

Exclusions process flowchart

HT decides to exclude. HT must inform parents.

Is exclusion permanent?

YES

HT notifies GB and LA immediately.

LA must arrange alternative provision within 5 days.

GB must meet to consider reinstatement within 15 days. Will the exclusion cause the pupil to miss a public exam or national curriculum test?

YES

HT notifies GB and LA immediately.

GB must meet to consider reinstatement within 15 days and must take reasonable steps to meet before exam date. Where this isn't possible, the chair may consider reinstatement independently*.

Will the exclusion take the pupil's total days of exclusion to more than 15 days for the term?

YES

HT notifies GB and LA immediately.

GB must arrange suitable full-time education no later than sixth school day of exclusion.

GB must meet to consider reinstatement within 15 days.

Will the exclusion take the pupil's total days of exclusion to more than 5 and up to 15 days for the term?

YES

HT notifies GB and LA immediately.

GB must arrange suitable full-time education no later than 6th school day of exclusion.

Have parents requested that the GB consider reinstatement?

YES

The GB must consider representations from the parents but aren't required to consider reinstatement and can't direct reinstatement.

GB not required to consider exclusion and can't direct reinstatement.

GB meets to consider reinstatement.

Does GB direct reinstatement of pupil?

NO

GB meets to consider reinstatement.

Does GB direct reinstatement of the pupil?

The pupil is reinstated immediately or at a specified date. GB informs parents, LA and HT. The pupil is not reinstated and has no further parents, LA and HT.

NO

appeal. GB informs

Exclusion process is complete. GB ensures pupil's name is removed from the rolls.

GB must meet to consider reinstatement within 50 days.

> IRP 'recommends': exclusion process is complete. GB must notify LA, HT and parents of the decision to exclude and GB removes pupil's name from the rolls.

IRP can't order budget adjustment or payment of £4,000.

IRP 'requires': IRP may order budget adjustment (maintained school) or payment to LA (academy) of £4,000.

YFS

LA (if maintained school) or academy trust (if academy) to convene IRP within 15 days of notice from parents of request.

Outcome of consideration is recorded on the

pupil's education record. GB notifies LA

and HT of outcome. GB also notifies parents of the decision immediately and of their

right to request consideration by an

independent review panel (IRP).

Do parents request IRP within 15 days?

IRP upholds GB's decision?

Whether the IRP 'recommends' or 'requires' reconsideration, the GB must meet to reconsider within 10 days of receiving notice

of the IRP's decision. Does the GB reinstate the pupil?

The pupil is reinstated immediately or at a specified date. GB informs parents, LA and HT.

HT = headteacher • LA = local authority • GB = governing board • Days = school days • Within x days = of receiving notice (either of exclusion or outcome) IRP = Independent Review Panel