

# Ysgol Gynradd Llanidloes Primary School

## Pupil Discipline Policy



This policy was adopted on 24<sup>th</sup> September 2019

Signed: \_\_\_\_\_ (Chair of Governing Body)

Signed: \_\_\_\_\_ (Headteacher)

Reviewed: 8<sup>th</sup> December 2021, 12<sup>th</sup> October 2022; 27<sup>th</sup> September 2023

The intention of this document is to give a comprehensive overview of what is expected from all parties; parents, teachers, ancillary staff and pupils, in the very important partnership of the education of pupils.

It needs to be stated early in this document that the vast majority of our pupils are always very well behaved. We feel proud of the very many positive and favourable comments received by visitors to our school and indeed by members of the public etc. when groups visit various other venues away from school. As parents, governors, teachers and pupils we can be justifiably proud of this reputation.

Good behaviour and a very positive ethos where pupils respect themselves, their peers and the adults that work with them is no longer something that we can take for granted in our schools and society today. It has to be worked at, encouraged and developed by all parties concerned. Many of the positive rewards and interventions set out in this document are very important elements in maintaining the positive ethos of the special place that Ysgol Gynradd Llanidloes is for our pupils and their parents.

Of paramount importance is the care and control of pupils in a number of different situations, without this it could be argued that they might neither be safe and that their education would be of secondary importance. The welfare and wellbeing of pupils is at the top of our list of priorities at Ysgol Gynradd Llanidloes. The staff of Ysgol Gynradd Llanidloes have attained a high standard regarding the care of pupils. We always try to ensure that parents receive detailed information regarding the many and varied activities of the school, health matters and educational visits. As already stated, we place the welfare of pupils at the top of our priorities. As a result we feel that our school is a warm and welcoming place for pupils and parents; we strive to ensure that we are available to discuss any concerns that parents have as promptly as possible via our "open door policy".

As a school we fully realise the importance of teacher / parent partnership. By working together in a positive way we can promote and ensure a good standard of behaviour. Good behaviour at school ensures that good educational progress is able to take place.

When discipline problems arise and become an issue that threatens the educational progress of the pupil, or indeed of other pupils, we seek to contact the parents of the pupil involved as soon as practicable. By working together at an early stage it would be hoped that the situation could be quickly resolved.

We hope that you will accept this handbook as a positive step towards promoting the educational opportunities of all pupils and as an indication of our care for all children at Ysgol Gynradd Llanidloes.

## **Care and Control**

This guide was written following a number of staff meetings and initiatives to enhance the positive behaviour of pupils and to clarify procedures when on the rare occasions standards of behaviour fell short of what was required to ensure a safe environment. The aim of this guide is to present a written statement of the current school policy, as well as providing support for parents, pupils and members of staff.

This guide provides information regarding what we are currently doing at Ysgol Gynradd Llanidloes in order to encourage good behaviour and hard work from our pupils. It also provides information about what will happen if a child behaves in a way which is totally unsuitable and unacceptable from the point of view of the smooth running and welfare of the school in general.

It is not by accident that good behaviour and a positive ethos at the school is ensured. Each group with links to the school has their part to play in promoting a positive approach to the care, control, efficiency and safe running of the school.

Parents, staff, governors and pupils are responsible for ensuring order. Adults offer guidance to pupils in what is expected and what is required to keep safe. For the most part the very large majority of pupils are able accept and conform to these rules and others that are negotiated by them. Pupils are expected to keep school rules; indeed, each classroom has its own class rules that are drawn up after in-class discussion by the pupils and their teacher at the start of the school year.

The objectives of our Pupil Discipline Policy:

- each child has the right to be taught in a caring, safe and healthy environment;
- to promote and develop good attitudes towards children, adults and property within the school and as a result the wider community;
- to promote self-respect;
- to promote a sense of pride in themselves, in others and their school;
- to promote a positive attitude towards their school and the process of learning;
- to promote self-discipline amongst pupils and an awareness of the need to co-operate with others in a range of situations;
- to provide many opportunities via the formal curriculum (Personal and Social Education, Circle Time etc.) and the informal curriculum (positive ethos of the school) the difference between what is right and what is wrong;
- to promote an awareness amongst pupils that they are ultimately responsible for any unsuitable behaviour and the consequences of that behaviour on themselves and on others.

The promotion of positive behaviour and attitudes in Ysgol Gynradd Llanidloes is based upon our shared values:

We are ready	Rydym yn barod
We are respectful	Rydym yn barchus
We are safe	Rydym yn ddiogel

### ***Teachers' Responsibilities***

Teachers have a key role to play in the promotion of positive attitudes and the creation of positive experiences for our pupils. Within the context of care and control they are responsible in the first instance to ensure that the pupils in their charge are safe.

As well as the above, the role of the teacher is as follows:

- providing lively, interesting and exciting work which corresponds to the age and ability of the pupils in the class;
- providing a well-planned classroom in order to deliver the above;
- being positive by praising and rewarding pupils for their positive attitudes, good behaviour and hard work and efforts in all areas of school life;
- discussing and drawing up class rules with the children at the beginning of the school year;
- using opportunities in the formal curriculum (Personal and Social Education and Circle Time etc.) to provide opportunities to discuss issues and consequences of possible decisions made;
- using sanctions when necessary both consistently and fairly as set out in the school's Care and Control Policy.

### ***Parents' Responsibilities***

Parents and guardians have a key role in ensuring that their children are happy and successful whilst at school.

This involves:

- sharing the concerns of the school with regard to the wellbeing, behaviour and welfare of the child / children;
- taking an active interest in the work and achievements of the child / children;
- being prepared to help the child with his / her work;
- attending when possible events and activities both at the school and away from the school;
- ensuring the child / children arrive at school promptly for the morning sessions and for the afternoon sessions when a child goes home for lunch;
- informing the school regarding the child's / children's absence from school;
- ensuring that children are properly dressed to attend school and have the proper change of clothing for physical education, games lessons and other sporting activities including swimming;
- supporting the school's Care and Control policy.

### ***Pupils' Responsibilities***

Pupils also have a key role in ensuring that Ysgol Gynradd Llanidloes is a safe, happy and caring environment in which all pupils can work, play and develop confidently in the knowledge that they are valued by each other and by the staff who work with them.

We expect each child to be kind and courteous at all times and to treat other people as they themselves would like to be treated. Each pupil is welcome at Ysgol Gynradd Llanidloes and will be treated fairly:

Whether the child is a boy or a girl;  
Whatever their belief or religion;  
Wherever they were born;  
Wherever they live;  
Whatever their first language;  
Whatever the colour of their skin.

All pupils at Ysgol Gynradd Llanidloes are expected to behave well and to work hard.

The children of make the school a happy and special place by:

- doing their best in all aspects of the work of the school and helping others to do their best;
- smiling;
- being polite, helpful and kind to adults and other pupils;
- treating others, as they themselves would like to be treated;
- walking quietly and sensibly around the school;
- respecting other people's property and taking responsibility for their own belongings;
- keeping the agreed class rules and other school rules;
- telling an adult if they have a problem that they cannot sort out themselves.

## **Promoting Behaviour Expectations Within School**

### **Whole School Rewards**

#### ***Praise***

Given privately

By the teacher in front of the class

In front of other teachers

In front of the year group during assemblies

Each class celebrates good work on a notice board in the school hall

In front of the whole school during assemblies

By the headteacher or deputy headteacher in any of the above situations

#### ***Class Reward Time***

Whole class rewards: the pupils decide the rewards that they would like to have for their class. Each class is different; the whole class is rewarded if pupils make the right choices.

