

- consider the your child's interests and circumstances and those of others in the school when reviewing the decision
- consider any representations made by you and the headteacher/principal
- provide you with the evidence the headteacher/principal has relied on to exclude your child
- ensure accurate notes/minutes of the meeting are taken. You have the right to ask for a copy of the minutes
- Send you written notification of their decision without delay following the review meeting
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(The governing body will usually give this role to the GBDC)

What are my rights to make representations to the GBDC

You have the right to make representations to the GBDC in writing or in person. You can make the representations yourself or ask another person to do this for you.

The GBDC must consider whether the decision to exclude your child was reasonable, lawful and that the correct procedure was followed. You should ensure your representations focus on these points. For example, if the headteacher/principal did not write to you about the exclusion but instead told you to take your child home this would be a failure to follow the procedure. Or the headteacher/principal excluded your child permanently for fighting with another child but only excluded that child for a short fixed term period. You should tell this to the GBDC and they should make a decision to reinstate your child.

Your representations can also address issues outside of school that may be affecting your child.

If the governing body decides to uphold the decision to exclude and not reinstate your child, they must notify you of this in writing without delay and provide you with the following information:

- The fact that it is permanent and
- Notice of your right to ask for the decision to be reviewed by an Independent Review Panel. They must also tell you:
 - the date by which you must make an application for a review (i.e. 15 school days from the date on which notice in writing of the GBDC's decision is given;
 - where and to whom you should send your application for a review and your written evidence;
 - that your application should set out the reasons for requesting a review and that, where appropriate, this should include a reference to how the pupil's SEN are considered to be relevant to the exclusion;