

Exclusions Policy

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Contents

1. Aims3

2. Legislation and statutory guidance.....3

3. The decision to exclude4

4. Definition4

5. Roles and responsibilities.....4

6. Considering the reinstatement of a pupil6

7. An independent review8

8. School registers9

9. Returning from a fixed-period exclusion10

10. Monitoring arrangements.....10

11. Links with other policies10

Appendix 1: Example of Fixed Term Exclusion Letter to Parent/Guardian as used in Southampton

Appendix 2: Example of LA Exclusion Notification Form Template as used in Southampton

1. Introduction and Policy Aims:

Harbour View Federation (Twin Sails Infant School & Nursery and Hamworthy Park Junior School) is committed to inclusion. We strive to challenge and support every pupil, nurturing individual talent. However, for some serious incidents of poor behaviour (such as verbal or physical abuse to another member of the school community, or a serious one off incident), the Headteacher may resort to excluding pupils, either for a fixed term or permanently.

The purpose of this policy is to ensure that there are systematic and consistent procedures and expectations regarding the exclusion of any pupil from our school.

This policy should be read in conjunction with:

- our Behaviour policy that explains our use of Restorative Practice to help our pupils make the correct choices
- our Special Educational Needs and Inclusion policy which states our responsibilities and procedures in supporting any pupils who have been identified as having additional learning needs.

Our school aims to ensure that:

- The exclusions process is applied fairly and consistently
- The exclusions process is understood by governors, staff, parents and pupils
- Pupils in school are safe and happy
- Pupils do not become NEET (not in education, employment or training)

2. Legislation and statutory guidance

This policy is based on statutory guidance from the Department for Education: [Exclusion from maintained schools, academies and pupil referral units \(PRUs\) in England](#).

It is based on the following legislation, which outline schools' powers to exclude pupils:

- Section 52 of the [Education Act 2002](#), as amended by the [Education Act 2011](#)
- [The School Discipline \(Pupil exclusions and Reviews\) \(England\) Regulations 2012](#)
- Sections 64-68 of the [School Standards and Framework Act 1998](#)

In addition, the policy is based on:

- Part 7, chapter 2 of the [Education and Inspections Act 2006](#), which looks at parental responsibility for excluded pupils
- Section 579 of the [Education Act 1996](#), which defines 'school day'
- The [Education \(Provision of Full-Time Education for Excluded Pupils\) \(England\) Regulations 2007](#), as amended by [The Education \(Provision of Full-Time Education for Excluded Pupils\) \(England\) \(Amendment\) Regulations 2014](#)

This policy complies with our funding agreement and articles of association.

Please note that schools should also consult and follow their Local Authorities' guidance on exclusions.

3. The decision to exclude

Only the Headteacher can exclude a pupil from school. If the Headteacher is off school-site at the time of a serious incident where exclusion may be a proportionate sanction, as good practice, an attempt should be made by the senior member of staff with delegated responsibility to speak to the Headteacher and consult before a decision to exclude is made. The decision must be lawful, rational, reasonable, fair and proportionate. A decision to permanently exclude will be taken as a last resort. The decision must have regard to duties under the Equality Act 2010.

A decision to exclude a pupil will be taken only:

- In response to serious or persistent breaches of the school's behaviour policy, **and**
- If allowing the pupil to remain in school would seriously harm the education or welfare of others

Before deciding whether to exclude a pupil, either permanently or for a fixed period, the School Leader will:

- Consider all the relevant facts and evidence, including whether there were any mitigating contributory factors e.g. bullying, mental health issues and take into account early intervention measures/use of multi-agency assessments.
- Allow the pupil to give their version of events
- Have due regard to the following (in accordance with the DfE guidance):
 - for groups with high exclusion rates (students with SEN, students eligible for Free School Meals, Looked After Children, students from different ethnic groups, students who have English as an Additional Language);
 - that additional support or alternative placement may be required for a student with a Statement of SEN/EHC Plan or a Looked After Child; and
 - that the permanent exclusion of a student with a Statement of SEN/EHC Plan or a Looked After Child should, as far as reasonably possible, be avoided.

The decision to exclude will only be taken for a disciplinary reason and all exclusion decisions will be formally recorded.

The decision to exclude can be withdrawn by the Headteacher at any point prior to consideration by the governing board.

