Garibaldi School Garibaldi Road, Forest Town, Mansfield, Nottinghamshire NG19 0JX Telephone: 01623 464 220</p>		<p>The Samworth Church Academy Sherwood Hall Road, Mansfield, Nottinghamshire, NG18 2DY Telephone: 01623 450025</p>
	<p>The Manor School Park Hall Road, Mansfield Woodhouse, Mansfield, Nottinghamshire, NG19 8QA Telephone: 01623 425100 www.themanor.notts.sch.uk</p>		

Newark

	<p>Dukeries College Whinney Lane, New Ollerton, Newark, Nottinghamshire NG22 9TD Telephone: 01623 860545 www.dukeries.notts.sch.uk</p>		<p>Magnus CE Foundation School Earp Avenue, Newark, Nottinghamshire NG24 4AB Telephone: 01636 680066</p>
	<p>Grove School London Road, New Balderton, Newark, Nottinghamshire NG24 3AL Telephone: 01636 615000</p>		<p>Minster CE School Nottingham Road, Southwell, Nottinghamshire, NG25 0HG Telephone: 01636 814000 www.minster.notts.sch.uk</p>
	<p>Joseph Whitaker Foundation School Warsop Lane, Rainworth, Mansfield, Nottinghamshire NG21 0AG Telephone: 01623 792327</p>		

Rushcliffe

	<p>Becket RC School Ruddington Lane, Wilford, Nottingham NG11 7DL Telephone: 0115 981 7742</p>		<p>South Wolds Community School Church Drive, Keyworth, Nottingham NG12 5FF Telephone: 0115 937 3506</p>
	<p>Dayncourt School & Specialist Sports College Cropwell Road, Radcliffe-on-Trent, Nottingham NG12 2FQ Telephone: 0115 911 0091 www.dayncourt.notts.sch.uk</p>		<p>Toot Hill School The Banks, Bingham, Nottingham NG18 8BL Telephone: 01949 875550 www.toothill.notts.sch.uk</p>
	<p>Harry Carlton School Lantern Lane, East Leake Loughborough, Leicestershire LE12 6QN Telephone: 01509 852424</p>		<p>The West Bridgford School Loughborough Road, West Bridgford, Nottingham NG2 7FA Telephone: 0115 9744488</p>
	<p>Rushcliffe School Boundary Road, West Bridgford, Nottingham NG2 7BW Telephone: 0115 974 4050 www.rushcliffe-school.co.uk</p>		