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| **Length of Exclusion** | **Will the governors automatically review the exclusion?** | **Can the parent make written representations to the governors?** | **Can the parent meet with the governors and make representations in person?** | **Time Limit** | **Outcome of the meeting** |
| **Governors have power to:** | **Governors DO NOT have power to:** |
| Total 5 school days or less in one term | NO. The governors will not automatically review the exclusion | YES. The governors must consider any of the parent’s written points about the exclusionand capture the pupils views | MAYBE. Governors can agree to meet with the parent if the parent requests this, but they do not have to | No time limit for the meeting but governors should consider responding promptly | Decide whether or not the Head was justified in excluding the pupil and note their views on the pupil’s recordInclude copies of other relevant papers on the pupil’s record, e.g. the pupil’s version and views and parents statement. | Reinstate the pupilErase the exclusion from the pupil’s record |
| Total 5.5 – 15 school days in one term | NO. The governors will not automatically review the exclusionBut they must meet if the parent requests it, even if the parent does not attend | YES. The governors must consider any of the parents’ written points about the exclusion and capture the pupils views | YES. But the parent has to request a meeting with the governors. | The governors must meet within 50 school days after they receive the parent’s request | Decide whether or not the Head was justified in excluding the pupil and note this on their school recordConsider whether the Head followed the guidanceEnsure the pupils views are capturedReinstate the pupil immediately or by a particular date | Erase the exclusion from the pupil’s record |
| Total 15.5 school days or more in one term | YES. The governors will automatically review the exclusion | YES. The governors must consider any of the parent’s written points about the exclusion and capture the pupils views | YES. The governors must invite the parent to their meeting, they can bring a friend and the pupil | The meeting must be within 15 school days after the governors receive information about the exclusion from the Head. The Head must without delay inform the governors of the exclusion  | Decide whether or not the Head was justified in excluding the pupil and note this on their school recordConsider whether the Head followed the guidanceEnsure the pupil views are capturedReinstate the pupil immediately or by a particular date | Erase the exclusion from the pupil’s record |
| Permanent Exclusion | YES. The governors will automatically review the exclusion | YES. The governors must consider any of the parent’s written points about the exclusion and capture the pupils views | YES. The governors must invite the parent to their meeting, , they can bring a friend and the pupil | The meeting must be within 15 school days after the governors receive information about the exclusion from the Head. The Head must without delay inform the governors of the exclusion  | Decide whether or not the Head was justified in excluding the pupil and note this on their school recordConsider whether the Head followed the guidanceEnsure the pupils views are capturedReinstate the pupil immediately or by a particular date | Erase the exclusion from the pupil’s record |
| Any exclusion which will result in the pupil missing a public exam | YES. The governors will automatically review the exclusion | YES. The governors must consider any of the parent’s written points about the exclusion and capture the pupils views | YES. The governors must invite the parent to their meeting, they can bring a friend and the pupil | The meeting should be before the date of the exam. If this is not practical, the Chair of governors can review the exclusion alone | Decide whether or not the Head was justified in excluding the pupil and note this on their school recordConsider whether the Head followed the guidanceEnsure the pupils views are capturedReinstate the pupil immediately or by a particular dateAllow the pupil into school just to take the exam | Erase the exclusion from the pupil’s record |