4. Definition

For the purposes of exclusions, school day is defined as any day on which there is a school session. Therefore, INSET or staff training days do not count as a school day.

5. Roles and responsibilities

5.1 Actions Taken Following a Serious Incident

- Written details of the incident are collected from those involved before any decision is made. Statements will be taken from students as well as any adults that were present.
- The parent/carer is telephoned by a senior member of staff to outline the incident

- In the case of pupils with a statement of SEN/Education Health Care Plan (EHCP), all information will be logged and discussed with the Local Authority SEN team or Parent Partnership team as required.
- As a result of the investigation, it may be determined that an Internal Exclusion may be appropriate. Parents will be informed by phone call and letter to confirm the arrangements for this.

5.2 The Headteacher

Informing parents

The Headteacher will immediately provide the following information to the parents of an excluded pupil:

- The reason(s) for the exclusion (by phone to ensure parents understand why the school has taken this decision and what happens next)
- A letter will follow providing:
 - Confirmation of the details of the incident, the reasons for the exclusion and, if appropriate, how the pupil will be reintegrated back into school.
 - The length of a fixed-period exclusion or, for a permanent exclusion, the fact that it is permanent
 - Information about parents' right to make representations about the exclusion to the governing board and how the pupil may be involved in this
 - Where there is a legal requirement for the governing board to meet to consider the reinstatement of a pupil, and that parents have a right to attend a meeting, be represented at a meeting (at their own expense) and to bring a friend

The Headteacher will also notify parents by the end of the afternoon session on the day their child is excluded that for the first 5 school days of an exclusion, or until the start date of any alternative provision where this is earlier, parents are legally required to ensure that their child is not present in a public place during school hours without a good reason. Parents may be given a fixed penalty notice or prosecuted if they fail to do this.

For the first five days of a fixed term exclusion, the school will set work appropriate to the pupil's age and ability. Where a student is given a fixed exclusion of six days, the school has a duty to arrange suitable off-site full-time educational provision from and including the sixth day of exclusion. The school will set work as described above for the five days following a permanent exclusion.

The Headteacher may impose a fixed-period exclusion which may lead to a permanent exclusion, depending on the outcome of an on-going investigation and/or further consideration of the case. If this is a possibility it will be referred to in the letter to parents notifying them of the fixed-period exclusion. If a permanent exclusion is subsequently imposed, this is a separate exclusion event. Therefore, if a permanent exclusion follows a five day fixed-period exclusion, the responsibility of the school for the first five days of the permanent exclusion would be to set work as described above and not find suitable alternative provision. However, it is acknowledged that there are benefits in arranging alternative provision to begin as soon as possible after an exclusion and this will be implemented where possible. In the case of a looked after child, the school and the local authority should work together to arrange alternative provision from the first day following the exclusion.

If alternative provision is being arranged, the following information will be included when notifying parents of an exclusion:

- The start date for any provision of full-time education that has been arranged for the pupil during the exclusion.
- The start and finish times of any such provision, including the times for morning and afternoon sessions, where relevant
- The address at which the provision will take place; and
- Any information required by the pupil to identify the person they should report to on the first day.

Where this information on alternative provision is not reasonably ascertainable by the end of the afternoon session, it may be provided in a subsequent notice, but it will be provided no later than 48 hours before the provision is due to start. The only exception to this is where alternative provision is to be provided before the sixth day of an exclusion, in which case the information can be provided with less than 48 hours' notice with parents' consent.

Informing the governing board, local authority and Trust

The Headteacher will immediately notify the governing board, the local authority (LA) and Hamwic Education Trust of:

- A permanent exclusion, including when a fixed-period exclusion is followed by a decision to permanently exclude
- Exclusions which would result in the pupil being excluded for more than 5 school days (or more than 10 lunchtimes) in a term
- A fixed term exclusion which would bring the student's total number of school days of exclusion to more than 15 in one term
- Exclusions which would result in the pupil missing a public examination

For a permanent exclusion, if the pupil lives outside the LA in which the school is located, the Headteacher will also immediately inform the pupil's 'home authority' of the exclusion and the reason(s) for it without delay.

For all other exclusions, the School Leader will notify the governing board, LA and Hamwic Education Trust once a term.

