

## 13. Fixed Term Exclusion (Suspension)

### What is a Fixed-Term Exclusion (Suspension)?

A fixed-term exclusion (also known as a suspension) is a temporary removal of a pupil from school. It can last for a specific number of days, up to a maximum of 45 school days in any single school year. This includes exclusions for part of a school day, such as a lunch break, which is counted as half a school day.

**Key Legislation:** The legal power to exclude a pupil rests with the headteacher (or a designated deputy). This decision must be lawful, reasonable, and fair. The legal framework for exclusions is set out in the Education Act 2002 and the latest government guidance: [School suspensions and permanent exclusions](#).

### Why Might a Child Be Excluded?

A child can only be excluded for disciplinary reasons, for example, serious misbehaviour or repeated breaches of the school's behaviour policy.

It is unlawful to exclude a pupil for:

- Not meeting academic targets
- Having special educational needs or a disability
- Issues involving their parents.

It is also unlawful for a school to send a child home informally (e.g. "to cool off") – even if parents agree.

### What Happens If My Child Is Excluded?

You'll be contacted by the school, usually by phone, and then receive a formal letter. This letter must include:

- The reason for the exclusion
- The start and end dates of the exclusion
- Your right to share your views with the school's governors
- Who to contact for advice and support.

### Who is Responsible for My Child's Education During Their Exclusion?

- **Up to five days:** The school must provide work for your child to do at home.
- **More than five days:** From the sixth day, the school must arrange full-time education somewhere else.



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## What Are My Responsibilities as a Parent?

During the first five school days of the exclusion, you must make sure your child is not in a public place during school hours (unless there's a valid reason, like a medical appointment). If not followed, you could face a penalty notice.

## Extending an Exclusion

In exceptional cases, usually where further evidence has come to light, a further fixed period exclusion may be issued, to begin immediately after the first period ends; or a permanent exclusion may be issued to begin immediately after the end of the fixed period.

## Your Rights to Challenge the Exclusion

You have the right to challenge a fixed-term exclusion. The process depends on the length of the exclusion:

- **Exclusion of up to five days in a term:** You can write to the governing body to express your views. The governors are not required to hold a meeting or to overturn the Headteacher's decision, but they must consider your representations.
- **Exclusion of more than five days in a term:** You have the right to request a meeting with the governing body's discipline committee. This meeting must take place within 50 school days of the Headteacher's decision. At this meeting, you can present your case, and the governors have the power to either uphold the exclusion or overturn it and reinstate your child.
- **Exclusion that brings the total for the year to over 15 days:** The governing body has a legal duty to meet to consider the exclusion within 15 school days. You have the right to attend this meeting to state your case.
- **Exclusion for 45 days in an academic year:** The school can permanently exclude a child if the exclusions reach this or exceeds this number of days, a meeting will be arranged with the governing body to give you opportunity to state your case.

## Where to Find Support

Exclusions can be challenging for both pupils and parents. We encourage you to maintain open communication with the school to address any issues and work towards a positive resolution. If you need [advice or support regarding an exclusion](#), you can contact:

- **The Local Authority's Inclusion Team** – their contact details will be on the exclusion letter
- **Doncaster SENDIAS Service** on 01302 736920 or by emailing [sendias@doncaster.gov.uk](mailto:sendias@doncaster.gov.uk)



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