Annex B: Summary of main processes and time limits

Permanent exclusions

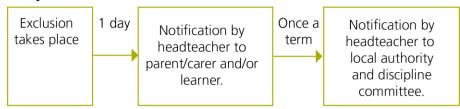
The term 'days' refers to school days throughout.

| Permanent exclusion takes pl | ace |
|--|---|
| Immediately by phone 1 day in writing | Notification by headteacher to parent/carer and/or learner. Notification by headteacher to local authority and discipline committee. In serious cases: notification to police, social services or youth offending team. |
| 15 days | Meeting of discipline committee to consider exclusion. |
| 1 day by hand 3 days if posted | Discipline committee to inform all parties of decision. |
| 15 days | If exclusion upheld: lodging of appeal by parent/carer and/or learner. |
| | Clerk to send written evidence to all parties. 5 days |
| 15 days | If appeal lodged: hearing of independent panel. |
| 2 days | Inform all parties of independent appeal panel decision. |

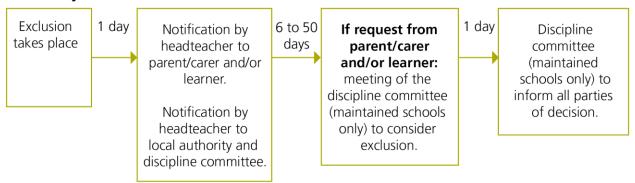
Fixed-term exclusion

The term 'days' refers to school days throughout.

5 days or fewer



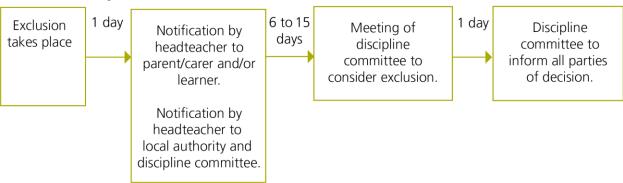
6 to 15 days

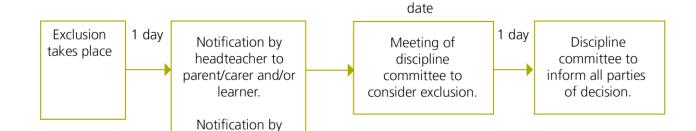


More than 15 days

Where a public examination will be missed

headteacher to local authority and discipline committee.





Before exam

In serious cases: notification to police, social services or youth offending team may also be appropriate.