



**Resources
Customer Service Team**

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SCHOOL EXCLUSION REVIEW PANELS

Thank you for expressing an interest in volunteering to serve as a member of the Exclusion Review Panels.

These panels provide an independent review process for parents/carers who wish to further challenge the decision to permanently exclude their child from a school or academy. Exclusion review panels comprise of one member from each of the following three categories;

- A lay member to chair the panel who has not worked in any school in a paid capacity, disregarding any experience as a school governor or volunteer.
- A governor member who has served as a governor for at least 12 consecutive months in the last five years, provided they have not been teachers or headteachers during this time.
- A headteacher member or individual who has been a headteacher within the last five years.

The number of reviews received has fluctuated between 3- 5 annually over the last three years with each review lasting all day. Although the amount of time needed for this work is infrequent the statutory time constraints requires us to retain a pool of members on which to call when necessary.

Panel members are required to attend mandatory training before being eligible to serve .

Please refer to our booklet 'A parents' guide to Exclusion Reviews' and the members work profile which outlines the requirements of the role. In addition you will find more information on our website
www.hertfordshire.gov.uk/schoolappeals

The recruitment process for these positions has now concluded for 2017. Therefore, although we welcome applications from interested parties please note that your information will be retained on file until such time as we are next recruiting.

Yours sincerely

A handwritten signature in purple ink, appearing to read 'Liz Houghton', is positioned above the printed name.

**Liz Houghton (Mrs)
Independent Appeals Manager
School Appeals Team
Customer Services**