

Pupil Discipline Committee

Procedure



The headteacher must, without delay, notify the governing body and the local authority of any exclusion as listed below:-



The governing body must consider:-

- All permanent exclusions (including where a fixed period exclusion is followed by a decision to permanently exclude the pupil);
- Exclusions which would result in the pupil being excluded for more than fifteen school days (or more than ten lunchtimes) in a term and
- Exclusions which would result in the pupil missing a public examination or national curriculum test.

**For all other exclusions the headteacher must notify the LA and governing body once a term.**



Pupil Discipline Committee to be held within 15 school days of receiving notice of the exclusion, they may delegate their functions to a designated committee consisting of at least three governors who have been named as representatives of that committee.



The governing body must invite the following parties to the arranged meeting and allow representations to be made.

- Parents (and, where requested, a representative or friend);
- The pupil; and
- The headteacher; and
- A representative of the local authority

The governing body to ensure that all parties receive all written evidence in advance of meeting.



The governing body should ensure that clear minutes are taken of the meeting as a record of the evidence that was considered by the committee. These minutes should be available to all parties on request.



The governing body should ask all parties, including the Headteacher, to withdraw, with the exception of the clerk, before making a decision.



In reaching a decision on whether or not to reinstate a pupil, the governing body should consider whether the decision to exclude the pupil was lawful, reasonable and procedurally fair, taking account of the headteachers legal duties and the evidence that was presented to the governing body in relation to the decision to exclude.

Uphold

Re-instate



The governing body must notify parents, the headteacher and the local authority of its decision, and the reasons for it, in writing and without delay.

**For a full and more detailed guide please refer to Department for Education – Exclusion from maintained schools, academies and pupil referral units in England latest guidance.**

Contact Details:-

LA representative for exclusions:- Jane Parsons, Education Access & Safeguarding Officer – 01743 254381

All correspondence and data forms to be returned to:-

Samantha Benniman, Education Access Service, Shropshire Council, Shirehall, Abbey Foregate, Shrewsbury, SY2 6ND

Tel:- 01743 254381 email: - [Samantha.benniman@shropshire.gov.uk](mailto:Samantha.benniman@shropshire.gov.uk)