HILLINGDON
LONDON

FAQs

- Who do schools notify when they decide to suspend/ permanently exclude?
  Schools need to notify parents, governors and the local authority of where the pupil resides on the day of the suspension/exclusion. Before the decision is made, schools should also get in touch with the EHC Coordinator if the pupil has an EHCP and if the pupil has a social worker, the social worker and Virtual School Officer or CWSW should be made aware.
- Who needs to attend the reintegration meeting after a suspension?
  The parent, the pupil (age appropriate), designated staff (head teacher/deputy head/head of year) class teacher/TA, pastoral care staff member/support staff (SENCo, mentor etc..) external agencies (social worker, mental health services etc..)
- How many days suspension can a pupil receive?
  The total number of days a pupil can receive is 45 school days within the academic year.
- Why should schools or other agencies get in contact with the Exclusion Support Team?
  You can get in contact with us at any point that you feel that a pupil needs further support. Such as; a pupil is receiving multiple suspensions, you are worried that a pupil is on the road to a permanent exclusion, for advice with the suspension or exclusion process, for advice regarding other services to contact about a pupil's behaviour.
- Whose responsibility is it to provide education for a suspended pupil?
  It is the school's responsibility to provide full time education for pupils who are suspended for more than 5 days. This can be done online, through tuition, or via an alternative provision.
- Why is the notification of permanent exclusion form so long?
  We ask for the information so we can share the relevant information with other agencies involved and to tailor the support for the pupils. We also collate the data to help us improve our service and analyse the trends.
- What options do pupils have once they have been excluded?
  Parents can apply for a new school straight away. It is the Local Authority's responsibility to find full-time education from Day 6 of the permanent exclusion. For pupils with an EHCP if the pupil was attending a mainstream school, they will be

referred to our mainstream provisions. If the pupil has an EHCP and was accessing a specialist provision the SEND team will find an appropriate provision. For primary school aged pupils, we refer to The Skills Hub Primary Provision and for secondary aged pupils, we refer to The Skills Hub.

- When a pupil attends an out of borough school, which borough is responsible for Day 6 education following a permanent exclusion?

  The borough where the pupil lives is responsible for Day 6 education.

- If a pupil has an EHCP what is the process for permanent exclusion?

  When a pupil has an EHCP, the school must have an emergency review of the plan within that academic year before permanently excluding. School should try and get in touch with their EHC Coordinator before the exclusion. Once school completes the exclusion notification form, the exclusion process is still the same. A meeting with the EHC Coordinator will take place with Exclusion support and The Skills Hub to discuss Day 6 provision.