### *Class Certificates and Prizes*

Teachers have their own individual schemes for rewarding pupils within their class. These might include stars, stickers and stamps. They make favourable and encouraging comments on the good work of pupils. Work is displayed positively in the classroom and around the school.

### *Sport, music and art certificates*

These are given to individuals or teams and groups to denote success in various games competitions and group participation. Such awards achieved outside school can also be brought to school to show to other pupils on Friday mornings.

Siaradwr yr Wythnos certificates are given to pupils who are deemed to make the greatest effort in using Welsh around the school.

### **Restorative Justice**

The principle behind restorative justice is to provide opportunities for pupils to ‘put things right’ in order to move on. If a child has misbehaved or made an unfavourable decision, our aim is for that pupil to be ready to access their learning again as quickly as possible. Through discussions with pupils, staff carry out the restorative justice process as follows:

**What happened?**

**What were you thinking when it happened?**

**What do you think now?**

**Who has been upset/affected by this?**

**What needs to happen to put things right?**

### **School Sanctions**

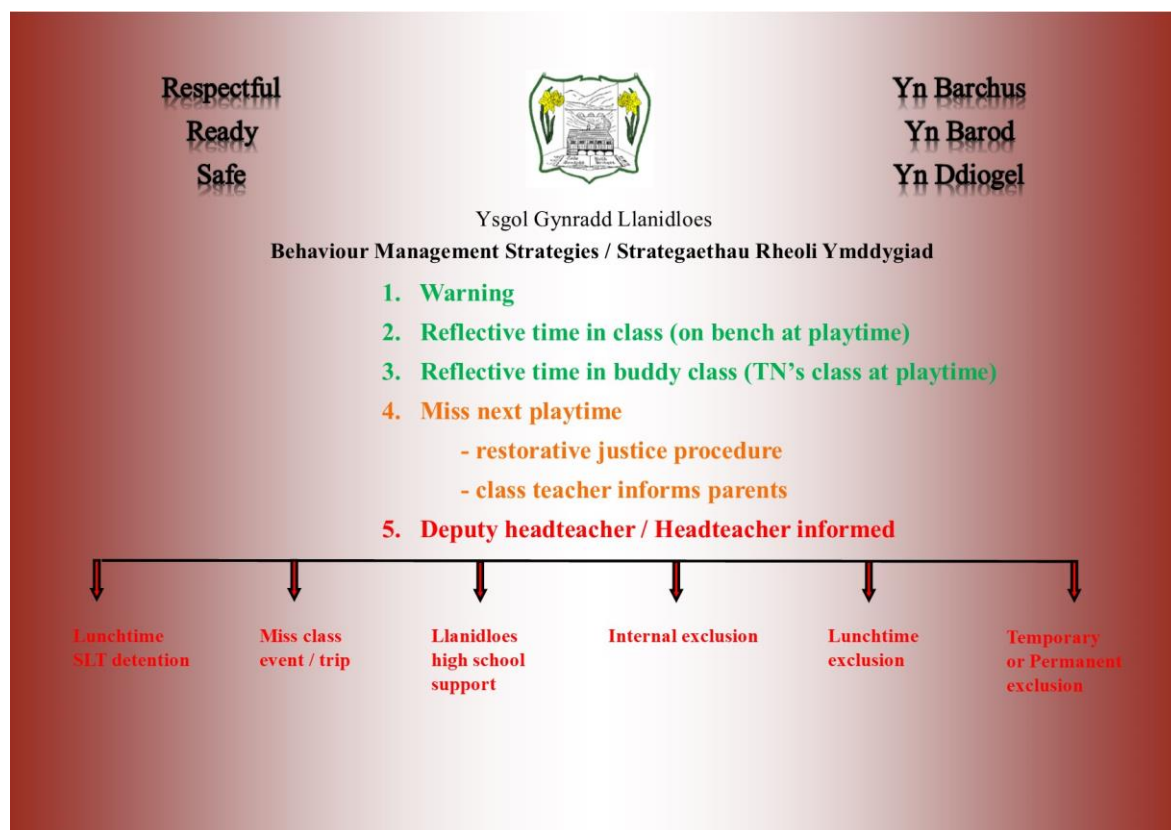
When the children behave in an inappropriate or unacceptable way we try to use sanctions in a fair and consistent manner in order to resolve the problem. Our hope is that most of the examples of misbehaviour will be settled within the classroom. If poor behaviour becomes an issue that re-occurs then pupils will be given a warning in order that they can change their behaviour. If after this warning they chose to disregard it then the sanctions they may face are set out below.

In certain instances, sanctions have to be increased without going through lesser ones first, for example, if a child is unable to show that they can listen and act responsibly with due care to their own safety or the safety of others then it might become impracticable to take them on a visit out of school. Similarly, situations might arise, if a child has misbehaved in a violent or aggressive manner, where the sanctions towards the end of the list have to be invoked straight away.

## List of Possible Sanctions

Verbal warning;  
Reflective time in class;  
Reflective time in buddy class - a space away from their peers where they can reflect and get ready for learning again;  
Missing play times - a chance to 'put things right' through the restorative justice process;  
A telephone call home to parents / meeting with parents in school;  
Lunchtime detention with a member of the senior leadership team;  
Miss out on a class event or trip;  
Behaviour support from Llanidloes High School (as part of transition);  
Internal Exclusion - a pupil spends his/her learning time away from his/her class;  
Lunch time exclusion - if poor behaviour is a re-occurring concern at lunch times then parents will be asked to collect the child at the end of the morning session and return them to school for the start of the afternoon session;  
Temporary exclusion from school;  
Permanent exclusion from school.

The main points from the above guide were used to formulate our Home School Agreement. A copy of the Home School Agreement should be completed and returned to school within the first week of your child starting school. The parent for the child will normally sign the agreement when they start school. Pupils should sign when they fully understand the agreement. Separate agreements for the correct use of the internet are shared in the Foundation Phase and Key Stage 2. The agreement will be renewed as pupils move into Key Stage 2 (Year 3).



## Appendix 1

### Model letter to parent regarding fixed period exclusion (5 school days or fewer) Pupil aged under 11

Dear Parent

#### Fixed Period Exclusion (5 school days or fewer)

I am writing to inform you that your child (*name, dob*) has been excluded from school for (*number*) days with effect from (*date*). This means that they will not be allowed to attend school for this period. I realise that this exclusion may be upsetting for you and your family, but the decision to exclude has not been taken lightly. The reason(s) for this exclusion is/are as follows:

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The arrangements for enabling your child to continue their education, during the period of this exclusion, are as follows:

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Please ensure that any work set by the school is completed and returned to us for marking.

Your child should return to school on (*date*) accompanied by yourself, when the implications of this exclusion can be discussed. May I stress that, during the period of exclusion, your child is barred from the school premises and would be advised to keep well away from the site. Further information on the implications of exclusion can be obtained from:

ALN Manager: Vulnerable Learners with Specialism in Child Protection & Safeguarding,  
Powys County Hall, Llandrindod Wells, Powys, LD1 5LG (telephone: 01597 826431).

In addition, information can be obtained from SNAP Cymru, telephone: 0845 120 3730,  
[www.snapcymru.org](http://www.snapcymru.org).

If you feel that the exclusion of your child is inappropriate, you have the right to make representations to the Chair of the Governing Body's Pupil Discipline Committee. To do



this you should write to the Clerk of the Governing Body of the School (*insert details*). The Chair will consider your representations and advise you of their conclusions. The Chair cannot direct re-instatement but a copy of their considerations may be placed on your child's educational record.

