

Quick read

A parents' guide to the exclusion process

Permanent Exclusion

September 2026



Why am I receiving this guide?

You are receiving this guide because your child has been permanently excluded from school. This information tells you what happens next and what education your child will be offered.

What does permanent exclusion mean?

It means that your child is not allowed to return to school. This is because the Headteacher thinks their behaviour has not followed the school rules and that if they are allowed to stay, they will harm the education or welfare of themselves, other pupils or teachers.

For the first 5 days of the permanent exclusion the school should give work for your child to do at home. During this time your child is not allowed to be in a public place during school hours without a good reason. A good reason would be something like a doctor's appointment. If they break this rule, you may receive a fine from the local authority.

Within 15 school days of your child being permanently excluded there will be a meeting to discuss whether the Headteacher's decision is fair. This meeting is called a Governors Disciplinary Committee meeting. This is often known as a GDC. Governors are volunteers who make sure that the headteacher is following all the rules and doing a good job of running the school.



Should my child have been permanently excluded?

Your child **can** be permanently excluded for behaviour in school or outside school.

Your child **can** be permanently excluded for things that happen out of school time or in the holidays.

Your child **must not** be permanently excluded because the school cannot meet their needs.

Your child **must not** be permanently excluded because of something you - or other members of their family - have done.

Your child **must not** be permanently excluded because they have not attended a reintegration meeting.



What education will my child receive now?

For **Secondary School** pupils - From the 6th day of a permanent exclusion your child will be offered a place at the local education centre. This may be online or in the centre. They will contact you to arrange this.

For **Primary School** pupils – From the 6th day of a permanent exclusion your child will be offered education at the local primary behaviour service centre. They will contact you to arrange this.

If your child has an **EHCP**, the local authority SEN service will help to decide what would be the best education for your child.



The Governors Discipline Committee Meeting (GDC)

You will be invited to the meeting by the Clerk to the Governors. The Clerk's job is to organise the meeting and to write down what happens in the meeting so that there is a record of what is said.

The school will give you a pack of written evidence at least five days before the meeting. You might want to ask someone to help you to read this information. That could be a friend, a family member or a social worker. They must not tell anyone else about what they have read.

These are the people who will be at the meeting:

- **Three governors.** One of these will be in charge of the meeting. They are called the '**Chair**'.
- The **Clerk**.
- the **Headteacher** and any other teachers who know your child well and can help answer questions about them.

- Yourself – you can bring a family member or friend to support you if it would be helpful. You should tell the Clerk who you are going to bring.
- Your child if they want to be there. You might decide that they are too young or that they would find it too difficult to sit through a meeting.

The Chair of the meeting will explain at the beginning, what is going to happen. Everyone will have the chance to say what they think and to ask questions.

When the meeting has finished, everyone will leave apart from the Governors who will stay and make their decision, and the clerk who will write it down.

The decision could be:

- To uphold the permanent exclusion – this means that they agree with the Headteacher's decision.
- To direct reinstatement – this means that they do not agree with the Headteacher's decision, and your child will be allowed to go back to school.



What should I bring to the GDC Meeting?

- Your copy of the school information pack.
- A pen to take notes
- Some ideas of question you would like to ask the headteacher.
- Some ideas of things you would like the governors to know.
- You could also fill in the pupil and parent voice form we have sent you if you want to.



What happens next?

After the GDC you will get a letter to say what the Governors have decided.

If your child is allowed to go back to school, they will be in contact with you to plan your child's return.

If your child is not allowed to go back to school, they will continue with the education that was put in place from the 6th day. If going back to a mainstream school is the best option for your child, you will have help to arrange this.



What happens if I don't agree with the decision?

You can ask for an independent review of the decision. You have 15 school days from the date you received the decision to ask for a review. You will receive a form to fill in which will help you with this. If you ask for a review another meeting will be held. This meeting will look at how the governors made their decision.



Where can I get more information?

Inclusion Support Service

Children's Services, Hampshire County Council, Elizabeth II Court, The Castle, Winchester, Hampshire SO23 8UG

☎ 0370 779 0123

exclusion.queries@hants.gov.uk

<https://www.hants.gov.uk/educationandlearning/educationinclusionservice>

The Coram Children's Legal Centre aims to provide free legal advice and information to parents/carers on state education matters.

☎ 020 7713 0089. The advice line is open from 8am to 8pm Monday to Friday, except Bank Holidays and 24 December to 1 January

<http://www.childrenslegalcentre.com>

SENDIASS

Hampshire Special Education Needs & Disability Information, Advice & Support: [Hampshire SENDIASS | Impartial SEND Advice & Support](#)

IPSEA

Independent information and support on the suspension and permanent exclusion of children with SEND

[Independent Provider of Special Education Advice \(IPSEA\)](#)

DfE

Department for Education Statutory Guidance on exclusions is published online at:

<https://www.gov.uk/government/publications/school-exclusion>

Department of Education guide for Parents:

[A guide for parents on school behaviour and exclusion - GOV.UK \(www.gov.uk\)](#)

Equality Advisory and Support Service ☎ 0808 800 0082

[Equality Advisory and Support Service \(equalityadvisoryservice.com\)](#)

SEN and Disability Discrimination Tribunal ☎ 01325 289 350

[First-tier Tribunal \(Special Educational Needs and Disability\) - GOV.UK](#)

Talk to Frank drugs helpline ☎ 0300 123 6600

[Honest information about drugs | FRANK \(talktofrank.com\)](#)

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