Exclusion notifications to the Hamwic Education Trust should be sent to the Education Access Officer, Claire Shaw – claire.shaw@hamwic.org

5.3 The governing board

Responsibilities regarding exclusions is delegated to a Governors Discipline Committee (GDC) (which should comprise a minimum of 3 governors)

The GDC has a duty to consider the reinstatement of an excluded pupil (see section 6).

5.4 The LA

For permanent exclusions, the LA is responsible for arranging suitable full-time education to begin no later than the sixth day following the date the exclusion was issued.

6. Considering the reinstatement of a pupil

The GDC will consider the reinstatement of an excluded pupil within 15 school days of receiving the notice of the exclusion if:

- The exclusion is permanent

- It is a fixed-period exclusion which would bring the pupil's total number of school days of exclusion to more than 15 in a term
- It would result in a pupil missing a public examination

If requested to do so by parents, the GDC will consider the reinstatement of an excluded pupil within 50 school days of receiving notice of the exclusion if the pupil would be excluded from school for more than 5 school days, but less than 15, in a single term.

Where an exclusion would result in a pupil missing a public examination, the GDC will consider the reinstatement of the pupil before the date of the examination. If this is not practicable, the GDC will consider the exclusion instead and decide whether or not to reinstate the pupil.

In advance of the meeting the Headteacher will prepare an exclusion school evidence pack as documentary evidence for the decision to exclude. This will also be sent to the Team Manager for Inclusion Services at the relevant LA who will submit a written and/or verbal report to the committee offering advice and guidance based on the evidence provided.

The school evidence pack that is sent to all parties in advance of the GDC meeting will include:

- A profile sheet including basic information about the student
- An overview of the case including a detailed account of the reason(s) for the exclusion
- Confirmation that the current DfE exclusion guidance has been adhered to
- Where relevant, details of any behaviour modification strategies which have been used
- An indication of how the sanction applied is consistent with the School's Relationship/Behaviour Policy
- Alternative sanctions that were considered (if applicable)
- In the case of a student with SEN, or a looked-after or disabled student, that the relevant DfE guidance was considered before the decision to exclude was taken
- That in reaching the decision, equal opportunity legislation was complied with.

The GDC can either:

- Uphold the decision to exclude the pupil, or
- Direct the reinstatement of the pupil immediately, or on a particular date

In reaching a decision, the GDC will consider whether the exclusion was lawful, reasonable and procedurally fair and whether the Headteacher followed their legal duties. They will decide whether or not a fact is true 'on the balance of probabilities', which differs from the criminal standard of 'beyond reasonable doubt', as well as any evidence that was presented in relation to the decision to exclude.

Minutes will be taken of the meeting by a fully trained clerk, and a record of evidence considered kept. The outcome will also be recorded on the pupil's educational record.

The GDC will notify, in writing, the Headteacher, parents and the LA of its decision, along with reasons for its decision, without delay.

Where an exclusion is permanent, the GDC decision will also include the following:

- The fact that it is permanent
- If the decision has been upheld, notice of parents' right to ask for the decision to be reviewed by an independent review panel, and:
 - The date by which an application for an independent review must be made
 - The name and address to whom an application for a review should be submitted

- That any application should set out the grounds on which it is being made and that, where appropriate, reference to how the pupil's SEN are considered to be relevant to the exclusion
- That, regardless of whether the excluded pupil has recognised SEN, parents have a right to require the Hamwic Education Trust to appoint an SEN expert to attend the review
- Details of the role of the SEN expert and that there would be no cost to parents for this appointment
- That parents must make clear if they wish for an SEN expert to be appointed in any application for a review
- That parents may, at their own expense, appoint someone to make written and/or oral representations to the panel, and parents may also bring a friend to the review
- That if parents believe that the exclusion has occurred as a result of discrimination, they may make a claim under the Equality Act 2010 to the first-tier tribunal (special educational needs and disability), in the case of disability discrimination, or the county court, in the case of other forms of discrimination. A claim of discrimination made under these routes should be lodged within 6 months of the date on which the discrimination is alleged to have taken place

7. An independent review

If parents apply for an independent review, the Hamwic Education Trust will arrange for an independent panel to review the decision of the governing board not to reinstate a permanently excluded pupil. This will be accessed via the relevant Local Authority.

Applications for an independent review must be made within 15 school days of notice being given to the parents by the GDC of its decision to not reinstate a pupil.

A panel of 3 or 5 members will be constituted with representatives from each of the categories below. Where a 5-member panel is constituted, 2 members will come from the school governor category and 2 members will come from the School Leader category.

