Quick Reference Overview of the Permanent Exclusion Process

This is intended as a brief reference to the PEX process, which should be read in conjunction with our full guidance, and the DfE Exclusion Guidance. Your area Exclusion & Reintegration Officer offers detailed advice.

**Incident**

Incident occurs which leads the Head Teacher (or acting HT) to consider permanent exclusion. Investigate thoroughly, consider safeguarding, contact Virtual School if LAC pupil, contact SEN Officer if pupil has EHCP (including pending), seek advice from Exclusion & Reintegration Team

**Head Teacher (or acting Head Teacher)**

Head Teacher (or acting Head Teacher) takes the decision to permanently exclude a pupil

**School must inform**

School must inform Governors/Academy Trust and Oxfordshire County Council **without delay** (also notify the pupil’s home LA if different from Oxfordshire).

- Email the letter sent to parents and the exclusion form to pex@oxfordshire.gov.uk.
- Email a completed IYFAP form (secondary)/PIYFAP form (primary) and relevant supporting documents to ERT@oxfordshire.gov.uk

**From the 6th day**

From the 6th day of the permanent exclusion, the LA is responsible for providing suitable alternative interim provision

**Exclusion & Reintegration Officer**

Exclusion & Reintegration Officer (and/or SEN Officer for pupil’s with an EHCP/SEN Statement) will make contact with the family to discuss the PEX process, the alternative interim provision and the process for identifying the pupil’s next school/placement

**Governing body/Academy Trust must convene a meeting**

Governing body/Academy Trust must convene a meeting to review the Head’s decision **by the 15th school day** after the exclusion was made. The parent and Headteacher must be invited, maintained schools must invite the LA, Academy Trusts can choose whether to invite the LA. The clerk should send a copy of the letter inviting parents to the GDC to ERT@oxfordshire.gov.uk. Academy Trusts should advise if they are inviting the LA within that email

**Governors consider evidence**

Governors consider evidence on the balance of probabilities and whether the Head’s decision was lawful, reasonable and procedurally fair. Governors must take the decision to uphold or overturn the exclusion alone; all parties should withdraw before the Governors deliberate; the Clerk may remain.

**Governors should inform parents**

Governors should inform parents of decision in writing **without delay**. The letter must also be sent to the LA by email to pex@oxfordshire.gov.uk

**All parties should receive**

All parties should receive the Head teacher’s written evidence **5 school days before the meeting**

ERO can advise governors on the guidance, questions an IRP may raise, and what other schools might do.

If an Academy does not invite a ERO, parents can invite an ERO though they can only address the meeting if governors agree, the ERO may advise the parent.

**The parent should**

The parent should where possible be telephoned by the Clerk on the **same day** of the hearing with the decision.

**NB Parents have 15 school days from receipt of the decision letter to apply for an Independent Review**

**Quick Reference PEX Process for Schools September 2018**