## FIXED TERM EXCLUSION **APPENDIX 7 PROCESS** School issues a Fixed Term Exclusion School advises parents/carers within 24 hours and provides letter of exclusion. Notification sent to LA via 'Pupil Exclusion' mailbox School updates Sims accordingly FTE FTE FTE More than 5 school days but not 5 school days or less in any Over 15 school days in any one term more than 15 school days in any one term / year (single event or (single event or cumulative over a one term / year (single event or cumulative over term /year) term / year) cumulative over a term / year) Exclusion Panel meeting with Inclusion Officer to monitor any Parents *can* request Exclusion Governors must be convened further FTE Panel meeting with Governors for between 6<sup>th</sup> and 15<sup>th</sup> school exclusion to be considered day following date of FTE Meeting must be convened (School to link with EAS between 6<sup>th</sup> and 50<sup>th</sup> school day Governor Services to arrange) following date of FTE Inclusion Officer links with relevant Lead Officers (EP/ BSS /EWS / EOTAS) to alert them to event and to gather chronology of involvement. Lead officer identified Inclusion Officer contacts Inclusion Officer alerts Lead for Inclusion and arranges Headteacher to arrange a meeting

if necessary, to support

meeting with Headteacher within 2 school days to discuss intervention and support

Outcome of Exclusion Panel (individual pupil):

- Uphold the decision of the Headteacher
- Consider placing a note on the pupil's record

Involvement of services may include:

- Interventions from LA services (Behaviour Support, Educational Psychology, School Based Counselling, Educational Welfare Services and Healthy Schools) to support school to maintain child at current school or to support a move on.
- Managed Move considered to facilitate a fresh start (Forward to Managed Move Panel).
- Consideration of alternative provision required based on presenting need (Forward to EOTAS Panel).

Lead Officer support pupil and parent if any of above is considered. Inclusion Officer has regular communication and updates with schools during this process.