***Optional: to be used if the exclusion results in 6 or more days exclusion in the term:***

If you feel that the exclusion of your child is inappropriate, you have right to request a meeting of the Governing Body's Pupil Discipline Committee at which you may make representations and the decision to exclude can be reviewed. As this exclusion has resulted in your child being excluded for six days or more within the term, the committee must meet if you request it to do so. To do this you should write to the clerk of the Governing Body of the school, (*insert details*), informing them of your desire to make representations.

You and your child will then be invited to attend a meeting of the Governing Body's Pupil Discipline Committee, which will be held between the 6th and 50th school day following the date of exclusion. You have the right to bring a friend or legal representative with you to the meeting to give you advice and support. A representative of the LA will also be invited to be present. At the meeting I will explain to the governors the events that led to my decision to exclude your child and you will be given the opportunity of submitting any representations orally and/or in writing. The Pupil Discipline Committee will then make a decision and inform you of it.

You have the right to see a copy of your child's school record. Due to confidentiality restrictions, you will need to notify me in writing as soon as possible if you wish to receive a copy. I will be happy to supply you with a copy if you request it and a charge may be made for photocopying. A parent/carer also has the right to make a claim of disability discrimination to the Special Educational Needs Tribunal for Wales (SENTW) if they think that the exclusion is because of a disability their child has. The address to which claims should be sent is: The Welsh Office, Government Buildings, Spa Road East, Llandrindod Wells, Powys LD1 5HA. Helpline: 0300 025 9800, website: [www.sentw.gov.wales](http://www.sentw.gov.wales).

Yours sincerely

Headteacher

Copy to: ALN Manager: Vulnerable Learners with Specialism in Child Protection & Safeguarding

## Appendix 2

### Model letter to parent regarding fixed period exclusion (6 - 15 school days) Pupil aged under 11

Dear Parent

#### Fixed Period Exclusion (6 – 15 school days)

I am writing to inform you that your child (*name, dob*) has been excluded from school for (*number*) days, with effect from (*date*). This means that they will not be allowed to attend school for this period. I realise that this exclusion may well be upsetting for you and your family, but the decision to exclude has not been taken lightly. The reason(s) for this exclusion is/are as follows:

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The arrangements for enabling your child to continue their education, during the period of this exclusion, are as follows:

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Please ensure that any work set by the school is completed and returned to us for marking.

Your child should return to school on (*date*) accompanied by yourself when the implications of this exclusion can be discussed. May I stress that, during the period of exclusion, your child is barred from the school premises and would be advised to keep well away from the site. Further information on the implications of exclusion can be obtained from:

ALN Manager: Vulnerable Learners with Specialism in Child Protection & Safeguarding,  
Powys County Hall, Llandrindod Wells, Powys, LD1 5LG (telephone: 01597 826431).

In addition, information can be obtained from SNAP Cymru, telephone: 0845 120 3730, website [www.snapcymru.org](http://www.snapcymru.org).

If you feel that the exclusion of your child is inappropriate, you have the right to request a meeting of the Governing Body's Pupil Discipline Committee at which you may make

representations and the decision to exclude can be reviewed. As the exclusion is more than five school days the committee must meet if you request it to do so. To do this you should write to the Clerk of the Governing Body of the School: (*insert details*) informing them of your desire to make representations.

You and your child will then be invited to attend a meeting of the Governing Body's Pupil Discipline Committee, which will be held between the 6th and 50th school day following the date of exclusion. You will have the right to bring a friend or legal representative with you to the meeting to give you advice and support. A representative of the LA will also be invited to be present. At the meeting I will explain to the governors the events that led to my decision to exclude your child, and you will be given the opportunity of submitting any representations orally and/or in writing. The Pupil Discipline Committee will then make a decision and inform you of it.

You have the right to see a copy of your child's school record. Due to confidentiality restrictions, you will need to notify me in writing as soon as possible if you wish to receive a copy. I will be happy to supply you with a copy if you request it and a charge may be made for photocopying. A parent/carer also has the right to make a claim of disability discrimination to the Special Educational Needs Tribunal for Wales (SENTW) if they think that the exclusion is because of a disability their child has. The address to which claims should be sent is: The Welsh Office, Government Buildings, Spa Road East, Llandrindod Wells, Powys LD1 5HA. Helpline: 0300 025 9800, website: [www.sentw.gov.wales](http://www.sentw.gov.wales).

Yours sincerely

Headteacher

Copy to: ALN Manager: Vulnerable Learners with Specialism in Child Protection & Safeguarding

### Appendix 3

#### Model letter to parents regarding fixed period exclusion (16 school days or more) Pupil aged under 11

Dear Parent

#### Fixed Period Exclusion (16 school days or more)

I am writing to inform you that your child (*name, dob*) has been excluded from school for (*number*) days, with effect from (*date*). This means that they will not be allowed to attend school for this period. I realise that this exclusion may well be upsetting for you and your family, but the decision to exclude has not been taken lightly. The reason(s) for this exclusion is/are as follows:

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The arrangements for enabling your child to continue their education, during the period of this exclusion, are as follows:

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Please ensure that any work set by the school is completed and returned to us for marking.

Your child should return to school on (*date*) accompanied by yourself when the implications of this exclusion can be discussed. May I stress that, during the period of exclusion, your child is barred from the school premises and would be advised to keep well away from the site. Further information on the implications of exclusion can be obtained from:

ALN Manager: Vulnerable Learners with Specialism in Child Protection & Safeguarding,  
Powys County Hall, Llandrindod Wells, Powys, LD1 5LG (telephone: 01597 826431).

In addition, information can be obtained from SNAP Cymru, telephone: 0845 120 3730, website [www.snapcymru.org](http://www.snapcymru.org).

As the length of the exclusion is more than 15 school days within the current term, a meeting of the Governing Body's Pupil Discipline Committee must be held in order to review my decision. You and your child will then be invited to attend a meeting of the

Governing Body's Pupil Discipline Committee, which will be held between the 6th and 15th school day following the date of exclusion. You will have the right to bring a friend or legal representative with you to the meeting to give you advice and support. A representative of the LA will also be invited to be present. At the meeting I will explain to the governors the events that led to my decision to exclude your child, and you will be given the opportunity of submitting any representations orally and/or in writing. The Pupil Discipline Committee will then make a decision and inform you of it.

You have the right to see a copy of your child's school record. Due to confidentiality restrictions, you will need to notify me in writing as soon as possible if you wish to receive a copy. I will be happy to supply you with a copy if you request it and a charge may be made for photocopying.

A parent/carer also has the right to make a claim of disability discrimination to the Special Educational Needs Tribunal for Wales (SENTW) if they think that the exclusion is because of a disability their child has. The address to which claims should be sent is: The Welsh Office, Government Buildings, Spa Road East, Llandrindod Wells, Powys LD1 5HA. Helpline: 0300 025 9800, website: [www.sentw.gov.wales](http://www.sentw.gov.wales).

Yours sincerely

Headteacher

Copy to: ALN Manager: Vulnerable Learners with Specialism in Child Protection & Safeguarding

## Appendix 4

### Model letter to parents regarding permanent exclusion Pupil aged under 11

Dear Parent

#### Permanent Exclusion

I am writing to inform you that your child (*name, dob*) has been permanently excluded from school, with effect from (*date*). This means that they will not be allowed to attend school. The reason(s) for this exclusion and the circumstances surrounding the decision, including the steps taken to try to avoid an exclusion, are as follows:

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The following warnings, fixed term exclusions and other disciplinary and support measures were utilised prior to the present exclusion:

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May I inform you that, as a permanently excluded pupil, your child is barred from the school premises and would be advised to keep well away from the site. Further information on the implications of exclusion can be obtained from:

ALN Manager: Vulnerable Learners with Specialism in Child Protection & Safeguarding,  
Powys County Hall, Llandrindod Wells, Powys, LD1 5LG (telephone: 01597 826431).