- 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
- School governors who have served as a governor for at least 12 consecutive months in the last 5 years, provided they have not been teachers or School Leaders during this time
- Headteachers or individuals who have been a Headteacher within the last 5 years

A person may not serve as a member of a review panel if they:

- Are a member/Director of the Hamwic Education Trust or governing board of the excluding school
- Are the Headteacher of the excluding school, or have held this position in the last 5 years
- Are an employee of the Hamwic Education Trust, or the governing board, of the excluding school (unless they are employed as a Headteacher at another school)
- Have, or at any time have had, any connection with the Hamwic Education Trust, school, governing board, parents or pupil, or the incident leading to the exclusion, which might reasonably be taken to raise doubts about their impartiality
- Have not had the required training within the last 2 years (see appendix 1 for what training must cover)

A trained clerk will be appointed to the panel.

The independent panel will decide one of the following:

- Uphold the governing board's decision
- Recommend that the governing board reconsiders reinstatement
- Quash the governing board's decision and direct that they reconsider reinstatement (only when the decision is judged to be flawed)

The panel's decision can be decided by a majority vote. In the case of a tied decision, the chair has the casting vote.

An independent review panel does not have the power to direct a governing board to reinstate an excluded pupil. However, where a panel decides that a governing board's decision is flawed when considered in the light of the principles applicable on an application for judicial review, it can direct a governing board to reconsider its decision.

The panel will then be expected to order that the school must make an additional payment of £4000 if it does not offer to reinstate the pupil.

Whether or not a school recognises a pupil as having Special Educational Needs (SEN), all parents have the right to request the presence of a SEN expert at a review meeting. The SEN expert's role is to advise the review panel, orally, in writing or both, impartially, of the relevance of SEN in the context and circumstances of the review. For example, they may advise whether the school acted reasonably in relation to its legal duties when excluding the pupil.

The Independent Review Panel's decision is final and binding on all parties. There is no further right of appeal against the decision of an Independent Review Panel. A parent/guardian may seek a Judicial Review of an Independent Review Panel's decision and an application to do this should be made within three months of the panel's decision.

If the parent/guardian believes that there has been maladministration in the conduct of the review hearing this should be raised with the Education and Skills Funding Agency.

8. School registers

A pupil's name will be removed from the school admissions register if:

- 15 school days have passed since the parents were notified of the exclusion panel's decision to not reinstate the pupil and no application has been made for an independent review panel, or
- The parents have stated in writing that they will not be applying for an independent review panel

Where an application for an independent review has been made, the governing board will wait until that review has concluded before removing a pupil's name from the register.

Where alternative provision has been made for an excluded pupil and they attend it, code B (education off-site) or code D (dual registration) will be used on the attendance register.

Where excluded pupils are not attending alternative provision, code E (absent) will be used.

9. Returning from a fixed-period exclusion

Following a fixed-period exclusion, a re-integration meeting will be held involving the pupil, parents, a member of senior staff and other staff, where appropriate. If the school wishes the Education

Access Officer or another member of the Managed Service team will be available to also attend the re-integration meeting.

The following measures may be implemented when a pupil returns from a fixed-period exclusion:

- Agreeing a behaviour contract
- Reviewing and agreeing revised support interventions
- Internal isolation

10. Monitoring arrangements

The Education Access Officer monitors the number of exclusions every term and reports back to the Headteacher and the Hamwic Education Trust Board of Directors. They also liaise with the local authority to ensure suitable full-time education for excluded pupils.

This policy will be reviewed by The Hamwic Education Trust every 3 years. At every review, the policy will be shared with the schools within the Hamwic Education Trust.

11. Links with other policies

This exclusions policy is linked to our;

- Behaviour policy
- Anti-Bullying policy
- SEN policy and information report

Appendix 1:

Model letters proposed by the Borough of Poole for use by Headteachers when excluding a pupil and by Governors following the Disciplinary meeting.

Model Letter 1	for fixed period exclusions of 5 school days or less in one term and where a public examination is not missed
Model letter 2	for fixed period exclusions of more than 5 days but no more than 15 school days in total in one term and where a public exam is not missed
Model Letter 3	for a fixed period exclusion of more than 15 school days in total in one term and where a public exam is not missed
Model letter 4	for a permanent exclusion
Model letter 5	from the clerk to the governing body to the parent upholding a permanent exclusion
Model letter 6	from the clerk to the governing body to the parent overturning a permanent or fixed term exclusion
Model letter 7	from the clerk to the governing body to the parent upholding a fixed term exclusion

MODEL LETTER 1

From headteacher notifying parent of a fixed period exclusion of 5 school days or fewer in one term, and where a public examination is not missed

Dear **[Parent's Name]**

I am writing to inform you of my decision to exclude **[Child's Name]** for a fixed period of **[specify period]**. This means that they will not be allowed on the school site for this period. The exclusion starts on **[Date]** and ends on **[Date]**. Your child should return to school on **[Date]**.

I realise that this exclusion may be upsetting for you and your family, but the decision to exclude **[Child's Name]** has not been taken lightly. **[Child's Name]** has been excluded for this fixed period because **[Reason for Exclusion]**.

You have a duty to ensure that your child is not present in a public place in school hours during the first 5 school days of this exclusion, i.e. on **[specify dates, e.g**

Monday 5 July, Tuesday 6 July etc.]. I need to advise you that you may receive a fixed penalty notice from the local authority if your child is found in a public place during school hours unless there is reasonable justification for this.

We will set work for **[Name of Child]** to be completed on the school days specified in the paragraph above. **[detail the arrangements for this]**. Please ensure that work set is completed and returned promptly for marking.

You and **[Name of Child]** are requested to attend a reintegration meeting with **[specify the name of the staff member]** on **[date]** at **[time]**. If that is not convenient, please contact the school immediately to arrange a suitable alternative date and time.

You have the right to make representations about my decision to the governing body. If you wish to make representations please contact **[Name of Contact]** on/at **[Contact Details – Address, Phone Number, email]**. Whilst the governing body has no power to direct reinstatement, they must consider any representations you make and may place a copy of their findings on your child's school record.

A copy of the Department for Education guidance on exclusion from school – “Exclusion from maintained schools, academies and pupil referral units in England” can be found on the DfE website www.gov.uk/government/publications/school-exclusion. Further advice and information can be obtained from Coram Children's Legal Centre at www.childlawadvice.org.uk or from ACE Education www.ace-ed.org.uk. You can also contact the School Exclusions Team on 01202 261941 or exclusions@poole.gov.uk at Children, Young People & Learning.

[Name of Child]'s exclusion ends on **[Date]** and we expect **[Name of Child]** to be back in school on **[Date]** at **[Time]**.

Yours sincerely

[Name]

Headteacher

MODEL LETTER 2

From headteacher notifying parent of a fixed period exclusion of more than 5 school days (up to and including 15 school days) in a term.

Dear **[Parent's name]**

I am writing to inform you of my decision to exclude **[Child's Name]** for a fixed period of **[specify period]**. This means that they will not be allowed on the school site for this period. The exclusion starts on **[Date]** and ends on **[Date]**. Your child should return to school on **[Date]**.

I realise that this exclusion may be upsetting for you and your family, but my decision to exclude **[Child's Name]** has not been taken lightly. **[Child's Name]** has been excluded for this fixed period because **[specify reasons for exclusion]**.

You have a duty to ensure that your child is not present in a public place in school hours during the first 5 school days of this exclusion, i.e. on **[specify dates, e.g**

Monday 5 July, Tuesday 6 July etc.]. I need to advise you that you may receive a fixed penalty notice from the local authority if your child is found in a public place during school hours unless there is reasonable justification for this.

We will set work for **[Name of Child]** to be completed on the school days specified in the paragraph above. **[detail the arrangements for this]**. Please ensure that work set is completed and returned promptly for marking.

ONLY INCLUDE THIS PARAGRAPH IF THE CURRENT EXCLUSION IS OVER 5 DAYS

From **[Add Date - 6th school day of the pupil's exclusion]** until the expiry of the exclusion, **[child's name]** will attend at **[give name and address of the place the pupil is to attend]** at **[specify the time]** and report to **[staff member's name]**. **[If not known say that the arrangements for suitable full time education will be notified by a further letter]**.

You and **[Name of Child]** are requested to attend a reintegration meeting with **[specify the name of the staff member]** on **[date]** at **[time]**. If that is not convenient, please contact the school immediately to arrange a suitable alternative date and time.

You have the right to request a meeting of the school's governing body at which my decision to exclude can be reviewed. If you request a meeting, the latest date by which the governing body must meet is **[specify date – the 50th school day after the date on which the discipline committee were notified of this exclusion]**. If you do wish to request a meeting of the school's governing body, please contact **[Name of Contact]** on/at **[Contact Details – Address, Phone Number, email]**, as soon as possible. You may bring a friend or a representative with you.

A copy of the Department for Education guidance on exclusion from school – “Exclusion from maintained schools, academies and pupil referral units in England” can be found on the DfE website www.gov.uk/government/publications/school-exclusion. Further advice and information can be obtained from Coram Children's Legal Centre at www.childlawadvice.org.uk or from ACE Education www.ace-ed.org.uk. You can also contact the School Exclusions Team on 01202 261941 or exclusions@poole.gov.uk at Children, Young People & Learning.

[Name of Child]'s exclusion ends on **[Date]** and we expect **[Name of Child]** to be back in school on **[Date]** at **[Time]**.

Yours sincerely

[Name]

Head teacher

MODEL LETTER 3

From headteacher notifying parent of a fixed period exclusion where the child has had more than 15 school days exclusion in total in one term.

Dear **[Parent's Name]**

I am writing to inform you of my decision to exclude **[Child's Name]** for a fixed period of **[specify period]**. This means that they will not be allowed on the school site for this period. The exclusion starts on **[Date]** and ends on **[Date]**. Your child should return to school on **[Date]**.

I realise that this exclusion may be upsetting for you and your family, but the decision to exclude **[Child's Name]** has not been taken lightly. **[Child's Name]** has been excluded for this fixed period because **[Reason for Exclusion]**.

You have a duty to ensure that your child is not present in a public place in school hours during the first 5 school days of this exclusion, i.e. on **[specify dates, e.g**

Monday 5 July, Tuesday 6 July etc.]. I need to advise you that you may receive a fixed penalty notice from the local authority if your child is found in a public place during school hours unless there is reasonable justification for this.

We will set work for **[Name of Child]** to be completed on the school days specified in the paragraph above. **[detail the arrangements for this]**. Please ensure that work set is completed and returned promptly for marking.

ONLY INCLUDE THIS PARAGRAPH IF THE CURRENT EXCLUSION IS OVER 5 DAYS

From **[Add Date - 6th school day of the pupil's exclusion]** until the expiry of the exclusion, **[child's name]** will attend at **[give name and address of the place the pupil is to attend]** at **[specify the time]** and report to **[staff member's name]**. **[If not known say that the arrangements for suitable full time education will be notified by a further letter]**.

You and **[Name of Child]** are requested to attend a reintegration meeting with **[specify the name of the staff member]** on **[date]** at **[time]**. If that is not convenient, please contact the school immediately to arrange a suitable alternative date and time.

The governing body must meet to review my decision to exclude because your child has received more than 15 school days of exclusion this term. At the review meeting you may make representations to the governing body. The latest date on which the governing body can meet is **[Date Here – no later than 15 school days from the date the governing body is notified]**. You will be notified by the Clerk to the governing body of the time, date and location of the meeting.

A copy of the Department for Education guidance on exclusion from school – “Exclusion from maintained schools, academies and pupil referral units in England” can be found on the DfE website www.gov.uk/government/publications/school-exclusion. Further advice and information can be obtained from Coram Children’s Legal Centre at www.childlawadvice.org.uk or from ACE Education www.ace-ed.org.uk. You can also contact the School Exclusions Team on 01202 261941 or exclusions@poole.gov.uk at Children, Young People & Learning.

[Name of Child]’s exclusion ends on **[Date]** and we expect **[Name of Child]** to be back in school on **[Date]** at **[Time]**.

Yours sincerely

[Name]

Head teacher

MODEL LETTER 4

From the headteacher notifying parent of a pupil's permanent exclusion

Dear [Name(s) of parent(s)]

I regret to inform you of my decision to permanently exclude **[Child's Name]** with effect from **[Date]**. This means that they will not be allowed on the school site unless they are reinstated by the governing body.

I realise that this exclusion may be upsetting for you and your family, but the decision to permanently exclude **[Child's Name]** has not been taken lightly. **[Child's Name]** has been excluded because **[Reasons for the exclusion – please provide as much detail as possible, if the exclusion is cumulative, please include why and how]**.

You have a duty to ensure that your child is not present in a public place in school hours during the first 5 school days of this exclusion, i.e. on **[specify dates, e.g**

Monday 5 July, Tuesday 6 July etc.]. I need to advise you that you may receive a fixed penalty notice from the local authority if your child is found in a public place during school hours unless there is reasonable justification for this.

Alternative arrangements for **[Child's Name]**'s education to continue will be made. Between **[Add first school day date]** and **[add fifth school day date]** inclusive we will set work for **[Child's Name]** and ask you to ensure this work is completed and returned promptly to school for marking. From **[add sixth school day date]** the local authority **[if pupil does not live in Poole, specify name of the home authority]** will provide suitable full-time education.

[When pupil lives in Poole]

The School Exclusions Team will contact you regarding the arrangements for your child's education from **[add sixth school day date]**.

[Where pupil lives in a local authority other than the excluding school's local authority] [Copy of letter must still be sent to Poole LA too]

I have today informed **[name of officer]** at **[name of local authority]** of your child's exclusion and they will be in touch with you about arrangements for their education from the **[add sixth school day date]**.

As this is a permanent exclusion the governing body must meet to review my decision to exclude. At the review meeting you may make representations if you wish and ask them to reinstate your child in school. The governing body have the power to reinstate your child (immediately or from a specified date), or to uphold the exclusion. If the exclusion is upheld you may ask for a review against their decision to an Independent Review Panel.

The latest date by which the governing body must meet is **[specify the date – the 15th school day after the date on which the governing body was notified of the exclusion]**. If you do wish to make representations to the governing body please contact **[Name of Contact]** on/at **[Contact Details – Address, Phone Number, email]**, as soon as possible. You may bring a friend or representative with you. Please let **[name of contact]** know before the meeting. You will be notified by the Clerk to the governing body of the time, date and location of the meeting.

A copy of the Department for Education guidance on exclusion from school – "Exclusion from maintained schools, academies and pupil referral units in England" can be found on the DfE website www.gov.uk/government/publications/school-exclusion. Further advice and information can be obtained from Coram Children's Legal Centre at www.childlawadvice.org.uk or from ACE Education www.ace-ed.org.uk. You can also contact the School Exclusions Team on 01202 261941 or exclusions@poole.gov.uk at Children, Young People & Learning.

Yours sincerely

[Name]

Head teacher

MODEL LETTER 5

FROM THE CLERK TO THE GOVERNING BODY TO PARENT UPHOLDING A PERMANENT EXCLUSION (BASED ON THE REQUIREMENTS OF SEPT 2017 EXCLUSIONS GUIDANCE)

Dear [Parent's name]

The meeting of the governing body at [school] on [date] considered the decision by [head teacher] to permanently exclude [name of pupil]. The governing body, after carefully considering the representations made and all the available evidence, has decided to uphold [name of pupil]'s permanent exclusion.

The reasons for the governing body's decision are as follows: **[give the reasons in as much detail as possible, explaining how they were arrived at]**

You have the right to ask for this decision to be reviewed by an Independent Review Panel. If you wish to do this, please

- 1) Notify The Clerk to the Independent Review Panel, Legal, Democratic & Strategy Services, Borough of Poole, Civic Centre, Poole, BH15 2RU. **[only include if you subscribe to the LD&S SLA, otherwise include details of your relevant provider]**
- 2) You must set out the reasons for your request in writing (including, if appropriate, any reference to how **XXX's** special educational needs are considered to be relevant to the exclusion), and;
- 3) Send this to the Clerk by no later than **[specify the latest date – the 15th school day after receipt of this letter]**.
- 4) You also have the right to require the **local authority/Academy Trust** appoint an SEN expert to attend the review, regardless of whether or not **XXX** has recognised special educational needs. If required, the appointment of a SEN expert will be of no cost to you. The SEN expert will provide impartial advice to the Review Panel on how special educational needs might be relevant to the exclusion.
- 5) You must make it clear in your request to the Clerk that you wish for a SEN expert to be appointed.
- 6) Please advise the Clerk if you have a disability or special needs which would affect your ability to attend the hearing, and/or if you need to have an interpreter present at the hearing.
- 7) At your own expense you may appoint someone to make written and/or oral representations to the Review Panel and;
- 8) You may bring a friend to the review for support. The Clerk will liaise with you about who will accompany you to the meeting.

If you ask for the decision to be reviewed, an Independent Review Panel will hear your request. There will be three people on the panel. One will be a serving or recently retired Headteacher, one will be a serving or recently serving and experienced governor, and there will be a lay member who will be the Chairman. The Review Panel will rehear all the facts of the case – if you have fresh evidence to present to the panel, you may do so. The panel must meet no later than the 15th school day after the date on which your request is lodged. In exceptional circumstances, panels may adjourn a hearing until a later date.

The Independent Review Panel can make one of three decisions:

- they may uphold the exclusion
- they may recommend that **XXX's** governing body reconsiders the exclusion again
- they may quash the decision and direct that **XXX's** governing body considers the exclusion again

You should also be aware that in addition to the right to apply for an Independent Review Panel, if you believe that the exclusion has occurred as a result of disability discrimination then you may make a claim under the Equality Act 2010 to the First-tier Tribunal (Special Educational Needs and Disability). If you believe the exclusion has occurred as a result of other discrimination you may make a claim under the Equality Act 2010 to the County Court. Any claim made

EDUCATION

under these routes should be lodged within six months of the date on which the discrimination is alleged to have taken place.

A copy of the Department for Education guidance on exclusion from school – “Exclusion from maintained schools, academies and pupil referral units in England” can be found on the DfE website www.gov.uk/government/publications/school-exclusion. Further advice and information can be obtained from Coram Children’s Legal Centre at www.childlawadvice.org.uk or from ACE Education www.ace-ed.org.uk. You can also contact the School Exclusions Team on 01202 261941 or exclusions@poole.gov.uk at Children, Young People & Learning.

The arrangements currently being made for **[pupil’s name]**’s education will continue.

Yours sincerely

[name]

Clerk to the Governing body

MODEL LETTER 6

FROM THE CLERK TO THE GOVERNING BODY TO THE PARENT OVERTURNING A PERMANENT OR FIXED TERM EXCLUSION

Dear [Parent's name]

The meeting of the governing body at [school] on [date] considered the decision by [head teacher] to exclude [name of pupil]. The governing body, after carefully considering the representations made and all the available evidence, have decided to direct [name of pupil] to be reinstated with effect from [date to be reinstated].

The reasons for the governing body's decision are as follows: **[give the reasons in as much detail as possible, explaining how they were arrived at]**

If you have any questions about this please contact [name].

Yours sincerely

[name]

Clerk to the governing body

MODEL LETTER 7

FROM THE CLERK TO THE GOVERNING BODY TO THE PARENT UPHOLDING A FIXED TERM EXCLUSION

Dear **[Parent's name]**

The meeting of the governing body at **[school]** on **[date]** considered the decision by **[head teacher]** to exclude **[name of pupil]** for a fixed term period. The governing body, after carefully considering the representations made and all the available evidence, have decided to uphold **[name of pupil]**'s exclusion[s].

The reasons for the governing body's decision are as follows: **[give the reasons in as much detail as possible, explaining how the governing body arrived at their decision]**

The arrangements currently being made for **[pupil's name]**'s education will continue until the end of **[pupil's name]**'s exclusion. **[DELETE THIS SENTENCE IF THE PUPIL HAS ALREADY RETURNED TO SCHOOL]** If you have any questions about this please contact **[name]**.

Yours sincerely

[name]

Clerk to the governing body

Appendix 2: Example of Borough of Poole Data Collection Form

EXCLUSION DATA COLLECTION FORM



This form must be completed for every exclusion. Please email along with a copy of the letter to parents to The Exclusions Team. Alternatively post to - Children, Young People & Learning at the Dolphin Centre.

Please note all sections must be completed.

Please note all sections must be completed.

PUPIL DETAILS

UPN:

Forenames: Surname:

DOB: Year group: Gender:

Current School:

SEN Status

Was the child looked after at the time of the exclusion?

Ethnicity

EXCLUSION DETAILS

Type of exclusion

Start date of exclusion: Date of return:

Number of sessions excluded:
(NB 1 day counts as 2 sessions; for half a day counts as 1 session and for 1 lunchtime counts as 1 session)

Is exclusion over 5 days?

If yes, what provision has been organised?

Reason for exclusion
(only 1 reason should be selected, that being the single most significant factor which has led to the exclusion)

if 'other' is selected, please specify reason in notes section

Notes section

Copy of letter to parent attached: