

# Permanent Exclusion Children in Care Transfer Protocol

## Guidance for parents and carers with parental responsibility

### Permanent Exclusion from school

Exclusion can be worrying, upsetting and difficult for you and your child. It can be particularly difficult when a child is in Care. This guidance will explain permanent exclusion and the Child in Care Transfer Protocol.

### What does permanent exclusion mean?

Permanent exclusion is when the head teacher has decided that a pupil should not continue at the school because of their behaviour.

### Being informed about the exclusion

In all cases when your child has been excluded, you will be informed by the school in writing. This letter provides key information including:

- the length of exclusion
- the reason for the exclusion
- parents'/carers responsibility during the exclusion
- the arrangements made by the school to provide work for during the first five days of an exclusion
- the date your child should return to school (unless excluded permanently)
- parents'/carers right to appeal to the governing body

For permanent exclusion, this letter will also include details of the governors' meeting that has to be held to review the head teacher's decision to exclude your child.

### What is the CIC Transfer Protocol?

For Children in Care in Gloucestershire, the CIC Transfer Protocol provides an alternative to permanent exclusion. It allows the head teacher to withdraw the permanent exclusion and decisions about the next steps for your child to be made quickly. When appropriate your child will be found a new educational setting, without delay.

## How does the protocol work?

You are a key part of this process. The head teacher will invite you to a meeting within 5 days of the permanent exclusion to discuss your child's needs and the support available. At this meeting you will get to decide whether to use the protocol. If you disagree with the head teacher's decision to permanently exclude your child, you can decide not to use the protocol.

## What happens if I agree to use the protocol?

1. The head teacher will write to you to formally withdraw the permanent exclusion.
2. Your child will remain on roll at the school but will not be allowed to return there.
3. Your child will attend an Alternative Provision School while the most appropriate long term arrangements are made.

## What happens if I do not agree to use the protocol?

1. The governors will invite you to a meeting within the first 15 school days following the permanent exclusion.
2. You will have the right to attend this meeting or put your case in writing to the school governors. In every case the governors must consider your views.

## What happens at the governors' meeting?

Governors take their responsibility very seriously when reviewing exclusions.

They invite the head teacher to give the reasons for the exclusion.

They will the head teacher to explain the support that the school have offered to your child in order to avoid exclusion.

They will also give you an opportunity to give your view about the exclusion, and to ask questions.

In the light of its consideration, the governing board can either:

- decline to reinstate the pupil; or
- direct reinstatement of the pupil immediately or on a particular date.

If the head teacher's decision is upheld by the governors, you will have a right to ask for an independent review panel to consider the decision again. You will be given details about this in the governors' letter informing you of their decision following the meeting.

## What happens about my child's education now?

The Alternative Provision School will contact your child's primary carer during the first five days of the exclusion to offer your child a place there. They will provide education for your child while the longer term decisions are being made.

## Where can I read more about exclusions?

Schools must follow the government exclusion guidance. You can read more by following the link below:

*GCC guidance for parents on exclusions: [What to do if your child is excluded from school - Gloucestershire County Council](#)*

## What can I do if I have concerns about my child's special educational needs?

If your child has special educational needs, the school's Special Needs Co-ordinator (SENCO) can advise on additional support and ways to assess your child's needs.

SENDIASS Gloucestershire is a free service offering information, advice and support to parents and carers of children with Special Education needs:

[SENDIASS for parent carers and young people - Gloucestershire County Council](#)

### **Sources of help and information**

**The Virtual School are able to support the Children in Care Transfer process.**

**Please contact:**

Karla Broady

Assistant Head with responsibility for Inclusion

Karla.broaday@gloucestershire.gov.uk

### **Coram Children's Legal Centre**

Provide free legal advice and information to parents on education matters, including exclusions. They can be contacted on 0808 802 0008 or on

<http://www.childrenslegalcentre.com/>

The advice line is open from 8.00 am to 8.00 pm Monday to Friday

### **SENDIASS Gloucestershire**

(supports parents/carers of children with special educational needs)

2nd Floor Messenger House

35 St Michael's Square Gloucester GL1 1HX

Tel: 01452 427566 or

0800 158 3603 – mob

# Child in Care Transfer Protocol

## Meeting Agenda

1. Introductions
2. Purpose of meeting
3. Headteacher to present case for permanent exclusion
4. Use of Child in Care Protocol-Discussion
5. Use of Child in Care Protocol-Decision
  
- 6a. If Child in Care Protocol is to be used, Headteacher agrees to write letter to parents, carers and social worker to advise that the permanent exclusion has been rescinded.
- 6b. Headteacher also agrees to notify Local Authority of the decision to use the Child in Care Protocol.
- 6c. To note, the Local Authority will arrange Alternative Provision School placement. The child remains on the school register (coded D-Dual Registered).
7. If the Child in Care Protocol is not to be used, school governors will hold disciplinary hearing within first 15 days following the permanent exclusion.
8. Meeting summary, any additional questions and close.