In addition, information can be obtained from SNAP Cymru, telephone: 0845 120 3730,  
website [www.snapcymru.org](http://www.snapcymru.org).

As your child has been permanently excluded from the school, a meeting of the Governing Body's Pupil Discipline Committee must be held in order to review my decision. You and your child will then be invited to attend the special meeting of the Governing Body's Pupil Discipline Committee, which will be held between the 6th and 15th school day following the date of exclusion. You will have the right to bring a friend or legal representative with you to the meeting to give you advice and support. A representative of the LA will also be invited to be present. At the meeting I will explain

to the governors the events that led to my decision to exclude your child, and you will be given the opportunity of submitting any representations orally and/or in writing. The Pupil Discipline Committee will then make a decision and inform you of it.

The arrangements for enabling your child to continue their education, during the period of this exclusion up to the time of the meeting of the Pupil Discipline Committee, are as follows:

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Please ensure that any work set by the school is completed and returned to us for marking.

You have the right to see a copy of your child's school record. Due to confidentiality restrictions, you will need to notify me in writing as soon as possible if you wish to receive a copy. I will be happy to supply you with a copy if you request it and a charge may be made for photocopying. A parent/carer also has the right to make a claim of disability discrimination to the Special Educational Needs Tribunal for Wales (SENTW) if they think that the exclusion is because of a disability their child has. The address to which claims should be sent is: The Welsh Office, Government Buildings, Spa Road East, Llandrindod Wells, Powys LD1 5HA. Helpline: 0300 025 9800, website: [www.sentw.gov.wales](http://www.sentw.gov.wales).

Yours sincerely

Headteacher

Copy to: ALN Manager: Vulnerable Learners with Specialism in Child Protection & Safeguarding

## Appendix 5

### Model letter to parents regarding fixed period exclusion (5 school days or fewer) Pupil aged 11 and over

Dear Parent

#### Fixed Period Exclusion (5 school days or fewer)

I am writing to inform you that your child (*name, dob*) has been excluded from school for (*number*) days with effect from (*date*). This means that they will not be allowed to attend school for this period. I realise that this exclusion may be upsetting for you and your family, but the decision to exclude has not been taken lightly. The reason(s) for this exclusion is/are as follows:

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The arrangements for enabling your child to continue their education, during the period of this exclusion, are as follows:

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Please ensure that any work set by the school is completed and returned to us for marking.

Your child should return to school on (*date*) accompanied by yourself, when the implications of this exclusion can be discussed. May I stress that, during the period of exclusion, your child is barred from the school premises and would be advised to keep well away from the site. Further information on the implications of exclusion can be obtained from:

ALN Manager: Vulnerable Learners with Specialism in Child Protection & Safeguarding,  
Powys County Hall, Llandrindod Wells, Powys, LD1 5LG, telephone: 01597 826431.

In addition, information can be obtained from SNAP Cymru, telephone: 0845 120 3730,  
website [www.snapcymru.org](http://www.snapcymru.org).

If you feel that the exclusion of your child is inappropriate, you have the right to make representations to the Chair of the Governing Body's Pupil Discipline Committee. To do



this you should write to the Clerk of the Governing Body of the School (*insert details*). The Chair will consider your representations and advise you of their conclusions. They cannot direct re-instatement but a copy of their considerations may be placed on your child's educational record.

***Optional: to be used if the exclusion results in 6 or more days exclusion in the term.***

If you feel that the exclusion of your child is inappropriate, you have right to request a meeting of the Governing Body's Pupil Discipline Committee at which you may make representations and the decision to exclude can be reviewed. As this exclusion has resulted in your child being excluded for 6 days or more within the term, the committee must meet if you request it to do so. To do this you should write to the clerk of the Governing Body of the school (*insert details*) informing them of your desire to make representations. You and your child will then be invited to attend a meeting of the Governing Body's Pupil Discipline Committee, which will be held between the 6th and 50th school day following the date of exclusion. You have the right to bring a friend or legal representative with you to the meeting to give you advice and support. A representative of the LA will also be invited to be present.

At the meeting I will explain to the governors the events that led to my decision to exclude your child and you will be given the opportunity of submitting any representations orally and/or in writing. The Pupil Discipline Committee will then make a decision and inform you of it.

You have the right to see a copy of your child's school record. Due to confidentiality restrictions, you will need to notify me in writing as soon as possible if you wish to receive a copy. I will be happy to supply you with a copy if you request it and a charge may be made for photocopying.

A parent/carer also has the right to make a claim of disability discrimination to the Special Educational Needs Tribunal for Wales (SENTW) if they think that the exclusion is because of a disability their child has. The address to which claims should be sent is: The Welsh Office, Government Buildings, Spa Road East, Llandrindod Wells, Powys LD1 5HA. Helpline: 0300 025 9800, website: [www.sentw.gov.wales](http://www.sentw.gov.wales).

As your child has passed their 11th birthday, they have the same rights as you and, therefore, your child has been written to separately in respect of this matter.

Yours sincerely

Headteacher

Copy to: ALN Manager: Vulnerable Learners with Specialism in Child Protection & Safeguarding

## Appendix 6

### Model letter to pupil regarding fixed period exclusion (5 school days or fewer) Pupil aged 11 and over

Dear (*pupil name*)

#### Fixed Period Exclusion (5 school days or fewer)

I am writing to inform you that you have been excluded from school for (*number*) days with effect from (*date*). This means that you will not be allowed to attend school for this period. I realise that this exclusion may be upsetting for you and your family, but the decision to exclude has not been taken lightly. The reason(s) for this exclusion is/are as follows:

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The arrangements for enabling you to continue your education, during the period of this exclusion, are as follows:

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Please ensure that any work set by the school is completed and returned to us for marking.

You should return to school on accompanied by your parent, when the implications of this exclusion can be discussed. May I stress that, during the period of exclusion, you are barred from the school premises and would be advised to keep well away from the site. Further information on the implications of exclusion can be obtained from:

ALN Manager: Vulnerable Learners with Specialism in Child Protection & Safeguarding,  
Powys County Hall, Llandrindod Wells, Powys, LD1 5LG, telephone: 01597 826431.

In addition, information can be obtained from SNAP Cymru, telephone: 0845 120 3730,  
website [www.snapcymru.org](http://www.snapcymru.org).

If you feel that your exclusion is inappropriate, you have the right to make representations to the Chair of the Governing Body's Pupil Discipline Committee. To do this you should write to the Clerk of the Governing Body of the School (*insert details*). The Chair will

consider your representations and advise you of their conclusions. They cannot direct reinstatement but a copy of their considerations may be placed on your educational record.

***Optional: to be used if the exclusion results in 6 or more days exclusion in the term:***

If you feel that your exclusion is inappropriate, you have right to request a meeting of the Governing Body's Pupil Discipline Committee at which you may make representations and the decision to exclude can be reviewed. As this exclusion has resulted in you being excluded for 6 days or more within the term, the committee must meet if you request it to do so. To do this you should write to the clerk of the Governing Body of the school (*insert details*), informing them of your desire to make representations. You and your parent(s) will then be invited to attend a meeting of the Governing Body's Pupil Discipline Committee, which will be held between the 6th and 50th school day following the date of exclusion. You have the right to bring a friend or legal representative with you to the meeting to give you advice and support. A representative of the LA will also be invited to be present. At the meeting I will explain to the governors the events that led to my decision to exclude you and you will be given the opportunity of submitting any representations orally and/or in writing. The Pupil Discipline Committee will then make a decision and inform you of it.

