Guidance on registration for excluded pupils
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Internet access
This document and further guidance for schools can be found at:
www.surreycc.gov.uk/exclusionguidanceforschools. Department for Education (DfE) guidance can
be accessed via
www.education.gov.uk/schools/pupilsupport/behaviour/exclusion/a0076478/exclusion-guidance
Guidance on registration for Excluded pupils

**Fixed term exclusions**

If a school decides to exclude a pupil they must inform the parents immediately or at least within 24 hours. This can be done by phone, but must then be followed up in writing as soon as possible.

The date of the exclusion is specified in the letter from the school.

If the exclusion is between half a day and five days, the school will mark the child as E in the register. (Schools cannot just send the child home, if they do not exclude following procedures the child has a right to be in school). The child returns to school for the session following the end of the exclusion, regardless of the time arranged for a reintegration meeting.

For exclusions longer than five days, school are responsible for providing full-time education provision from the sixth day. If the child attends the provision, they can be marked as B in the register, Educated off site.

**Permanent exclusions**

If a school decides to permanently exclude a pupil they must inform the parents immediately or at least within 24 hours. This can be done by phone, but must then be followed up in writing as soon as possible.

The date of the exclusion is specified in the letter from the school.

Alternative provision can be made immediately, but at the latest by the sixth day of exclusion. If the alternative provision for the child is in a Short Stay School, the main school can be mark the child as D in the register (Dual registered). If they are in another alternative provision they can be marked as B if they attend. If they do not attend they should be marked as absent. If they are not in provision the child should be marked as E.

**Removal from roll / deleting from the register**

The actual recorded date of the permanent exclusion is the date the exclusion starts as specified in the permanent exclusion letter sent by the school. However, this will not be the date the child is taken off roll. School can take the child off roll only in the following circumstances:

- After the permanent exclusion is confirmed in an appeal hearing
- On expiry of the time allowed for appeals (15 school days from the parents receipt of the permanent exclusion letter from school)
- If the parent confirms in writing that they do not attend to appeal, or
- The child takes up a place elsewhere.
Lunchtime exclusions

If behaviour at lunchtimes is disruptive a child may be excluded from the premises for the duration of the lunchtime period. For statistical purposes, a lunchtime exclusion is counted as half of one school day. More than 10 days of lunchtime exclusions enables a parent to request a formal Governors meeting.

For registration purposes the child should be in school for the morning and afternoon registration sessions and is therefore marked in the register accordingly.

The use of lunchtime exclusions should be detailed in a written plan and reviewed regularly.

Circumstances when a child is out of school but not excluded

If a pupil is accused of a serious criminal offence, but the offence took place outside school’s jurisdiction and the Headteacher decides it is in the interests of the child and the school community, the child can be educated off site. This is subject to review and the register can be marked as B (educated off site) if this is an appropriate supervised alternative provision. Schoolwork being sent home does not constitute a supervised alternative provision.

If a child is too sick to attend school, or for medical reasons their presence represents a serious risk to the health or safety of other pupils or school staff, the Head teacher may send pupils home after consultation with parents and health professionals. Alternative provision should be put in place and the register marked accordingly.

Registration of managed move pupils

If a child is subject to a managed move in order to prevent permanent exclusion they are registered as follows:

- If the child is on the roll of school A, an agreement is made that they will attend school B for approximately 14 weeks.
- School A is the main base, and record the child as dual registered, and mark the register as D.
- School B is the subsidiary base and record the child as dual registered, and mark the register according to whether or not the child attends.
- If the managed move is successful and both schools agree, the child comes off the roll of School A, and is shown as on the roll of school B.

Dual registration for reintegrated pupils

Where a pupil on roll at a Short Stay School is reintegrated to a mainstream school, they can be dual registered for six months. The mainstream school is the main base, the SSS as the subsidiary. The mainstream school marks the register according to whether or not the child attends, and the SSS shows the child as D.
At the end of the period, if both schools agree, the child comes off the roll of the SSS and is shown as wholly on the roll of the mainstream school.

**For further information please contact:**
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