

one of three decisions: it may uphold your child's exclusion; it may recommend that the Governing Body reconsider the exclusion; or direct that the Governing Body reconsider its decision. If the review panel either recommends or directs that the discipline committee reconsider its decision, a further meeting must be convened at the school within 10 school days of the committee receiving the panel decision.

Regardless of whether your child has recognised special educational needs, you have a right to request the Local Authority or the Academy Trust to appoint an SEN expert to attend the review.

It is recommended that you attend the Review Panel meeting in person. If you want to do so, you can bring someone with you (usually a friend/family member/an interpreter, signer or social worker if applicable) to the meeting to help put your view. The decision of the Review Panel will be binding.

### What should I do if the Review Panel upholds the exclusion?

The Local Authority will make arrangements to meet with you to discuss the next steps for your child's education.

For further advice please contact the Enfield Schools Admissions Service.

### What should I do if I live outside the Borough and my child is excluded from an Enfield School?

The school will tell your own Local Authority that your child is out of school. You should contact them to discuss what arrangements they will put in place for your child's future education.

These arrangements apply to all maintained schools. For further advice or information please contact the following:

## Exclusion Procedure:

### Enfield Schools Admission Service

Exclusions Officer  
Tel: 020 8379 4985

### Education Welfare Service

Tel: 020 8379 3745

#### *Address for the above services:*

Enfield Council  
People Department  
D-Block, Ground Floor, Civic Centre,  
Silver Street, Enfield EN1 3ES

#### *For independent advice, you can also contact:*

### Enfield Special Educational Needs & Disability Information and Adult Support Service (Enfield SENDIASS)

#### *Enfield Parents and Children*

Tel. 020 8373 6243 & 6273  
Address: Community House,  
311 Fore Street, Lower Edmonton,  
London N9 0PZ

#### *Coram Children's Legal Centre*

Exclusion Information Line: 020 7520 0300  
General Information Line: 0300 011 5142  
[www.childrenslegalcentre.com](http://www.childrenslegalcentre.com) (This website provides detailed information about exclusions from school.)

#### **Advisory Centre for Education (ACE)**

72 Dunsford Road, London N11 2EJ

**Schools & Children's Services**  
**September 2022**

# School Exclusions

(Permanent)

Information for Parents

[www.enfield.gov.uk](http://www.enfield.gov.uk)



## **My child has been permanently excluded from school. What does this mean?**

Your child's Headteacher will notify you of the decision to permanently exclude your child as soon as it has been made. Contact will often be made with you by telephone and then also in writing to confirm your child's exclusion. This means that your child cannot go back to school unless the governors decide that a reinstatement should happen.

## **What happens during the exclusion?**

Pupils who have been permanently excluded must stay at home for the first 5 days. The school will provide work for your child and this should be completed and returned to the school. During the initial 5 days, you must ensure that your child is not present in a public place during school hours without reasonable justification. Parents will be subject to a prosecution or a fixed penalty notice if they fail to do this. This means no trips to the shops, the cinema or anywhere else that could be considered to be a public place. Your child must not go back to school or visit another school to meet friends. Your child is not allowed to enter the school premises during this time.

The Local Authority is responsible for providing your child's education from the 6<sup>th</sup> school day of the permanent exclusion. A representative of the Local Authority will be in touch with you shortly to discuss the arrangements.

## **What if my child is over compulsory school age e.g. in the Sixth Form?**

As your child is still on the roll of the school, your child can still be excluded. The usual exclusion procedures are followed.

## **Do I have the right to look at my child's school records?**

Yes. Under Regulation 6 and 7 of the Education (School Records) Regulation 1989, you have the right of access to the school's curricular records and other educational records for your child.

Your request for access to your child's records should be made to the Governing Body of the school. To do this you can write to the Headteacher or Chair of Governors at the school address or c/o the Governor Support Service, People Department, Civic Centre, Silver Street, Enfield, EN1 3ES.

You and your child will be invited to a meeting with

## **What can I do if I disagree with my child's exclusion?**

representatives of the Governing Body where you will be able to state your case.

There are two ways in which you can put your views to the Governors' panel: either in writing, preferably in advance of the meeting, or in person at the meeting. You may do both if you wish.

In presenting your case you will need to show that your child has been dealt with unfairly, either because you disagree with the description of the offence(s) or that a permanent exclusion is too harsh a consequence for what happened. You can also ask about what type of support your child was given to prevent the exclusion.

The meeting will normally take place at the school and will last for about two hours. If you are unable or do not wish to attend the meeting you may send any written comments you want to be considered to the Governors. If you do not want to attend, please inform the Clerk to the Governors, via the school.

## **Who will be at the meeting?**

Representatives of the Governing Body, usually no more than three, will sit on the Panel. The Headteacher and sometimes other senior members of staff will also be present. Sometimes an education welfare officer, educational psychologist, social worker or officer from the education department may also attend.

## **What happens at the meeting?**

The Chair of the Governors' panel will welcome you to the meeting, introduce everyone present and explain what will happen at the meeting and the exclusion procedure. The Headteacher, or other appropriate member of staff, will explain why your child was permanently excluded. You will then be able to ask the Headteacher questions about his/her report and then be able to put your own case.

The governors are then able to ask you or your child questions concerning either the Headteacher's report or matters you have raised. When the panel feel able to make a decision they will close the meeting and everyone will leave except the governors and clerk. You will be notified, in writing, without delay, of the Governors' decision of the meeting.

## **What do I do if I disagree with the governors' decision to uphold the permanent exclusion?**

If the Governors decide to uphold the Headteacher's decision to permanently exclude your child, you have the right to apply for the exclusion to be considered by a Review Panel. You have 15 school days from receipt of the Governor's letter to say that you wish to request a Review Panel meeting. You will be invited to put your case to the panel. The panel can make