

## 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 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

It may be appropriate to impose a fixed term exclusion in the first instance, pending a decision about permanent exclusion, to allow time to check the guidance, assess the evidence, give the pupil the opportunity to state their case, seek advice, and explore alternatives. Model letters are available on our intranet pages

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

Model letters are available on the DfE site or on our intranet pages <http://schools.oxfordshire.gov.uk/cms/content/exclusion-guidance>

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](mailto:pex@oxfordshire.gov.uk).

Email a completed IYFAP form (secondary)/PIYFAP form (primary) and relevant supporting documents to [ERT@oxfordshire.gov.uk](mailto:ERT@oxfordshire.gov.uk)

School must provide work for the pupil to undertake at home for the **first 5 days**.

**From the 6<sup>th</sup> day** of the permanent exclusion, the LA is responsible for providing suitable alternative interim provision

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 to review the Head's decision **by the 15<sup>th</sup> 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](mailto:ERT@oxfordshire.gov.uk) Academy Trusts should advise if they are inviting the LA within that email

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.

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.

No party should enter the meeting without the other parties, including the Head Teacher. Governors and clerk may sit together but no other person should be on their own with the Governors.

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](mailto:pex@oxfordshire.gov.uk) NB Parents have 15 school days from receipt of the decision letter to apply for an Independent Review

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