You have the right to see a copy of your school record. Due to confidentiality restrictions, you will need to notify me in writing as soon as possible if you wish to receive a copy. I will be happy to supply you with a copy if you request it and a charge may be made for photocopying.

You also have the right to make a claim of disability discrimination to the Special Educational Needs Tribunal for Wales (SENTW) if you think that the exclusion is because of a disability which you have. The address to which claims should be sent is: The Welsh Office, Government Buildings, Spa Road East, Llandrindod Wells, Powys LD1 5HA. Helpline: 0300 025 9800, website: [www.sentw.gov.wales](http://www.sentw.gov.wales).

As you have passed your 11th birthday, you have the same rights as your parent(s) and, therefore, you have been written to separately in respect of this matter.

Yours sincerely

Headteacher

Copy to: ALN Manager: Vulnerable Learners with Specialism in Child Protection & Safeguarding

## Appendix 7

### Model letter to parent regarding fixed period exclusion (6 - 15 school days) Pupil aged 11 and over

Dear Parent

#### Fixed Period Exclusion (6 – 15 school days)

I am writing to inform you that your child (*name, dob*) has been excluded from school for (*number*) days with effect from (*date*). This means that they will not be allowed to attend school for this period. I realise that this exclusion may well be upsetting for you and your family, but the decision to exclude has not been taken lightly. The reason(s) for this exclusion is/are as follows:

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The arrangements for enabling your child to continue their education, during the period of this exclusion, are as follows:

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Please ensure that any work set by the school is completed and returned to us for marking.

Your child should return to school on (*date*) accompanied by yourself when the implications of this exclusion can be discussed. May I stress that, during the period of exclusion, your child is barred from the school premises and would be advised to keep well away from the site. Further information on the implications of exclusion can be obtained from:

ALN Manager: Vulnerable Learners with Specialism in Child Protection & Safeguarding,  
Powys County Hall, Llandrindod Wells, Powys, LD1 5LG, telephone: 01597 826431.

In addition, information can be obtained from SNAP Cymru, telephone: 0845 120 3730,  
website [www.snapcymru.org](http://www.snapcymru.org).

If you feel that the exclusion of your son/daughter is inappropriate, you have the right to request a meeting of the Governing Body's Pupil Discipline Committee at which you may

make representations and the decision to exclude can be reviewed. As the exclusion is more than five school days the committee must meet if you request it to do so. To do this you should write to the Clerk of the Governing Body of the School (*insert details*) informing them of your desire to make representations.

You and your child will then be invited to attend a meeting of the Governing Body's Pupil Discipline Committee, which will be held between the 6th and 50th school day following the date of exclusion. You will have the right to bring a friend or legal representative with you to the meeting to give you advice and support. A representative of the LA will also be invited to be present. At the meeting I will explain to the governors the events that led to my decision to exclude your child, and you will be given the opportunity of submitting any representations orally and/or in writing. The Pupil Discipline Committee will then make a decision and inform you of it.

***(If the above exclusion results in a total of 16 or more days of exclusion within a term, then use the fixed period exclusion letter for 16 school days or more, even though the actual exclusion is less than 16 days)***

You have the right to see a copy of your child's school record. Due to confidentiality restrictions, you will need to notify me in writing as soon as possible if you wish to receive a copy. I will be happy to supply you with a copy if you request it and a charge may be made for photocopying.

A parent/carer also has the right to make a claim of disability discrimination to the Special Educational Needs Tribunal for Wales (SENTW) if they think that the exclusion is because of a disability their child has. The address to which claims should be sent is: The Welsh Office, Government Buildings, Spa Road East, Llandrindod Wells, Powys LD1 5HA. Helpline: 0300 025 9800, website: [www.sentw.gov.wales](http://www.sentw.gov.wales).

As your child has passed their 11th birthday, they have the same rights as yourself, as outlined above, and will be receiving a letter informing them of this.

Yours sincerely

Headteacher

Copy to: ALN Manager: Vulnerable Learners with Specialism in Child Protection & Safeguarding

## Appendix 8

### Model letter to pupil regarding fixed period exclusion (6 - 15 school days) Pupil aged 11 and over

Dear (*pupil name*)

#### Fixed Period Exclusion (6 – 15 school days)

I am writing to inform you that you have been excluded from school for (*number*) days with effect from (*date*). This means that you will not be allowed to attend school for this period. I realise that this exclusion may well be upsetting for you and your family, but the decision to exclude has not been taken lightly. The reason(s) for this exclusion is/are as follows:

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The arrangements for enabling you to continue your education, during the period of this exclusion, are as follows:

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Please ensure that any work set by the school is completed and returned to us for marking.

You should return to school on (*date*) accompanied by your parent(s) when the implications of this exclusion can be discussed. May I stress that, during the period of exclusion, you are barred from the school premises and would be advised to keep well away from the site. Further information on the implications of exclusion can be obtained from:

ALN Manager: Vulnerable Learners with Specialism in Child Protection & Safeguarding,  
Powys County Hall, Llandrindod Wells, Powys, LD1 5LG, telephone: 01597 826431.

In addition, information can be obtained from SNAP Cymru, telephone: 0845 120 3730, website [www.snapcymru.org](http://www.snapcymru.org).

If you feel that your exclusion is inappropriate, you have the right to request a meeting of the Governing Body's Pupil Discipline Committee at which you may make

representations and the decision to exclude can be reviewed. As the exclusion is more than five school days the committee must meet if you request it to do so. To do this you should write to the Clerk of the Governing Body of the School, (*insert details*), informing them of your desire to make representations. You and your parent(s) will then be invited to attend a meeting of the Governing Body's Pupil Discipline Committee, which will be held between the 6th and 50th school day following the date of exclusion. You will have the right to bring a friend or legal representative with you to the meeting to give you advice and support. A representative of the LA will also be invited to be present. At the meeting I will explain to the governors the events that led to my decision to exclude you, and you will be given the opportunity of submitting any representations orally and/or in writing. The Pupil Discipline Committee will then make a decision and inform you of it.

***(If the above exclusion results in a total of 16 school days exclusion, or more, within a term, use the fixed period exclusion letter for 16 school days or more, even though the actual exclusion is less than 16 days)***

You have the right to see a copy of your school record. Due to confidentiality restrictions, you will need to notify me in writing as soon as possible if you wish to receive a copy. I will be happy to supply you with a copy if you request it and a charge may be made for photocopying. You also have the right to make a claim of disability discrimination to the Special Educational Needs Tribunal for Wales (SENTW) if you think that the exclusion is because of a disability which you have. The address to which claims should be sent is: The Welsh Office, Government Buildings, Spa Road East, Llandrindod Wells, Powys LD1 5HA. Helpline: 0300 025 9800, website: [www.sentw.gov.wales](http://www.sentw.gov.wales).

As you have passed your 11th birthday, you have the same rights as your parents as outlined above, and they will be receiving a letter informing them of this.

Yours sincerely

Headteacher

Copy to: ALN Manager: Vulnerable Learners with Specialism in Child Protection & Safeguarding

## Appendix 9

### Model letter to parent regarding fixed period exclusion (16 school days or more) Pupil aged 11 and over

Dear Parent

#### Fixed Period Exclusion (16 school days or more)

I am writing to inform you that your child (*name, dob*) has been excluded from school for (*number*) days, with effect from (*date*). This means that they will not be allowed to attend school for this period. I realise that this exclusion may well be upsetting for you and your family, but the decision to exclude has not been taken lightly. The reason(s) for this exclusion is/are as follows:

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The arrangements for enabling your child to continue their education, during the period of this exclusion, are as follows:

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Please ensure that any work set by the school is completed and returned to us for marking.

