

Quick read

A parents' guide to the exclusion process

Suspension

September 2026



Why am I receiving this guide?

You are receiving this guide because your child has been suspended for over 15 days in a term. This means that the school must hold a meeting which is known as a '15+ GDC'.

What does suspension mean?

It means that your child is not allowed to go to school for the length of time that the suspension lasts.

While they are suspended the school should give work for your child to do at home.

For the first 5 days of a suspension 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.



Should my child have been suspended?

Your child **can** be suspended for behaviour in school or outside school. Your child **can** be suspended for things that happen out of school time or in the holidays.

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

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

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



What do I do if I do not agree with a suspension?

- Ask for a meeting with the headteacher to tell them why you do not agree with the suspension.

- Ask the Governors of the school to look at why your child was suspended. Governors are volunteers who make sure that the headteacher is following all the rules and doing a good job of running the school.

There are different rules for different lengths of suspension in a term:

Length of suspension	Governors meeting deadline	What you need to do
0 – 5 days in a term	No deadline	Provide information but you do not have to be invited to the meeting.
5.5 – 15 days in a term	50 school days	Must come to the meeting or write down what you want to say.
15.5 days or more in a term	15 school days	Must be invited to the meeting. This is a 15+ GDC.



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 happened.

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.

The decision could be:

- To uphold the suspension(s) – 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 that they will write this on your child's record.



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 which 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.

The school should work with you to put together a plan to help your child.



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 \(equalityadvisoryservice.com\)](https://equalityadvisoryservice.com)

SEN and Disability Discrimination Tribunal ☎ 01325 289 350

[First-tier Tribunal \(Special Educational Needs and Disability\) - GOV.UK](https://gov.uk)

Talk to Frank drugs helpline

☎ 0300 123 6600

[Honest information about drugs | FRANK \(talktofrank.com\)](https://talktofrank.com)

Notes

Notes

Notes