Oakwood Infant and Nursery School

Discipline and Exclusions Terms of Reference

Discipline (Exclusions) Committee

(OAK084/05/2027)

School Mission Statement

At Oakwood Infant and Nursery School we provide a safe, healthy, happy and creative learning environment for everyone, through high expectations and mutual respect. We are all stars, watch us shine.

Reviewed: May 2026
Approved : May 2026
To be reviewed: May 2027

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The Governing Board can delegate some or all of its functions in respect of exclusions to a committee consisting of at least three governors and such a committee may be called the Discipline Committee. Reference in this document to the Governing Board should be taken to include reference to the Discipline Committee where one has been established.

Membership

The Discipline Committee shall consist of not less than three members of the Governing Board, none of whom shall be the Headteacher. Associate Members can be members of the Committee. If any governor has a connection with the pupil, or knowledge of the incident that led to the exclusion that could affect his or her ability to act impartially, he or she should step down. The Chair has the casting vote in all cases where an even number of governors are considering the case.

Quorum

Three

Clerking

The Clerk to the Committee must not be a governor at the school, a member of the Committee or the Headteacher.

Control and Procedure

The Headteacher is statutorily responsible for determining measures to secure good behaviour. The governors have powers to draw up a written statement of general principles and to provide specific guidance to the Headteacher on particular disciplinary matters. The Headteacher is responsible for putting any general principles set out by the governors into practice and for dealing with individual cases.
The use of corporal punishment is forbidden.

Exclusions

The Headteacher is the only person with the power to exclude a pupil from the school. In his/her absence, the acting Headteacher has the right to exclude a pupil from school. A pupil may not be excluded for an indefinite period; exclusion must be for a fixed term or permanent.

1. The Headteacher must adhere to the following:

    a) where he/she excludes a pupil the parent must be informed immediately and this must be followed by a letter (using the recommended format) within one school day of the exclusion

    b) in exceptional cases, usually where further evidence has come to light, a fixed period exclusion may be extended or converted to a permanent exclusion. In such cases the Headteacher must write again to the parents explaining the reasons for the change

    c) the Governing Board and the Local Authority must be informed, within one school day, of:

- exclusions which would result in the pupil being excluded for more than five school days (or more than ten lunchtimes in any one term)
- exclusions which would result in the pupil missing a public examination

d) the Local Authority must be informed immediately of any permanent exclusion so that alternative education arrangements can be made

2. The Governing Board cannot increase the severity of the exclusion.

   It is the duty of the Governing Board, where they have been informed of the permanent or fixed term exclusion of a pupil for more than fifteen days in one term:

   a) to consider whether the pupil should be reinstated immediately, reinstated by a particular date or not reinstated

   b) where they consider he/she should be reinstated, to give the appropriate direction to the Headteacher

   c) where they consider that he/she should not be reinstated to inform the parents of their decision

3. On receiving notice of an exclusion from the Headteacher, the Governing Board:

   a) must, in the case of one or more fixed period exclusions totalling five school days or less in any one term, consider any representations from the parent. If representations from the parent are received they should convene a meeting to consider the representations, **although they cannot direct reinstatement**

   b) must in the case of one or more fixed period exclusions totalling more than five but not more than fifteen school days in any one term, convene a meeting between the 6th and 50th school day after receiving the notice of exclusion, to consider the exclusion, if the parent requests a meeting

   c) must in the case of a permanent exclusion, or one or more fixed period exclusions (including lunchtimes) totalling more than fifteen school days in any one term, convene a meeting between the 6th and 15th school day after the date of receipt of notice to consider the exclusion

   d) must invite the parent, Headteacher and a Local Authority officer to the meeting at a time (within the statutory time limit) and place convenient to all parties

   e) should ask for any written statements (including witness statements) in advance of the meeting

   f) should circulate at least five days in advance any written statements (including witness statements) and a list of those who will be present at the meeting to all parties

g) where a short exclusion of up to five days causes the pupil to miss a public examination the Chair may consider reinstatement if the Disciplinary Committee is unable to meet before the examination date

The Discipline Committee should normally allow the excluded pupil to attend the meeting and speak, at the parents' request. Parents should be allowed to be accompanied by a friend or legal representative if they wish.

4. It is the duty of the Headteacher where he/she has excluded a pupil to comply with any direction for the reinstatement of the pupil given by the Discipline Committee.

- Permanent exclusions.
- It is the duty of the Discipline Committee to inform parents of a pupil who has been excluded permanently of their right to ask for the case to be considered by an Independent Review Panel.

Meetings
Committee meetings will be held as required. Clerks should be mindful when drafting minutes of the meeting that parents are entitled to see them. Confidential minutes will be circulated to members of the committee within seven days. Minutes should be sent to parents when requested. A verbal report, as a confidential item, will be given at the next Governing Body meeting if and when the matter has been resolved.

Exclusion Guidance is available.

Adopted by the Governing board on: _____

Signed (Co-chairs of Governors): _____

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