Your child should return to school on (*date*) accompanied by yourself when the implications of this exclusion can be discussed. May I stress that, during the period of exclusion, your child is barred from the school premises and would be advised to keep well away from the site. Further information on the implications of exclusion can be obtained from:

ALN Manager: Vulnerable Learners with Specialism in Child Protection & Safeguarding,  
Powys County Hall, Llandrindod Wells, Powys, LD1 5LG, telephone: 01597 826431.

In addition, information can be obtained from SNAP Cymru, telephone: 0845 120 3730,  
website [www.snapcymru.org](http://www.snapcymru.org).

As the length of the exclusion is more than 15 school days within the current term, a meeting of the Governing Body's Pupil Discipline Committee must be held in order to



review my decision. You and your child will then be invited to attend this meeting of the Governing Body's Pupil Discipline Committee, which will be held between the 6th and 15th school day following the date of exclusion. You will have the right to bring a friend or legal representative with you to the meeting to give you advice and support. A representative of the LA will also be invited to be present. At the meeting I will explain to the governors the events that led to my decision to exclude your child, and you will be given the opportunity of submitting any representations orally and/or in writing. The Pupil Discipline Committee will then make a decision and inform you of it.

You have the right to see a copy of your child's school record. Due to confidentiality restrictions, you will need to notify me in writing as soon as possible if you wish to receive a copy. I will be happy to supply you with a copy if you request it and a charge may be made for photocopying.

A parent/carer also has the right to make a claim of disability discrimination to the Special Educational Needs Tribunal for Wales (SENTW) if they think that the exclusion is because of a disability their child has. The address to which claims should be sent is: The Welsh Office, Government Buildings, Spa Road East, Llandrindod Wells, Powys LD1 5HA. Helpline: 0300 025 9800, website: [www.sentw.gov.wales](http://www.sentw.gov.wales).

As your child has passed their 11th birthday, they have the same rights as yourself, as outlined above, and will be receiving a letter informing them of this.

Yours sincerely

Headteacher

Copy to: ALN Manager: Vulnerable Learners with Specialism in Child Protection & Safeguarding

## Appendix 10

### Model letter to pupil regarding fixed period exclusion (16 school days or more) Pupil aged 11 and over

Dear (*pupil name*)

#### Fixed Period Exclusion (16 school days or more)

I am writing to inform you that you have been excluded from school for (*number*) days, with effect from (*date*). This means that you will not be allowed to attend school for this period. I realise that this exclusion may well be upsetting for you and your family, but the decision to exclude has not been taken lightly. The reason(s) for this exclusion is/are as follows:

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The arrangements for enabling you to continue your education, during the period of this exclusion, are as follows:

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Please ensure that any work set by the school is completed and returned to us for marking.

You should return to school on (*date*) accompanied by your parent(s) when the implications of this exclusion can be discussed. May I stress that, during the period of exclusion, you are barred from the school premises and would be advised to keep well away from the site. Further information on the implications of exclusion can be obtained from:

ALN Manager: Vulnerable Learners with Specialism in Child Protection & Safeguarding,  
Powys County Hall, Llandrindod Wells, Powys, LD1 5LG, telephone: 01597 826431.

In addition, information can be obtained from SNAP Cymru, telephone: 0845 120 3730, website [www.snapcymru.org](http://www.snapcymru.org).

As the length of the exclusion is more than 15 school days within the current term, a meeting of the Governing Body's Pupil Discipline Committee must be held in order to

review my decision. You will then be invited to attend this meeting of the Governing Body's Pupil Discipline Committee, which will be held between the 6th and 15th school day following the date of exclusion. You will have the right to bring a friend or legal representative with you to the meeting to give you advice and support. A representative of the LA will also be invited to be present. At the meeting I will explain to the governors the events that led to my decision to exclude you, and you will be given the opportunity of submitting any representations orally and/or in writing. The Pupil Discipline Committee will then make a decision and inform you of it.

You have the right to see a copy of your school record. Due to confidentiality restrictions, you will need to notify me in writing as soon as possible if you wish to receive a copy. I will be happy to supply you with a copy if you request it and a charge may be made for photocopying.

You also have the right to make a claim of disability discrimination to the Special Educational Needs Tribunal for Wales (SENTW) if you think that the exclusion is because of a disability which you have. The address to which claims should be sent is: The Welsh Office, Government Buildings, Spa Road East, Llandrindod Wells, Powys LD1 5HA. Helpline: 0300 025 9800, website: [www.sentw.gov.wales](http://www.sentw.gov.wales).

As you have passed your 11th birthday, you have the same rights as your parent(s) as outlined above, and they will be receiving a letter informing them of this.

Yours sincerely

Headteacher

Copy to: ALN Manager: Vulnerable Learners with Specialism in Child Protection & Safeguarding

## Appendix 11

### Model letter to parents regarding permanent exclusion Pupil aged 11 and over

Dear Parent

#### Permanent Exclusion

I am writing to inform you that your child (*name, dob*) has been permanently excluded from school with effect from (*date*). This means that they will not be allowed to attend school, although they are still on the school roll. The reason(s) for this exclusion and the circumstances surrounding the decision, including the steps taken to try to avoid an exclusion, are as follows:

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The following warnings, fixed term exclusions and other disciplinary and support measures were utilised prior to the present exclusion:

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May I inform you that, as a permanently excluded pupil, your child is barred from the school premises and would be advised to keep well away from the site. Further information on the implications of exclusion can be obtained from:

ALN Manager: Vulnerable Learners with Specialism in Child Protection & Safeguarding,  
Powys County Hall, Llandrindod Wells, Powys, LD1 5LG; telephone: 01597 826431.

In addition, information can be obtained from SNAP Cymru, telephone: 0845 120 3730,  
website [www.snapcymru.org](http://www.snapcymru.org).

As your child has been permanently excluded from the school, a meeting of the Governing Body's Pupil Discipline Committee must be held in order to review my decision. You and your child will be invited to attend the special meeting of the Governing Body's Pupil Discipline Committee, which will be held between the 6th and 15th school day following the date of exclusion. You will have the right to bring a friend or legal representative with you to the meeting to give you advice and support. A

representative of the LA will also be invited to be present. At the meeting I will explain to the governors the events that led to my decision to exclude your child, and you will be given the opportunity of submitting any representations orally and/or in writing. The Pupil Discipline Committee will then make a decision and inform you of it.

The arrangements for enabling your child to continue their education, during the period of this exclusion up to the time of the meeting of the Discipline Committee, are as follows:

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Please ensure that any work set by the school is completed and returned to us for marking.

You have the right to see a copy of your child's school record. Due to confidentiality restrictions, you will need to notify me in writing as soon as possible if you wish to receive a copy. I will be happy to supply you with a copy if you request it and a charge may be made for photocopying.

A parent/carer also has the right to make a claim of disability discrimination to the Special Educational Needs Tribunal for Wales (SENTW) if they think that the exclusion is because of a disability their child has. The address to which claims should be sent is: The Welsh Office, Government Buildings, Spa Road East, Llandrindod Wells, Powys LD1 5HA. Helpline: 0300 025 9800, website: [www.sentw.gov.wales](http://www.sentw.gov.wales).

As your child has passed their 11th birthday, they have the same rights as yourself, as outlined above, and will be receiving a letter informing them of this.

