

◆ EDINBURGH ◆

THE CITY OF EDINBURGH COUNCIL

Exclusions: Frequently Asked Questions

What does exclusion mean?

Exclusion means that your child is not allowed to attend their current school. We only exclude children when the case is very serious.

Why has my child been excluded?

Children are excluded when their day-to-day behaviour makes it necessary to remove them from school. This could be because:

- your child's behaviour makes it impossible for us to teach him/her in a class with other pupils.
- your child's behaviour makes it very difficult for other pupils in the class to learn and work.
- your child's behaviour is dangerous to other pupils or members of staff.
- you, as parent/carer, have been unwilling to co-operate with the school.

Who decides to exclude a child?

The Head Teacher decides whether to exclude a child, after consulting with all professionals involved.

How can I help?

Your support for the school is vital – we will always welcome your help. While your child is excluded, you can discuss with the school what led to your child's exclusion. If your child returns to the school from which they have been excluded, the school might give your child a monitoring sheet and expect you to sign it nightly. This lets the school see that you have read the sheet and encouraged your child to keep conditions of re-admission.

How do schools let parents or carers know that their child has been excluded?

If your child is being excluded during the school day we will phone you. If we cannot get in touch with you, at home or at work, or your emergency contact, we will send a letter home with your child at the end of the school day explaining why your child has been excluded.

This letter will be followed up with another letter posted to your home.

What happens if I don't agree with my child's exclusion?

If you disagree with the decision to exclude your child, whether you are a parent or a carer, you can appeal. If you wish to appeal you should write to:- The Clerk to the Placing in Schools Appeal Committee, The City of Edinburgh Council, Business Centre 2/1, 4 East Market Street, Edinburgh, EH8 8BG or by e-mail to schoolappeals@edinburgh.gov.uk.

If you are uncertain what action to take you may consult a solicitor. You may also obtain advice from a Citizens Advice Bureau or other advice agency.

Information and support is also available from the parent-led voluntary organisation Kindred on telephone helpline number 0131 536 0583 or e-mail kindred.enquiries@gmail.com. Further information about Kindred is available on their website at www.kindred-scotland.org.

Meeting in school to discuss the exclusion

We arrange a meeting within 7 calendar days of your child's exclusion. This is a meeting to discuss how it may be possible for you and school staff to work together to enable your child to return to the school from which s/he has been excluded. The meeting is usually held at your child's school.

Can I bring someone else with me to the meeting?

You can bring a friend to support you, or someone who will help you discuss your child's welfare with us. Please let the school know before the meeting who you would like to bring along.

Who else will be at the meeting?

The head teacher or his/her representative, the class teacher or guidance teacher, other professionals involved with your child, for example, a social worker, educational psychologist or educational welfare worker. Because it is very important to get your child back to school as soon as possible, we will go ahead with the meeting even if everyone cannot come to the meeting.

What will happen at the meeting?

We will tell you why we excluded your child. This will cover your child's day-to-day behaviour and particular incidents that have led us to take this action. We would like to hear your views and those of your child. We may ask you and/or your child to sign an agreement. The agreement will set out how your child must behave if s/he returns to the school from which s/he has been excluded.

Are details of my child's exclusion kept on record?

Yes. Copies of the following letters will be kept in your child's file:

- the exclusion letter
- any letter outlining any agreements about your child going back to school.

Copies of these letters are sent to the Communities and Families Department

What if I can't attend the meeting?

If you can't come to the meeting, please phone the school as soon as you can so that we can arrange another time with you.

What if a parent/carer doesn't attend the meeting?

If a parent/carer doesn't attend the meeting, then the child may not be allowed to return to school. We will write to you with a date and time for another meeting. We will keep copies of this letter in your child's file.

What contact will my child have with the school while he/she is excluded?

Your child must not come into school or into the school grounds during the exclusion. The school will provide work for your child to do at home. Arrangements will be made with you about when and where the work is to be collected.

End
