



Waddingham Primary **Suspension / Permanent** **Exclusion Policy**

This policy was reviewed and received the full agreement of the Governing Board at their meeting in January 2026 and will be reviewed annually.

Signed Chair of Governors:

Date Jan 26

Signed Head Teacher:

Date Jan 26

Contents

1. Aims.....	2
2. Legislation and statutory guidance	2
3. The decision to exclude.....	3
4. Definition	3
5. Roles and responsibilities	3-4
6. Considering the reinstatement of a child	5-6
7. An independent review	6
8. School registers.....	7
9. Returning from a fixed-term exclusion.....	7
10. Monitoring arrangements.....	7
11. Links with other policies	7-8

1. Aims

Our school aims to ensure that:

- The exclusions process is applied fairly and consistently
- The exclusions process is understood by governors, staff, parents and children
- Children in school are safe and happy
- Children 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 child referral units (PRUs) in England.

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

- Section 52 of the Education Act 2002, as amended by the Education Act 2011
- The School Discipline (Child Exclusions and Reviews) (England) Regulations 2012

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 children
- Section 579 of the Education Act 1996, which defines 'school day'
- The Education (Provision of Full-Time Education for Excluded Children) (England) Regulations 2007, as amended by The Education (Provision of Full-Time Education for Excluded Children) (England) (Amendment) Regulations 2014

3. The decision to exclude

Only the Head Teacher, can exclude or suspend a child from school. A permanent exclusion will be taken as a very last resort.

Our school is aware that off-rolling is unlawful. Ofsted defines off-rolling as:

“...the practice of removing a child from the school roll without a formal, permanent exclusion or by encouraging a parent to remove their child from the school roll, when the removal is primarily in the interests of the school rather than in the best interests of the child.”

We are committed to following all statutory exclusions procedures to ensure that every child receives an education in a safe and caring environment.

A decision to exclude / suspend a child will be taken only:

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

Before deciding whether to exclude a child, either permanently or for a fixed period (suspension), the Head Teacher will:

- Consider all the relevant facts and evidence, including whether the incident(s) leading to the exclusion were provoked
- Allow the child to give their version of events
- Consider if the child has special educational needs (SEN)

4. Definition

For the purposes of exclusions / suspensions, 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 The Head Teacher

Informing parents

The Head Teacher will immediately provide the following information, in writing, to the parents of an excluded / suspended child: If the child has a social worker or if the child is Looked After, the Head Teacher must also inform the social worker and / or the Virtual School Head (see attached letters in Appendix 2)

- The reason(s) for the exclusion / suspension
- The length of a fixed-term exclusion / suspension or, for a permanent exclusion, the fact that it is permanent
- Information about parents' right to make representations about the exclusion / suspension to the Governing Board and how the child may be involved in this
- How any representations should be made

- Where there is a legal requirement for the Governing Board to meet to consider the reinstatement of a child, 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 Head Teacher 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.

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
- 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
- Any information required by the child 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 / suspension, in which case the information can be provided with less than 48 hours' notice with parents' consent.

Informing the Governing Board and local authority

The Head Teacher will immediately notify the Governing Board and the local authority (LA) of:

- A suspension
- A permanent exclusion, including when a fixed-period exclusion is followed by a decision to permanently exclude a child
- Exclusions which would result in the child being excluded for more than 5 school days (or more than 10 lunchtimes) in a term
- Exclusions / suspensions which would result in the child missing a public examination

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

For all other exclusions, the Head Teacher will notify the Governing Board and LA once a term.

5.2 The Governing Board

Responsibilities regarding exclusions or suspensions are delegated to panel consisting of at least 3 governors.

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

The Governing Board has a duty to consider the reinstatement of an excluded child (see section 6).

Within 14 days of receipt of a request, the Governing Board will provide the secretary of state and Lincolnshire County Council with information about any exclusions / suspensions in the last 12 months.

For a fixed-period exclusion / suspension of more than 5 school days, the Governing Board will arrange suitable full-time education for the child. This provision will begin no later than the sixth day of the exclusion.

5.3 The LA

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

6. Considering the reinstatement of a child

The Governing Board will consider the reinstatement of an excluded / suspended child within 15 school days of receiving the notice of the exclusion / suspension if:

- The exclusion is permanent
- It is a fixed-term exclusion / suspension which would bring the child's total number of school days of exclusion to more than 15 in a term
- It would result in a child missing a public examination or national curriculum test

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

The Governing Board can either:

- Decline to reinstate the child, or
- Direct the reinstatement of the child immediately, or on a particular date

In reaching a decision, the Governing Board will consider whether the exclusion was lawful, reasonable and procedurally fair and whether the Head Teacher 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, and a record of evidence considered kept. The outcome will also be recorded on the child's educational record.

The Governing Board notify, in writing, the Head Teacher, parents and the LA of its decision, along with reasons for its decision, without delay.

Where an exclusion is permanent, the Governing Board's decision will also include the following:

- The fact that it is permanent
- 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 child's SEN are considered to be relevant to the exclusion
 - That, regardless of whether the excluded child has recognised SEN, parents have a right to require the LA 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 LA will arrange for an independent panel to review the decision of the Governing Board not to reinstate a permanently excluded child.

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

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's category and 2 members will come from the Head Teacher 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 Head Teachers during this time
- Head Teachers or individuals who have been a Head Teacher within the last 5 years

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

- Are a member of the LA, or Governing Board of the excluding school
- Are the Head Teacher of the excluding school, or have held this position in the last 5 years
- Are an employee of the LA or the Governing Board, of the excluding school (unless they are employed as a Head Teacher at another school)
- Have, or at any time have had, any connection with the LA, school, Governing Board, parents or child, 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 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.

8. School registers

A child'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 child 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 child's name from the register.

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

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

9. Returning from a fixed-term suspension

Following a fixed-term suspension, a re-integration meeting will be held involving the child, parents, a member of senior staff and other staff, where appropriate.

The following measures may be implemented when a child returns from a fixed-term exclusion:

- Agreeing how to move forward
- Any support required

10. Monitoring arrangements

The Head Teacher monitors the number of exclusions / suspensions every term and reports back to the governors. They also liaise with the local authority to ensure suitable full-time education for excluded children.

This policy will be reviewed by Full Governing Board annually. At every review, the policy will be approved by the Governing Board.

11. Links with other policies

This exclusions policy is linked to our

- Relationships and Restorative Policy
- SEN policy and information report

Appendix 1: Independent review panel training

The LA must ensure that all members of an independent review panel and clerks have received training within the 2 years prior to the date of the review.

Training must have covered:

- The requirements of the primary legislation, regulations and statutory guidance governing exclusions, which would include an understanding of how the principles applicable in an application for judicial review relate to the panel's decision making
- The need for the panel to observe procedural fairness and the rules of natural justice
- The role of the chair and the clerk of a review panel
- The duties of Head Teachers, Governing Boards and the panel under the Equality Act 2010
- The effect of section 6 of the Human Rights Act 1998 (acts of public authorities unlawful if not compatible with certain human rights) and the need to act in a manner compatible with human rights protected by that Act



Appendix 2

Model letter 1 – LA Maintained School

From head teacher of an LA maintained school notifying parent of a suspension of 5 school days or fewer in one term.

Dear [Parent's Name]

I am writing to inform you of my decision to suspend **[Child's Name]** for **[specify period]**. This means that they will not be allowed in school for this period. The suspension begins/began on **[date]** and ends on **[date]**. However, pending further consideration this suspension may lead to permanent exclusion **(delete as appropriate)**

I realise that this suspension may well be upsetting for you and your family, but the decision to suspend **[Child's Name]** has not been taken lightly. **[Child's Name]** has been suspended because **[delete as appropriate]**

They have seriously and repeatedly breached the schools behaviour policy:-

They have seriously breached the schools behaviour policy in a 'one off' significant incident:-

They have persistently breached the schools behaviour policy:-

Add Summary of the behaviours and reason for suspension, include any other relevant previous history including suspensions.

[For pupils of compulsory school age]
Section 103 to 105 of the Education and Inspections Act 2006 makes it a duty for parents in relation to pupils subject to a suspension or permanent exclusion to ensure that their child is not present in a public place, during school hours, without reasonable justification during the period of this suspension. If a child is present in a public place during this period the parent may be guilty of an offence for which they can be prosecuted by the Local Authority before a magistrate's court. Alternatively, the matter can be dealt with by the school through issuing of a fixed penalty notice. This will therefore apply to you until **[insert date]**.

[For pupils with no Social Care or Child in Care status] We will set work for **[Child's Name]** to be completed on the days specified in the previous paragraph. **[Detail the arrangements for this]**. Please ensure that work set by the school is completed and returned to us promptly for marking.

[For pupils with Social Care or Virtual School involvement] **(Name of Academy)** and the local authority will work together to arrange suitable alternative full-time education provision from the first day following the suspension. Where this is not possible, or not appropriate, online pathways may be used. We will be in contact to discuss arrangements.

You have the right to make representations about this decision to the Governing Board of **(name of school)**. If you wish to make representations please contact **[Name of Clerk]**, Clerk to the Governing Body, on/at **[contact details – address, phone number, email]**, as soon as possible. Whilst the Governing Board has no power to decide whether to reinstate **(childs name)**, they must consider any representations you make and may place a copy of their findings on your child's school record. In these circumstances it should also be noted that Governors are not legally required to invite you to a meeting. You also have the right to see written evidence or information held on **[Child's Name]**'s school records relating to the exclusion/s.

However, where a suspension would result in a pupil missing a public examination or national curriculum test, the Governing Board, so far as is reasonably practicable, must meet, consider and decide on the suspension before the date of the examination or test.

You should also be aware that if you believe the suspension has occurred as a result of discrimination you may make a claim under the Equality Act 2010 to the First- Tier Tribunal, (Special Educational Needs and Disability) or in the case of other forms of Discrimination, to the County Court.

<https://www.gov.uk/courts-tribunals/first-tier-tribunal-special-educational-needs-and-disability>

For more information you may wish to access a copy of the DfE Guidance on Suspensions and Permanent Exclusions at [Suspension and Permanent Exclusion from maintained schools, academies and pupil referral units in England, including pupil movement \(publishing.service.gov.uk\)](https://www.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/61234/suspensions-and-permanent-exclusions-guidance)

The Department's Guidance for parents and carers on behaviour, suspension and permanent exclusion.

<https://www.gov.uk/government/publications/school-exclusions-guide-for-parents/a-guide-for-parents-on-school-behaviour-and-exclusion>

You may also find it useful to contact the below for free and impartial information:

- Coram's Child Law Advice service can be accessed through their website <https://childlawadvice.org.uk/information-pages/school-exclusion/> or contacted on 0300 330 5485 from Monday to Friday, 8am – 6pm.
- ACE education run a limited service and can be reached on 0300 0115 142 on Monday to Wednesday from 10am to 1pm during term time. Information can be found on the website: <http://www.ace-ed.org.uk/>
- Independent Provider of Special Education Advice (known as IPSEA – www.ipsea.org.uk) is a registered charity. It offers free and independent information, advice and support to help get the right education for children and young people with all kinds of special educational needs (SEN) and disabilities.
- SEN Information Advice & Support Services Network (formerly known as the local parent partnership) on 0800 195 1635 or liaise@lincolnshire.gov.uk

The Pupil Reintegration Team at Lincolnshire County Council is also available to provide you with advice and support in relation to suspension procedures. They can be contacted on 01522 555798 (North) or 01522 555816 (South).

[For pupils with a Social Worker or part of the Virtual School] – As per the DfE Guidance on Suspensions, I **will/have** inform/ed (insert Social Worker/Virtual School Head details) of this Suspension.

**[Child's Name]'s suspension expires on [date] and we expect [Child's Name] to be back in school on [date] at [time].
[Unless I have notified you otherwise] – (if considering possible permanent exclusion)**

Yours
[Name]
Head teacher

sincerely

Model letter 2 LA Maintained School

From a head teacher notifying parent(s) of a pupil's suspension of above 5 but less than 16 days. This could either be for one suspension or a consecutive accumulation of suspensions.

Dear **[Parent's name]**

I am writing to inform you of my decision to suspend **[Child's Name]** for **[specify period]**. This means that **[Child's Name]** will not be allowed in school for this period. The suspension start date is **[date]** and the end date is **[date]**. However, pending further consideration this suspension may lead to permanent exclusion. **(delete as appropriate)**

I realise that this suspension may well be upsetting for you and your family, but my decision to suspend **[Child's Name]** has not been taken lightly. **[Child's Name]** has been suspended because **[delete as appropriate]**:

They have seriously and repeatedly breached the schools behaviour policy:-

They have seriously breached the schools behaviour policy in a 'one off' significant incident:-

They have persistently breached the schools behaviour policy:-

Add Summary of the behaviours and reason for suspension, include any other relevant previous history including suspensions.

[For pupils of compulsory school age - next 3 paragraphs]

Section 103 to 105 of the Education and Inspections Act 2006 makes it a duty for parents in relation to pupils subject to a suspension or permanent exclusion to ensure that their child is not present in a public place, during school hours, without reasonable justification, during the first five days of any such suspension. If a child is present in a public place during this period the parent may be guilty of an offence for which they can be prosecuted by the Local Authority before a magistrate's court. Alternatively the matter can be dealt with by the school through issuing of a fixed penalty notice. This will therefore apply to you until **[insert 5th day]**.

[For pupils with no Social Care or Child in Care status] We will set work for **[Child's Name]** to be completed on the days specified in the previous paragraph. **[Detail the arrangements for this]**. Please ensure that work set by the school is completed and returned to us promptly for marking.

[For pupils with Social Care or Virtual School involvement] **(Name of Academy)** and the local authority will work together to arrange suitable alternative full-time education provision from the first day following the suspension. Where this is not possible, or not appropriate, online pathways may be used. We will be in contact to discuss arrangements.

[If the suspension is for 6 or more successive school days]

From the 6th day of the pupil's suspension [specify date] until the expiry of **[Child's Name]** suspension we must make arrangements for suitable full-time education. On **[date]** **[Child's Name]** should attend at **[give name and address of the alternative provider if not the home school]** at **[specify the time — this may not be identical to the start time of the home school]** and report to **[staff member's name]**. **[If applicable — say something about transport arrangements from home to the alternative provider. [Set out the arrangements if known at time of writing, if not known say that the arrangements will be notified to the parent within 48 hours with a further letter.]**

You have the right to request a meeting of the School's Governing Board to whom you may make representations, and my decision to suspend can be reviewed.

The latest date by which the Governing Board must meet, if you make this request, is **[specify date — no later than the 50th school day after the date on which the Discipline Committee were notified of this suspension]**. If you do wish to make representations to the Governing Board and wish to be accompanied by a friend or representative, please contact **[Name of Clerk]**, Clerk to the Governing Board on/at **[contact details — address, phone number, email]**, as soon as possible. You have the right to make a request to hold this meeting via remote access which you must do **(detail how and to whom to make this request)**.

[Name of Child] also has a right to express their views regarding this suspension and may do so by attendance at the Pupil Discipline Committee Meeting, if appropriate, or through other means e.g. written submissions or representation. Please advise the Clerk to the Governors if you have a disability or special needs which would affect your ability to attend or take part in a meeting at the school. Also, please inform **[name of Clerk]** if it would be helpful for you to have an interpreter present at the meeting.

Where a suspension would result in a pupil missing a public examination or national curriculum test, the Governing Board, so far as is reasonably practicable, must meet, consider, and decide on the suspension before the date of the examination or test.

You should also be aware that if you believe the suspension has occurred as a result of discrimination you may make a claim under the Equality Act 2010 to the First- Tier Tribunal, (Special Educational Needs and Disability) or in the case of other forms of Discrimination, to the County Court.

<https://www.gov.uk/courts-tribunals/first-tier-tribunal-special-educational-needs-and-disability>

Making a claim would not affect your right to make representations to the Pupil Discipline Committee.

You have the right to see and have a copy of, your child's school record. Due to confidentiality restrictions, you must notify me in writing if you wish to be supplied with a copy of your child's school record. I will be happy to supply you with a copy if you request it. There may be a charge for photocopying.

For more information you may wish to access a copy of the DfE Guidance on Suspensions and Permanent Exclusions at [Suspension and Permanent Exclusion from maintained schools, academies and pupil referral units in England, including pupil movement \(publishing.service.gov.uk\)](https://publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/612542/Suspension_and_Permanent_Exclusion_from_maintained_schools_academies_and_pupil_referral_units_in_England_including_pupil_movement.pdf)

The Department's Guidance for parents and carers on behaviour, suspension and permanent exclusion.

<https://www.gov.uk/government/publications/school-exclusions-guide-for-parents/a-guide-for-parents-on-school-behaviour-and-exclusion>

You may also find it useful to contact the below for free and impartial information:

- Coram's Child Law Advice service can be accessed through their website <https://childlawadvice.org.uk/information-pages/school-exclusion/> or contacted on

0300 330 5485 from Monday to Friday, 8am – 6pm.

- ACE education run a limited service and can be reached on 0300 0115 142 on Monday to Wednesday from 10am to 1pm during term time. Information can be found on the website: <http://www.ace-ed.org.uk/>

- Independent Provider of Special Education Advice (known as IPSEA –

www.ipsea.org.uk is a registered charity. It offers free and independent information, advice and support to help get the right education for children and young people with all kinds of special educational needs (SEN) and disabilities.

- SEN Information Advice & Support Services Network (formerly known as the local parent partnership) on 0800 195 1635 or liaise@lincolnshire.gov.uk

The Pupil Reintegration Team at Lincolnshire County Council is also available to provide you with advice and support in relation to suspension procedures. They can be contacted on 01522 555798 (North) or 01522 555816 (South).

[For pupils with a Social Worker or part of the Virtual School] – As per the DfE Guidance on Suspensions, I **will/have** inform/ed (insert Social Worker/Virtual School Head details) of this Suspension.

[Child's Name]'s suspension expires on **[date]** and we expect **[Child's Name]** to be back in school on **[date]** at **[time]**.
[Unless I have notified you otherwise] – (if considering possible permanent exclusion)

Yours sincerely

[Name]
Head teacher



Model letter 3 - LA Maintained School

From head teacher notifying parent of a suspension of more than 15 school days in total in one term.

Dear

[Parent's

Name]

I am writing to inform you of my decision to suspend ***[Child's Name]*** for ***[specify period]***. This means that ***[Child's Name]*** will not be allowed in school for this period. The suspension begins/began on ***[date]*** and ends on ***[date]***. ***(delete as appropriate)*** However, pending further consideration this suspension may lead to permanent exclusion.

I realise that this suspension may well be upsetting for you and your family, but the decision to suspend ***[Child's Name]*** has not been taken lightly. ***[Child's Name]*** has been suspended because: ***[delete as appropriate]***

He/She has seriously and repeatedly breached the schools behaviour policy:-

He/she has seriously breached the schools behaviour policy in a 'one off' significant incident:-

He/She has persistently breached the schools behaviour policy:-

Add Summary of the behaviours and reason for suspension, include any other relevant previous history including suspensions.

[For pupils of compulsory school age — next 3 paragraphs]

Section 103 to 105 of the Education and Inspections Act 2006 makes it a duty for parents in relation to pupils subject to a suspension or permanent exclusion to ensure that their child is not present in a public place, during school hours, without reasonable justification, during the first five days of any such suspension. If a child is present in a public place during this period the parent may be guilty of an offence for which they can be prosecuted by the Local Authority before a magistrate's court. Alternatively, the matter can be dealt with by the school through issuing of a fixed penalty notice. This will therefore apply to you until ***[insert 5th day]***.

[For pupils with no Social Care or Child in Care status] We will set work for ***[Child's Name]*** to be completed on the days specified in the previous paragraph. ***[Detail the arrangements for this]***. Please ensure that work set by the school is completed and returned to us promptly for marking.

[For pupils with Social Care or Virtual School involvement] ***(Name of Academy)*** and the local authority will work together to arrange suitable alternative full-time education provision from the first day following the suspension. Where this is not possible, or not appropriate, online pathways may be used. We will be in contact to discuss arrangements.

From the 6th day of the pupil's suspension *[specify date]* until the expiry of his/her suspension we must make arrangements for suitable full-time education. On *[date]* *[Child's Name]*** should attend at *[give name and address of the alternative provider if not the home school]* at *[specify the time — this may not be identical to the start time of the home school]* and report to *[staff member's name]*. *[If applicable — outline arrangements made for transport from home to the alternative provider. [Set out the arrangements if known at time of writing, if not known say that the arrangements will be notified to the parent within 48 hours with a further letter.]***

As **[Child's Name]** has now received more than 15 school days suspension during one term the Governing Board must meet to review the Head Teacher's decision. At the review meeting you may make representations to the Governing Body. **[Name of Child]** also has a right to express their views regarding this suspension and may do so by attendance at the Pupil Discipline Committee Meeting, if appropriate, or through other means e.g. written submissions or representation. You also have the right to see written evidence or information held on **[Child's Name]**'s school records relating to the exclusion.

The latest date on which the Governing Board can meet is **[date here — no later than 15 school days from the date the Governing Body is notified]**. If you wish to make representations to the Governing Body and wish to be accompanied by a friend or representative, please contact the Clerk to the Governing Board.

You have the right to make a request to hold the meeting via remote access. You must do this by contacting **(key contact name and preferred contact details if different from above)**.

If no such request is received by (detail a date) then a face to face will be arranged.

I would encourage you to consider the following before requesting a remote access meeting:

- Do you have access to technology such as TEAMS or ZOOM **(detail any others that may be used)**
- Is there an appropriate space free from distractions to enable full participation with a remote access meeting
- Consider your internet service if there are concerns about connection and speed a remote access meeting may not be appropriate
- Should you withdraw a request to hold the meeting remotely you should contact the Clerk to Governors without delay and a face to face meeting will be arranged.

You will be notified by the Clerk to the Governing Board of the time, date and location, if applicable, of the meeting. Please advise if you have a disability or special needs which would affect your ability to attend or take part in a meeting at the school. Also, please inform **[Name of Clerk]** if it would be helpful for you to have an interpreter present at the meeting.

Where a suspension would result in a pupil missing a public examination or national curriculum test, the Governing Board, so far as is reasonably practicable, must meet, consider, and decide on the suspension before the date of the examination or test.

You should also be aware that if you believe the suspension has occurred because of discrimination you may make a claim under the Equality Act 2010 to the First- tier Tribunal, (Special Educational Needs and Disability) or in the case of other forms of Discrimination, to the County Court.

<https://www.gov.uk/courts-tribunals/first-tier-tribunal-special-educational-needs-and-disability>

Making a claim would not affect your right to make representations to the Governing Board.

The Department's Guidance for parents and carers on behaviour, suspension and permanent exclusion.

<https://www.gov.uk/government/publications/school-exclusions-guide-for-parents/a-guide-for-parents-on-school-behaviour-and-exclusion>

For more information you may wish to access a copy of the DfE Guidance on Suspensions and Permanent Exclusions at [Suspension and Permanent Exclusion from maintained schools, academies and pupil referral units in England, including pupil movement \(publishing.service.gov.uk\)](https://publishing.service.gov.uk/guidance/suspension-and-permanent-exclusion-from-maintained-schools-academies-and-pupil-referral-units-in-england-including-pupil-movement)

You may also find it useful to contact the below for free and impartial information:

- Coram's Child Law Advice service can be accessed through their website <https://childlawadvice.org.uk/information-pages/school-exclusion/> or contacted on 0300 330 5485 from Monday to Friday, 8am – 6pm.
- ACE education run a limited service and can be reached on 0300 0115 142 on Monday to Wednesday from 10am to 1pm during term time. Information can be found on the website: <http://www.ace-ed.org.uk/>
- Independent Provider of Special Education Advice (known as IPSEA – www.ipsea.org.uk) is a registered charity. It offers free and independent information, advice and support to help get the right education for children and young people with all kinds of special educational needs (SEN) and disabilities.
- Liaise is Lincolnshire's Special Educational Needs and Disability Information, Advice and Support Service (SENDIASS) (formerly known as the local parent partnership) Contact them for advice and support for children and young people with SEND, including on exclusions. 0800 195 1635 or liaise@lincolnshire.gov.uk

The Pupil Reintegration Team at Lincolnshire County Council is also available to provide you with advice and support in relation to suspension procedures. They can be contacted on 01522 555798 (North) or 01522 555816 (South).

[For pupils with a Social Worker or part of the Virtual School] – As per the DfE Guidance on Suspensions, I **will/have inform/ed (insert Social Worker/Virtual School Head details) of the Suspension and their right to join the meeting via remote access regardless of the chosen format of the meeting.**

[Child's Name]'s suspension expires on [date] and we expect [Child's Name] to be back in school on [date] at [time]
[Insert following sentence if permanent exclusion is being considered "unless I have notified you otherwise"]

Yours

sincerely

[Name]
Head teacher

Model letter 4 – LA Maintained Schools

From the head teacher of a primary, secondary or special school (or the teacher in charge of a PRU) notifying the parent(s) of that pupil's permanent exclusion.

Dear [Parent's Name]

I regret to inform you of my decision to permanently exclude [Child's Name] with effect from [date]. This means that [Child's Name] will not be allowed in this school unless he/she is reinstated by the Governing Board. I realise that this exclusion may well 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 [delete as appropriate:

He/She has seriously and repeatedly breached the schools behaviour policy:-

He/she has seriously breached the schools behaviour policy in a 'one off' significant incident:-

He/She has persistently breached the schools behaviour policy:-

Add Summary of the behaviours and reason for exclusion include any other relevant previous history including suspensions.

[For pupils of compulsory school age].

Section 103 to 105 of the Education and Inspections Act 2006 makes it a duty for parents in relation to pupils subject to a suspension or permanent exclusion to ensure that their child is not present in a public place, during school hours, without reasonable justification, during the first five days of any such exclusion. If a child is present in a public place during this period the parent may be guilty of an offence for which they can be prosecuted by the Local Authority before a magistrate's court. Alternatively the matter can be dealt with by the school through issuing of a fixed penalty notice. This will therefore apply to you until [insert 5th day].

[For pupils with no Social Care or Child in Care status] For the first five school days of the exclusion we will set work for [Child's Name] and would ask you to ensure this work is completed and returned promptly to school for marking. From the sixth school day of the exclusion Lincolnshire Children's Services will provide suitable full-time education for [Child's Name] and you will be contacted by the Local Authority in the next few days regarding this.

[For pupils with Social Care or Virtual School involvement] (Name of Academy) and the local authority will work together to arrange suitable alternative full-time education provision from the first day following the Permanent exclusion. Where this is not possible, or not appropriate, online pathways may be used. We will be in contact to discuss arrangements.

[For pupils of compulsory school age - Where pupil lives in a Local Authority other than the excluding school's Local Authority]

I have also 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 [his/her] education from the sixth school day of exclusion. You can contact them at [give contact details].

As this is a permanent exclusion the Governing Board must meet to review my decision. At the review meeting you may make representations to the Governing Board if you wish and ask them to reinstate your child in school. (Name of Child) also has a right to express their views regarding this exclusion and may do so by attendance at the Governing

Board meeting or through other means e.g. written submissions or representation. A representative from the Local Authority will also be invited to attend the meeting and if applicable, the Social Worker and/or Virtual School Head, and will be asked to make representations.

Where a Permanent exclusion would result in a pupil missing a public examination or national curriculum test, the Governing Board, so far as is reasonably practicable, must meet, consider, and decide on the Permanent exclusion before the date of the examination or test. The governing board should consider whether it would be appropriate to exercise its

discretion to allow a suspended or permanently excluded pupil onto the premises for the sole purpose of taking the examination or test or whether this could be facilitated in another way.

The Governing Board has the power to reinstate your child immediately or from a specified date. Alternatively, they can decline to reinstate your child, in which case you then have a right to request that an Independent Review Panel considers the Governors decision. The latest date by which the Governing Body must meet is ***[specify the date —15 school days after the date on which the Governing Body was notified of the exclusion].***

You and your child have the right to make representations to the Governing Body and if you wish to be accompanied by a friend or representative please contact the Clerk to the Governors ***[name of contact]*** on/at ***[contact details — address, phone number, email]***, as soon as possible.

You have the right to make a request to hold the meeting via remote access. You must do this by contacting ***(key contact name and preferred contact details if different from above).***

If no such request is received by ***(detail a date)*** then a face-to-face meeting will be arranged.

I would encourage you to consider the following before requesting a remote access meeting

- Do you have access to technology such as TEAMS or ZOOM ***(detail any others that may be used)***
- Is there an appropriate space free from distractions to enable full participation with a remote access meeting.
- Consider your internet service if there are concerns about connection and speed a remote access meeting may not be appropriate.

Should you withdraw a request to hold the meeting remotely you should contact the Clerk to Governors without delay and a face-to-face meeting will be arranged.

You will be notified by the Clerk of the time, date and location of the meeting. Please let us know if you have a disability or special needs which would affect your ability to attend the meeting. Also, please inform ***[name of Clerk]*** if it would be helpful for you to have an interpreter present at the meeting.

You should also be aware that if you believe the exclusion has occurred as a result of discrimination you may make a claim under the Equality Act 2010 to the First- Tier Tribunal, (Special Educational Needs and Disability) or in the case of other forms of Discrimination, to the County Court.

<https://www.gov.uk/courts-tribunals/first-tier-tribunal-special-educational-needs-and-disability>

Making a claim would not affect your right to make representations to the Pupil Discipline Committee.

You also have the right to see a copy of **[Child's Name]**'s school record. Due to confidentiality restrictions, you will need to notify me in writing if you wish to be supplied with a copy of **[Child's Name]**'s school record. I will be happy to supply you with a copy if you request it. There may be a charge for photocopying.

For more information you may wish to access a copy of the DfE Guidance on Suspensions and Permanent Exclusions at [Suspension and Permanent Exclusion from maintained schools, academies and pupil referral units in England, including pupil movement \(publishing.service.gov.uk\)](https://www.gov.uk/government/publications/school-exclusions-guide-for-parents/a-guide-for-parents-on-school-behaviour-and-exclusion)

The Department's Guidance for parents and carers on behaviour, suspension and permanent exclusion.

<https://www.gov.uk/government/publications/school-exclusions-guide-for-parents/a-guide-for-parents-on-school-behaviour-and-exclusion>

You may also find it useful to contact the below for free and impartial information:

- Coram's Child Law Advice service can be accessed through their website <https://childlawadvice.org.uk/information-pages/school-exclusion/> or contacted on 0300 330 5485 from Monday to Friday, 8am – 6pm.
- ACE education run a limited service and can be reached on 0300 0115 142 on Monday to Wednesday from 10am to 1pm during term time. Information can be found on the website: <http://www.ace-ed.org.uk/>
- Independent Provider of Special Education Advice (known as IPSEA – www.ipsea.org.uk is a registered charity. It offers free and independent information, advice and support to help get the right education for children and young people with all kinds of special educational needs (SEN) and disabilities.
- SEN Information Advice & Support Services Network (formerly known as the local parent partnership) on 0800 195 1635 or liaise@lincolnshire.gov.uk.

[For pupils with a Social Worker or part of the Virtual School] – As per the DfE Guidance on Exclusions, I **will/have inform/ed (insert Social Worker/Virtual School Head details)** of this Permanent exclusion and of their right to join the meeting via remote access regardless of the chosen format of the meeting

The Pupil Reintegration Team at Lincolnshire County Council is also available to provide you with advice and support in relation to exclusion procedures. They can be contacted on 01522 555 798 North or 01522 555 816 South or email PRT@lincolnshire.gov.uk.

Yours

sincerely

[Name]
Head

teacher

Model letter 5 - LA school

From the clerk to the Governing Body parent declining to reinstate a permanently excluded pupil.

Dear **[Parent's name]**

The meeting of the Governing Board at **[school]** on **[date]** considered the decision by **[head teacher]** to permanently exclude **[name of pupil]** for **[reason for permanent exclusion]**. The Governing Board, after carefully considering the representations made and all the available evidence, has decided to decline to reinstate **[name of pupil]**.

The reasons for the Governing Board'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 request that an Independent Panel is appointed to review this decision. If you wish to do so, please notify the Clerk to the Review Panel, Ms Ruth Harrop of your decision. Please send this request to Legal Services, County Offices, Lincoln, LN1 1YL by no later than **[specify the date — the 15th school day after receipt of this letter]**. If you have not done so by this date you will lose your right to request an Independent Review. You have the right to make a request to hold the meeting via remote access. You must detail this request in writing when making a request for Independent Review.

Please also advise if you have a disability or special needs which would affect your ability to attend the hearing. Also, please inform Ms Harrop if it would be helpful for you to have an interpreter present at the hearing.

You must set out the reasons for your request in writing, and if appropriate should also include reference as to how the pupil's special educational needs are relevant to the exclusion. You also have the right to request that a Special Educational Needs (SEN) expert is appointed to attend the Independent Review Meeting. Their role is to give advice on whether the school's policies which relate to SEN, or the application of these policies in relation to the excluded pupil, were legal, reasonable and procedurally fair. You have the right to make this request regardless of whether or not the school recognises that **(name of child)** has special educational needs. There will be no cost incurred by parents where a request is made for an SEN expert to attend the meeting.

A three-member Independent Review Panel will comprise one serving, or recently retired (within the last five years) head teacher, one serving, or recently serving experienced governor/ management committee members and one 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 the hearing until a later date.

You may, at your own expense, appoint someone to make written and/or oral representations to the panel.

The Independent Review Panel can make one of three decisions:

- They may uphold your child's exclusion
- They may recommend that the governing body reconsiders their decision
- They may quash the decision and direct that the Governing body considers the exclusion again.

The Independent Review Panel's decision is binding on all parties.

For further advice you may wish to contact the Pupil Reintegration Team on 01522 555 798 or 555 816.

For more information you may wish to access a copy of the DfE Guidance on Suspensions and Permanent Exclusions at [Suspension and Permanent Exclusion from maintained schools, academies and pupil referral units in England, including pupil movement \(publishing.service.gov.uk\)](https://publishing.service.gov.uk/guidance/suspensions-and-permanent-exclusions)

The Department's Guidance for parents and carers on behaviour, suspension and permanent exclusion.

<https://www.gov.uk/government/publications/school-exclusions-guide-for-parents/a-guide-for-parents-on-school-behaviour-and-exclusion>

You may also find it useful to contact the below for free and impartial information:

- Coram's Child Law Advice service can be accessed through their website <https://childlawadvice.org.uk/information-pages/school-exclusion/> or contacted on 0300 330 5485 from Monday to Friday, 8am – 6pm.
- ACE education run a limited service and can be reached on 0300 0115 142 on Monday to Wednesday from 10am to 1pm during term time. Information can be found on the website: <http://www.ace-ed.org.uk/>
- Independent Provider of Special Education Advice (known as IPSEA – www.ipsea.org.uk) is a registered charity. It offers free and independent information, advice and support to help get the right education for children and young people with all kinds of special educational needs (SEN) and disabilities.
- SEN Information Advice & Support Services Network (formerly known as the local parent partnership) on 0800 195 1635 or liaise@lincolnshire.gov.uk

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

Yours

sincerely

[NAME]

Clerk to the Governing Body

Model letter - Invitation to a Governing Board Meeting – LA School

Dear (name of parent)

Governing Board Meeting –Permanent Exclusion

Name of Pupil:

Further to **(Headteacher's)** letter to you, I am writing to confirm details of the School's Governing Board Meeting.

The Governing Board are required to meet to consider whether **(name of child)** should be reinstated following **(headteachers name)** decision to permanently exclude **(name of pupil)** from **(name of school)** with effect from **(date of exclusion)**. The meeting will be held on **(detail day/date, time and Venue details ONLY if being held face to face)**.

You are invited to attend this meeting and to make representations, verbally and/or in writing. You are also able to have a representative or friend attend this meeting with you. **(Name of pupil)** is also invited to attend this meeting to put forward their views regarding the exclusion. If they are unable to attend or you feel that this would not be appropriate, the Governing Board would welcome their views in written form or verbally through yourself.

As you requested the meeting to be held remotely I can confirm the joining details below

(detail the technology to be used and all joining instructions)

If you have any questions prior to the meeting or wish to arrange a "test meeting" to check the available technology is suitable please contact **(details of key contact/Clerk)**.

Should there be technical or internet network issues during the remote meeting which compromises the ability for participants to be seen or heard or prevents the meeting from being held fairly and transparently and it is not reasonably practicable to resolve, then a face-to-face meeting will be arranged without delay.

The Governing Board will include the following Governors:

(Governors names)

[If the Pupil has Social Care or Virtual School involvement] I have invited **(Social Worker/Virtual School Head's name)** to make representations at this meeting. Arrangements have been made for them to attend virtually via **(detail technology being used as VSH/SW must be allowed to join the meeting via remote access regardless of the format requested by parents)**

The Local Authority has also been invited to send a representative to this meeting.

If you wish to submit any written representations, I would be grateful if you could forward these to me by **(date)** so that I can arrange for copies to be circulated to all parties prior to the meeting. If you are to be accompanied by a representative or friend, I would be grateful if you could confirm their details prior to the meeting to ensure they also have the relevant joining instructions.

In the meantime, if you have any queries, please do not hesitate to contact me on the above telephone number

.

Yours sincerely

Clerk to Governors

EP/EXC1 CONFIDENTIAL**NOTIFICATION OF A SUSPENSION**

Guidance on the procedure for excluding a pupil can be found in the DfE document 'Suspension and Permanent Exclusion from maintained schools, academies and pupil referral units in England, including pupil movement July 2022'. Schools are required to report details of **all** suspensions to the LA (including lunch-time suspensions).

Please email this form to the Pupil Reintegration Team, without delay.