Yours sincerely

Headteacher

Copy to: ALN Manager: Vulnerable Learners with Specialism in Child Protection & Safeguarding

## Appendix 12

### Model letter to pupil regarding permanent exclusion Pupil aged 11 and over

Dear (*pupil name*)

#### Permanent Exclusion

I am writing to inform you that you have been permanently excluded from school with effect from (*date*). This means that you will not be allowed to attend school, although you are still on the school roll. The reason(s) for this exclusion and the circumstances surrounding the decision, including the steps taken to try to avoid an exclusion, are as follows:

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The following warnings, fixed term exclusions and other disciplinary and support measures were utilised prior to the present exclusion:

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May I inform you that, as a permanently excluded pupil, you are barred from the school premises and would be advised to keep well away from the site. Further information on the implications of exclusion can be obtained from:

ALN Manager: Vulnerable Learners with Specialism in Child Protection & Safeguarding,  
Powys County Hall, Llandrindod Wells, Powys, LD1 5LG, telephone: 01597 826431.

In addition, information can be obtained from SNAP Cymru, telephone: 0845 120 3730,  
website [www.snapcymru.org](http://www.snapcymru.org).

As you have been permanently excluded from the school, a meeting of the Governing Body's Pupil Discipline Committee must be held in order to review my decision. You and your parent(s) will be invited to attend the special meeting of the Governing Body's Pupil Discipline Committee, which will be held between the 6th and 15th school day following the date of exclusion. You will have the right to bring a friend or legal representative with you to the meeting to give you advice and support. A representative

of the LA will also be invited to be present. At the meeting I will explain to the governors the events that led to my decision to exclude you, and you will be given the opportunity of submitting any representations orally and/or in writing. The Pupil Discipline Committee will then make a decision and inform you of it.

The arrangements for enabling you to continue your education, during the period of this exclusion up to the time of the meeting of the Pupil Discipline Committee, are as follows:

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Please ensure that any work set by the school is completed and returned to us for marking.

You have the right to see a copy of your school record. Due to confidentiality restrictions, you will need to notify me in writing as soon as possible if you wish to receive a copy. I will be happy to supply you with a copy if you request it and a charge may be made for photocopying.

You also have the right to make a claim of disability discrimination to the Special Educational Needs Tribunal for Wales (SENTW) if you think that the exclusion is because of a disability which you have. The address to which claims should be sent is: The Welsh Office, Government Buildings, Spa Road East, Llandrindod Wells, Powys LD1 5HA. Helpline: 0300 025 9800, website: [www.sentw.gov.wales](http://www.sentw.gov.wales).

As you have passed your 11th birthday, you have the same rights as your parent(s), as outlined above, and they will be receiving a letter informing them of this.

Yours sincerely

Headteacher

Copy to: ALN Manager: Vulnerable Learners with Specialism in Child Protection & Safeguarding

## Appendix 13

### **Model letter to parent regarding a fixed period of exclusion of 5 school days or fewer where representations have been considered by the Chair of the Pupil Discipline Committee Pupil aged 11 and over**

Dear Parent

#### **Fixed Period Exclusion (5 school days or fewer)**

I am writing to inform you that, following receipt of your representations in relation to your exclusion for a fixed term of (*number*) school days, these representations have been considered by myself as the Chair of the Pupil Discipline Committee of Ysgol Gynradd Llanidloes.

My conclusions, following consideration of the representations, are as follows:

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I confirm that, in accordance with the procedures set out in Welsh Assembly Government Circular No: 001/2004, Exclusion from Schools and Pupil Referral Units, a record of my considerations has been added to your child's educational record.

Yours sincerely

Chair of Pupil Discipline Committee, Ysgol Gynradd Llanidloes Governing Body

Copy to: ALN Manager: Vulnerable Learners with Specialism in Child Protection & Safeguarding



## Appendix 14

### **Model letter to pupil regarding a fixed period of exclusion of 5 school days or fewer where representations have been considered by the Chair of the Pupil Discipline Committee Pupil aged 11 and over**

Dear (*pupil name*)

#### **Fixed Period Exclusion (5 school days or fewer)**

I am writing to inform you that, following receipt of your representations in relation to your exclusion for a fixed term of (*number*) school days, these representations have been considered by myself as the Chair of the Pupil Discipline Committee of Ysgol Gynradd Llanidloes.

My conclusions, following consideration of the representations, are as follows:

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I confirm that, in accordance with the procedures set out in Welsh Assembly Government Circular No: 001/2004, Exclusion from Schools and Pupil Referral Units, a record of my considerations has been added to your educational record.

Yours sincerely

Chair of Pupil Discipline Committee, Ysgol Gynradd Llanidloes Governing Body

Copy to: ALN Manager: Vulnerable Learners with Specialism in Child Protection & Safeguarding

## **Appendix 15**

### **Agenda for meeting of Pupil Discipline Committee**

*(date)*

Dear Governor

#### **Ysgol Gynradd Llanidloes Governing Body**

A meeting of the Pupil Discipline Committee of the Governing Body of Ysgol Gynradd Llanidloes will be held, at the school, on *(date)*, at *(time)*, when your attendance is requested.

Yours sincerely

Clerk to Pupil Discipline Committee

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#### **AGENDA**

1. Apologies for Absence.
2. To consider matters relating to the permanent exclusion of a pupil. Copies of correspondence enclosed.
3. To decide whether this item should be excluded as confidential (The Government of Maintained Schools (Wales) Regulations, 2005, Section 62).

To: *(list of governors)*  
Minute Book

## Appendix 16

### Model letter to parent inviting them to a meeting of the Pupil Discipline Committee

*(date)*

Dear Parent

***(name of pupil, dob)* – Permanent Exclusion**

I am writing to inform you that a meeting of the Pupil Discipline Committee of the Governing Body of Ysgol Gynradd Llanidloes will be held, at the school, on *(date)*, at *(time)*, to discuss the permanent exclusion from the school of your child, *(name)*. May I invite you to be present. A copy of the notification of exclusion and the procedure for the meeting is enclosed, for your information.

*(Name of pupil)* is also invited to be present. The governors will consider all aspects of the case including any representations which you may care to make in writing or in person. If you decide to attend the meeting, you may be accompanied by a friend or colleague if you wish.

For your assistance, the membership of the Discipline Committee comprises the following governors:

*(Name)*

*(Name)*

*(Name)*

In addition, The Headteacher of Ysgol Gynradd Llanidloes, *(name)*, and a representative of the Schools Service, who represents the Local Authority, will also be present.

I would be grateful if you could forward to me any written statements (including witness statements) by *(date)* so that they can be circulated prior to the meeting.

Please do not hesitate to contact me on *(telephone number)* if you require any further information.

Yours sincerely

Clerk to Pupil Discipline Committee

Enclosures (notification of exclusion and procedure for the meeting)

Copies to: Headteacher, *(name)*, Ysgol Gynradd Llanidloes  
Chair of Governors, *(name)*, Ysgol Gynradd Llanidloes  
Area Educational Psychologist *(name)*  
Area Education Welfare Officer *(name)*

ALN Manager: Vulnerable Learners with Specialism in Child Protection &  
Safeguarding (*name*)  
Minute Book

# **SCHOOLS SERVICE**

## **Exclusions: Quick Guide**

**November 2021**

## Yn agored a blaengar - Open and enterprising



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## 1. Introduction

This document aims to provide quick support and guidance, for headteachers and senior staff, when a fixed-term or permanent exclusion needs to be processed.

To reduce administration time while also improving accuracy of exclusion notifications, all exclusions from November 2021 are now processed electronically.

It is recommended that this quick guide is also viewed electronically so that the embedded links provide instant access to the various reporting systems and Welsh Government documents.

The guide sets out who must be notified and in what time scale along with what the notifications are required to contain. It is primarily drawn from the Welsh Government document 'Exclusion from schools and pupil referral units' ([Guidance document no: 255/2019](#)).

A frequent number of exclusions follow an incident in school that requires separate reporting. This is covered in the ['Exclusions that require an additional notification'](#) section of this guide.

## 2. Key Welsh Government Guidance

- i. Exclusions guidance for schools and local authorities:  
*'Exclusions from schools and pupil referral units' (No: 255/2019)*<sup>1</sup>
- ii. Exclusion guidance for pupils:  
*'Are you being excluded from school?'*<sup>2</sup>
- iii. Guidance for meetings concerned with school exclusions:  
*'School exclusions: guidance for meetings'*<sup>3</sup>

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<sup>1</sup> Welsh Government guidance document 'Exclusions from schools and pupil referral units' (No: 255/2019), accessed 15.07.21, <https://gov.wales/sites/default/files/publications/2019-11/exclusion-from-schools-pupil-referral-units.pdf>

<sup>2</sup> Welsh Government guidance document 'Are you being excluded from school?' accessed 15.07.21, <https://gov.wales/sites/default/files/publications/2018-03/are-you-being-excluded-from-school.pdf>

<sup>3</sup> Welsh Government guidance, 'School exclusions: Guidance for meetings', accessed 15.07.21, <https://gov.wales/school-exclusions-guidance-meetings-html>

### 3. Exclusion from schools and pupil referral units

<b>1) <u>Decision to Exclude</u></b>	
Exclusions can only be carried out by:	<ul style="list-style-type: none"> <li>• headteacher</li> <li>• teacher in charge of a PRU</li> <li>• most senior teacher acting in the headteacher's absence.</li> </ul>
<b>2) <u>Starting point of an exclusion</u></b>	
Exclusions start from the next registration point after the decision to exclude:	<ul style="list-style-type: none"> <li>• one session equals half a day: there are two legally required registration points to a day, morning and afternoon. Each of these registration points are classed as the beginning of a session when calculating the length of the exclusion.</li> <li>• where the learner is excluded during the morning session the morning of the exclusion should be disregarded for the purposes of calculating the length of the exclusion.</li> <li>• where the learner is excluded during the afternoon session the day of the exclusion should be disregarded for the purposes of calculating the length of the exclusion.</li> <li>• where the learner is on a reduced timetable, the exclusion should start at the next registration point that the pupil is timetabled to attend and each session of that reduced timetable counted towards the fixed-term exclusion length. For example, a pupil on a mornings only reduced timetable, a five-session exclusion would cover five days.</li> </ul>
<b>2) <u>Who to inform immediately</u></b>	
Immediately notify by telephone or other reasonable method either:	<ul style="list-style-type: none"> <li>• the parent/carer if the learner was in year 6 or below (aged 10 or below on the day before the beginning of the school year in which the learner was excluded)</li> <li>• both the parent/carer and learner if the learner is in year 7 to year 11 (of compulsory school age and was aged 11 or above on the day before the beginning of the school year in which the learner was excluded)</li> <li>• the learner if aged over compulsory school age (normally 16 or above)</li> </ul>



<b>3) <u>Who else needs to know?</u></b>	
The head teacher must inform:	<ul style="list-style-type: none"> <li>• the governing body discipline committee               <ul style="list-style-type: none"> <li>➤ The governing body must establish a discipline committee. The role of the committee includes reviewing the use of exclusion within the school</li> <li>➤ The governing body should also appoint a Clerk to the discipline committee to handle the administrative process</li> </ul> </li> <li>• the Local Authority – by using <a href="#">Exclusions - Appendix D</a> <ul style="list-style-type: none"> <li>➤ Choose your preferred language in the top right-hand area of the title box</li> <li>➤ Complete questions within form</li> <li>➤ Once submitted a PDF of responses can be downloaded</li> </ul> </li> </ul>
The head teacher must also:	<ul style="list-style-type: none"> <li>• where the exclusion is permanent, advise the home LA of the learner if they live outside of Powys</li> </ul>
<b>4) <u>Writing to the parents / carers and pupil</u></b>	
The parent / carer / learner must be notified in writing depending on when the learner was excluded:	<ul style="list-style-type: none"> <li>• where the learner is excluded during the morning session, written notice must be given before the start of the afternoon session</li> <li>• where the learner is excluded during the afternoon session, notice must be given by the end of that afternoon session</li> <li>• model letters of notification are available from the Welsh Government document 'Exclusion from schools and pupil referral units' (Guidance document no: 255/2019)<sup>4</sup></li> </ul>
Letters of notification of exclusion must state:  (The model letters include these requirements)	<ul style="list-style-type: none"> <li>• for a fixed-term exclusion – the precise period of the exclusion</li> <li>• for a permanent exclusion – the fact that it is a permanent exclusion</li> <li>• the reason(s) for the fixed-term or permanent exclusion</li> </ul> <ul style="list-style-type: none"> <li>• for maintained schools:               <ul style="list-style-type: none"> <li>➤ the parent's/carer's and learner's right to make representations about the exclusion to the discipline committee</li> </ul> </li> <li>• for a PRU:               <ul style="list-style-type: none"> <li>➤ for a fixed-term: the parent's/carer's and learner's right to make representations about the exclusion to the LA*</li> <li>➤ permanent: the right to an independent appeal panel hearing</li> </ul> </li> </ul>

<sup>4</sup> Welsh Government guidance document 'Exclusions from schools and pupil referral units' (No: 255/2019), accessed 15.07.21, <https://gov.wales/sites/default/files/publications/2019-11/exclusion-from-schools-pupil-referral-units.pdf>

	<ul style="list-style-type: none"> <li>the person whom the parent / carer and / or learner should contact if they wish to make such representations (normally the Clerk to the discipline committee, Clerk to the independent appeal panel or in the case of fixed-term exclusions from PRUs, an LA officer)</li> </ul>
	<ul style="list-style-type: none"> <li>contact details for the PCC advocacy service, SNAP Cymru: website: <a href="http://www.snapcymru.org">www.snapcymru.org</a> tel: 0808 8010608</li> </ul>
	<ul style="list-style-type: none"> <li>in all cases of more than a day's exclusion, the arrangements made for enabling the learner to continue their education, including the setting and marking of work. It is the parent's/carer's responsibility to ensure that work sent home is completed and returned to school</li> </ul>

\*Parents who wish to make representations to the LA about the exclusion should be informed to address them to:

**Michael Gedrim**

Manager for Education Services and Designated Safeguarding Lead for Education

Email: [michael.gedrim@powys.gov.uk](mailto:michael.gedrim@powys.gov.uk)

Address: Schools Service, County Hall, Llandrindod Wells, Powys, LD1 5LG

**4. Exclusions that require an additional notification**

When an exclusion includes an element of:

- bullying;
- racial harassment; or
- a physical restraint

this must be reported separately using the School Incident Reporting Form.

Use the link below to access the School Incident Reporting Form. Once open choose your chosen language of instruction from the dropdown menu in the top right-hand area of the title box:

[School Incident Reporting Form / Ffurflen Adrodd Digwyddiad mewn Ysgol](#)

When a member of staff is subject to violence as part of the incident that resulted in the exclusion, this must be reported separately using the corporate Incident Report Form:

[Corporate Incident Report Form \(Violence & Aggression\)](#)

Incident Type	School Incident Reporting Form	Corporate Incident Reporting Form
Member of staff is subject to violence from pupil but there is no requirement to use physical restraint	No	Yes
Member of staff is subject to violence and has to use a physical restraint	Yes	Yes
Member of staff has to use a physical restraint	Yes	No