SECTION A: SCHOOL, PUPIL AND PARENT/CARER DETAILS

School Name					
School Type					
Pupil Full Name				DOB	
Known As		Gender	Male	Female	
UPN		Ethnic Group			
Suspension Date					
Is Pupil Child in Care? (CIC)			Does the Pupil have Social Care involvement?		
<i>If yes to either CIC or Social Care, School must inform the Social Worker and/or Virtual School Head of any Suspensions without delay</i>					
Parents(s)/Guardian 1 (This should be the contact detail for student's primary carer/address)					
Title		Full Name			
Relationship to Student				PR?	Yes No
Address			Parent/Carer's First Language		
			Telephone Number		
			Mobile Number		
Post Code			Email		
Parents(s)/Guardian 2 (This should be the contact detail for student's secondary carer/address)					

Title		Full Name		
Relationship to Student			PR?	Yes No
Address			Parent/Carer's First Language	
			Telephone Number	
			Mobile Number	
Post Code			Email	
SEN Support				
Does the pupil have a statement or EHCP?	Yes	No	Is the student in receipt of SEN support?	Yes No
Date of last annual review			Have you held an emergency review?	Yes No
If not, why not?				
SECTION B				
LUNCHTIME SUSPENSIONS ONLY				
Start Date			End Date <i>the school day before the pupil returns</i>	
Number of Lunchtimes			Total Days Suspended <i>1 lunchtime = 0.5 day</i>	
SECTION C				
SUSPENSIONS FROM SCHOOL SESSIONS				
Start Date			End Date <i>The school day before the pupil returns</i>	
Number of Days Suspended	For a period of more than 5 school days the school must arrange suitable full time education for any pupil of compulsory school age. This provision must begin no later than the sixth day of the suspension.			
Details of sixth day provision <i>If applicable</i>				
SECTION D				
TOTAL NUMBER OF DAYS SUSPENDED				

Does this suspension take the students total of suspended days this term over 15 days?		Yes	No
If Yes Please Note: Suspension exceeding 15 School Days in one term, either separately or in total, must be considered by the School/Academy governing body (Refer to Dfe guidance)			
Does this suspension mean that the pupil will not be able to sit a public examination?		Yes	No
If Yes Please Note: Suspensions resulting in a pupil missing an examination requires the Governing Board to meet, so far as is reasonably practicable, to consider and decide on the suspension before the date of the examination or test. (Refer to Dfe guidance)			
Total number of days this pupil has been suspended this Academic Year (excluding this current suspension)			
Autumn Term		Spring Term	
		Summer Term	
Is this suspension in place while consideration is given whether to permanently exclude the pupil?		Yes	No

SECTION E			
REASON FOR SUSPENSION			
Please refer to sheet entitled 'National Standard List of Reasons for Suspension'.			
Where a single category provides a suitable description of the reason for the suspension, that should be selected e.g. Damage. However where appropriate, up to three categories may be recorded			
E.g. Bullying - Racist Abuse			
Physical assault against a pupil		Drugs and Alcohol Related (please indicate which) Drugs Alcohol Tobacco	
Physical assault against an adult			
Verbal abuse/threatening behaviour against a pupil			
Verbal abuse/threatening behaviour against an adult			
Bullying			
Racist Abuse			
Damage			
Theft		Use or threat of use of an Offensive Weapon or Prohibited item. Indicate nature of item Prohibited Item (e.g. Aerosol/Lighter/Laser pen) Offensive item (e.g. Knife/BB gun/Weapon) Object used Offensively (e.g. Classroom Object)	
Sexual Misconduct			
Inappropriate use of Social Media or Online Technology			
Persistent Disruptive Behaviour			
Abuse against Sexual Orientation and Gender Identity			
Abuse relating to Disability			
Willful and repeated transgression of protective measures in place to protect			

Public Health			
EP/EXC3 CONFIDENTIAL Please give details of the incident that has led to the decision to suspend.			
Parental views			
Student Views <i>The DfE guidance states: "suspended pupils should be enabled and encouraged to participate at all stages of the suspension process taking into account their age and understanding"</i>			
Signed (Headteacher/Acting Headteacher)			Date
This form should be completed as fully and accurately as possible and emailed without delay to: PRT@lincolnshire.gov.uk 01522 555816/01522 555798			

NOTIFICATION OF PERMANENT EXCLUSION

This form should be completed as fully and accurately as possible and emailed to PRT@lincolnshire.gov.uk without delay.

Incomplete forms will not be accepted since the information is vital for the safe and efficient 6th day admission of pupils into Alternative Education Provision.

In addition, members of the Independent Review Panel (IRP) will have regard to the Lincolnshire Ladder of Intervention when considering any application for review – as should school PDCs. If a school has failed to follow the Ladder, the IRP will question the schools reasons for considering the permanent exclusion a "last resort" (Suspension and Permanent Exclusion from maintained schools, academies and pupil referral units in England, including pupil movement)

All sections of the form must be completed.

SECTION A: SCHOOL, PUPIL AND PARENT/CARER DETAILS

School Name					
Date of PX			6 th day date		
School contact					
Pupil Full Name			DOB		Year group
Known As			Gender	Male	Female
UPN			Mosaic ID		
Ethnic Group			School Year		
			Pupil's First Language		
Parents(s)/Guardian 1 (This should be the contact detail for student's primary carer/address)					
Title		Full Name			
Relationship to Pupil			PR?	Yes	No
Address			Parent/Carer's First Language		
			Telephone Number		
			Mobile Number		
Post Code			Email address		

Parents(s)/Guardian 2 (This should be the contact detail for student's secondary carer/address)					
Title		Full Name			
Relationship to Pupil				PR?	Yes No
Address			Parent/Carer's First Language		
			Telephone Number		
			Mobile Number		
Post Code			Email address		
SEN Support					
<i>PLEASE NOTE: Pupils with EHCPs or Statements should not be permanently excluded without an emergency review having first been convened.</i>					
Does the pupil have a statement or EHCP?	Yes	No	Is the student in receipt of SEN support?	Yes	No
Date of last annual review			Date of emergency review?	Yes	No
Has EHC referral been made?	Yes	No	Name of SENCO		
Please detail the outcome of the most recent review here and attach a copy to this form.					
PLEASE ATTACH A COPY OF THE STATEMENT/EHCP/IEP DETAILING ANY ADDITIONAL NEEDS AND ANY ADDITIONAL SUPPORT REQUIRED					
AGENCY INVOLVEMENT INCLUDING SOCIAL CARE					
<i>PLEASE NOTE: Pupils who are looked after must not be permanently excluded without reference to the Virtual School and the Director of Children's Services</i>					
Is the pupil subject of:	Child in Care Status	Child Protection Plan	Child in Need	Team Around the Child	Receiving free school meals
Date of last meeting/review			Date of next meeting/review		
Social Worker/Lead Professional Name					
Telephone Number			Agency		
Email Address					
Have you discussed this exclusion with the social worker/lead professional?			Yes	No	

Youth Offending Service / Police		Yes	No
		Description of involvement	
Please note any other agency involvement here;			
Date of admission to school:		Previous schools attended	
PASTORAL SUPPORT PLAN <i>Please attach a copy of the child's most recent pastoral support plan (PSP)</i>			
Date of implementation of first PSP		Date of most recent review meeting	
Have you held an emergency PSP review?			
If not, please state the reasons why;			
SECTION B: REASON FOR EXCLUSION <i>Please refer to sheet entitled 'National Standard List of Reasons for Exclusions'</i> <i>Where a single category provides a suitable description of the reason for the exclusion, that should be selected e.g. Damage. However where appropriate, up to three categories may be recorded</i> <i>E.g. Bullying - Racist Abuse</i>			
Physical assault against a pupil		Drugs and Alcohol Related	

Physical assault against an adult		(please indicate which)	Drugs Alcohol Tobacco
Verbal abuse/threatening behaviour against a pupil			
Verbal abuse/threatening behaviour against an adult			
Bullying			
Racist Abuse			
Damage		Use or threat of use of an Offensive Weapon or Prohibited item. Indicate nature of item Prohibited Item (e.g. Aerosol/Lighter/Laser pen) Offensive item (e.g. Knife/BB gun/Weapon) Object used Offensively (e.g. Classroom Object)	
Theft			
Sexual Misconduct			
Inappropriate use of Social Media or Online Technology			
Persistent Disruptive Behaviour			
Abuse against Sexual Orientation and Gender Identity			
Abuse relating to Disability			
Willful and repeated transgression of protective measures in place to protect public health			
Please give a detailed description of the incident(s) which led to the decision to permanently exclude that have not been included in the letter of notification to parents			
An account of the investigation of the incident (timeline and staff involved)			
Parental views			

Student Account of Incident and Views <i>The DfE guidance states: "excluded pupils should be enabled and encouraged to participate at all stages of the exclusion process taking into account their age and understanding"</i>	
Would you have any concerns about a Pupil Reintegration Caseworker making a home visit?	
IS THE PERMANENT EXCLUSION IN RESPONSE TO A ONE-OFF INCIDENT OR PERSISTENT MISCONDUCT	
One-off Incident	Persistent Misconduct
Complete section C	Complete section D
SECTION C: PERMANENT EXCLUSION FOR A ONE-OFF INCIDENT	
<i>The local authority endorses a restorative approach to behaviour whereby, if a pupil has damaged a relationship or breached the school's behaviour policy, they should be given the opportunity to repair harm, to renew their commitment to school ethos and to learn from the mistake.</i> <i>Schools are required to indicate what has prevented all of the following inclusive measures from either enabling the pupil to remain in school or undertaking a managed move.</i>	
Inclusive Measure	School Action/Decision
Provide opportunity for the pupil to repair the harm and embark on a period of close monitoring.	
Refer to 2012 guidance on drugs misuse to avoid permanent exclusion for possession and LSCB model drugs policy For more serious incidents, consult the LCC Drugs and	

Substance Misuse Protocol.			
Consider intent with possession of (potential) weapon. Carry out a risk assessment, using LSCB banned items model policy			
Consider mitigating circumstances, e.g. bullying or bereavement.			
If none are sufficient to allow the pupil to remain in the school then a managed move should be considered			
SPECIAL CASES - The "Final Straw" Scenario If the breach of policy justifies a permanent exclusion only because of previous violations, then it must be categorised as "Persistent Disruptive Behaviour" to accurately reflect this. The pupil will then, therefore, be expected to have been supported through the steps outlined in Section D.			
SECTION D: PERMANENT EXCLUSION FOR PERSISTENT MISCONDUCT			
THE LINCOLNSHIRE LADDER OF BEHAVIOURAL INTERVENTION <i>The following section refers to the Lincolnshire Guidance as underpinned by current statutory guidance</i>			
Step One			
Has the pupil been screened for any unmet learning needs?	Yes	No	Date this was undertaken
What was identified? <i>Were any unmet needs found?</i> <i>What were they?</i>			
What action was taken? <i>Detail school support, agency support, IEP, pen portrait etc</i>			

Have you offered to complete an early help assessment with the pupil/family?		Yes No	Date this was offered/completed
If not, please state the reasons why			
Step Two			
Have you made a referral to BOSS?	Yes No	If not, why?	
Date of referral		Outcome of referral (accepted or rejected)	
Have you considered a managed move?	Yes No	If not, why? <i>If yes, please note which school was identified and list actions taken towards this</i>	
Step Three			
<i>PLEASE NOTE: prior to accessing a pre-exclusion placement BOSS support must have been accessed</i>			
Have you applied for a pre-exclusion placement at the Springwell Lincoln City Academy ?	Yes No	Outcome of Application (accepted or rejected)	
If not, please state the reasons why;			
SECTION E: Key Educational Information			
Pupil strengths			
Pupil needs			

Pupil wishes and feelings		
Examples of teaching strategies that generate positive outcomes, day to day		
Examples of strategies that are most effective when problems arise and challenging behaviour is presented		
Are there any attendance issues?	Detail of attendance issues / truancy episodes	Current % attendance

Achievement/Attainment

It is vital that sufficient information on the academic performance of the pupil is provided to enable suitable educational provision to be made available within the statutory time limits.

Subject	Teacher Assessment			GCSE/FS Information & Examination board	Current grades/levels	Expected grades/levels
	KS1	KS2	KS3			
English						
Maths						
Science						
ICT						
Technology						
Art						
Drama						
PSHE/CIT						
PE						
History						
Geography						
Languages						
Music						
RE						

Additional Pupil Information (e.g. other achievements/areas of interest/skills)

Boxall Profile Attached Yes / No

Signed

.....(Headteacher/Acting
Headteacher)

Date

.....
.....

This form should be completed as fully and accurately as possible and emailed to: PRT@lincolnshire.gov.uk,
without delay.

Pupil Reintegration Team, Children's Services, County Offices, Newland, Lincoln, LN1 1YQ
01522 554525



Reduced Timetable Form

Pupil		UPN	
Date of birth		Year Group	
Looked After Child (Y/N) Which Authority		Education Health Care Plan (Y/N)	
Virtual School Rep		SEN caseworker	
Social Care (Y/N)		Previous periods of reduced timetable	
Social worker		Dates/reasons	

Current period of reduced timetable

School's reason for reduced timetable			
Objectives of reduced timetable			
Start date of reduced timetable:		End date:	
Parent/Carer views & Signature			
This timetable was agreed with Name: Signature: Date: 			
Pupil views			

SEND worker views (if appropriate)
Social worker views (if appropriate)
Health care views (if appropriate)
Other views, (if appropriate)
School representative.
Name: Signature: Date: Direct contact details: