

At Lambeth Academy we believe that learning is the most important reason for being at school. In order to support this ethos, it may be necessary to consider exclusion as a consequence for behaviour which threatens it.

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Section 1 – Guidance Framework

The Academy Exclusion policy is written in line with the following areas of guidance:

- Exclusions – DfE Guidance
- United Learning Exclusions Policy

Section 2 – Links to other Policies

This policy should be read in conjunction with the behaviour for learning policy.

Section 3 - Principles

3.1 The Academy is a learning institution which aims to provide life chances for all of its students. We view exclusion as a last resort when all other possible methods of managing student behaviour have been exhausted. The decision to exclude is never taken lightly and careful consideration is taken of the facts and the surrounding circumstances before reaching a decision to exclude.

3.2 We recognise the detrimental impact of exclusion on both the education and well-being of students and their families. We also recognise the impact of social exclusion, which can result from the permanent exclusion of a student and will try hard to avoid it.

3.4 Permanent exclusion is an extremely serious step to take and has a significant impact on the ability of a student to access education in the future. It is only used where it is unavoidable and where every possible appropriate alternative has been considered. We are committed to using alternatives to permanent exclusion such as managed moves and alternative provision where appropriate.

3.5 We take account of the Equality Act and of our duty not to discriminate against students for any reason.

3.6 We also take account of our statutory duties in relation to S.E.N.

3.7 We aim to involve parents as early as possible in any process.

Section 4 - The decision to exclude

4.1 The decision to exclude is made solely by the Principal in her absence.

4.2 There are five circumstances where a student may be required to leave the Academy site with the authorisation of the Principal:

- a) Where a decision has been made to exclude.
- b) Where a student has committed a serious criminal offence outside the jurisdiction of the Academy and it is determined by the Principal that it is in the interests of the community for the student to be educated off-site. This is not an exclusion.
- c) Where, for medical reasons, the presence of a student represents a serious risk to the health or safety of other students or staff. This is not an exclusion.
- d) If a student is given permission by the Principal to leave the premises briefly to remedy a breach of the Academy rules on appearance or uniform. This should be for no longer than is necessary to remedy the breach and is not an exclusion but an authorised absence.
- e) Where there is good reason to believe that a student is carrying an item which is not allowed onto the site such as an illegal substance or an offensive weapon and they refuse to be screened. In this circumstance the student can be refused entry. This is not an exclusion but an unauthorised absence in the first instance but could lead to exclusion following a full investigation.

4.3 The decision to exclude a student is not taken lightly and the Principal will:

- a) Ensure that a thorough investigation has been carried out
- b) Consider all the evidence available to support the allegations
- c) Allow and encourage the student to give their version of events
- d) Keep a written record of the actions taken including the signed statements of witnesses
- e) Be confident that the procedures detailed later in this policy have been carried out
- f) Ensure S.E.N. expert advice has been taken into account where appropriate.
- g) Ensure that parents have been kept informed throughout the process and consulted where appropriate.

4.4 The standard of proof applied when deciding to exclude is 'balance of probabilities'. The more serious the allegation, the more convincing the evidence substantiating the allegation needs to be.

4.5 Exclusion will not be used as a consequence for the following:

- a) Minor incidents such as a failure to complete homework
- b) Poor academic performance
- c) Lateness or truancy
- d) Breaches of Academy rules on uniform or appearance except where these are persistent or in open defiance of such rules
- e) Pregnancy
- f) As a punishment for the behaviour of their parent / carer

4.6 Once the decision has been made to exclude, a student will only be sent home once contact has been made with parents/carers and where it is clear that the student will be returning to a place of safety. Work will be provided and either sent with the student or arrangements made for collection.

Section 5 - Fixed-term Exclusion (Level 1: fewer than 15 school days in any term/ level 2: 15 school days or more during any term)

5.1 A decision to exclude a student for a fixed-term may be taken in response to breaches of the school's behaviour for learning policy

5.2 Examples of behaviour that may lead to a fixed-term exclusion include the following:

- Verbal abuse of staff or students
- Physical abuse of staff or students
- Indecent behaviour
- Damage to property
- Misuse of illegal drugs or other substances
- Theft
- Serious actual or threatened violence against another student or a member of staff
- Sexual abuse or assault
- Carrying and / or supplying an illegal substance
- Carrying an offensive weapon* or a banned item (see Behaviour for Learning Policy)
- Arson
- Persistent poor behaviour contrary to acceptable behaviour outlined in the Behaviour for Learning Policy
- Bullying including cyber-bullying
- Bringing the school's name into disrepute, either in or out of school.
- Endangering the safety of other students and/or staff.

* a weapon is defined as any item made or adapted for causing injury

This is not an exhaustive list and there may be other examples of behaviour where the Principal judges that exclusion is an appropriate sanction. Where a student is suspected of carrying an offensive weapon or misusing / carrying / supplying an illegal substance or being part of a group involved in such activity but the evidence is not sufficient they will be given the benefit of the doubt on the first occasion. If there is a repeat of such concern they will run the risk of exclusion.

5.3 The Principal may exclude a student for one or more fixed periods which do not exceed a total of 45 school days in any one school year.

5.4 During a fixed term exclusion of 5 or fewer days, work will be set by the Academy for the student to complete at home. This work should be returned completed at the end of the exclusion for marking.

5.5 For an exclusion of longer than 5 days, the Academy will arrange full-time educational provision from the sixth day of exclusion.

5.6 Before the end of any fixed-term exclusion, parents / carers will be invited to attend a reintegration meeting at the Academy with their son/daughter. The purpose of the meeting is to ensure that the student understands the reason for the exclusion and is committed to preventing the behaviour that led to the exclusion from being repeated. The Academy will consider all further support needed to help the student, including referral to external agencies if appropriate. The student will also spend a period of time on report to support their reintegration.

5.7 During the first five days of any exclusion, the parents of an excluded student must ensure that they are not present in a public place during normal school hours without reasonable justification, whether with or

without a parent / carer. Failure to comply with this is an offence for which a fixed penalty notice can be issued.

5.8 Whilst each exclusion is treated on its own merit we do operate a tariff for exclusions in most cases. A first exclusion is likely to be for a period of 1 or 2 days. The number of days will increase if a student receives further exclusions. Once a student has received four exclusions the length of the exclusion is likely to be for 4 days and the reinstatement meeting will be with the Vice Principal. Such a student is deemed to be in serious danger of permanent exclusion. A fifth exclusion would normally be for a period of 5 days and would bring with it a final warning from the Principal who will lead the reintegration meeting. This means that a further exclusion would be permanent. There are of course exceptions to this process depending on the nature and seriousness of the incident for which the student is being excluded.

Section 6 – Permanent Exclusion (Level 3 Exclusion)

6.1 Permanent exclusion is an extremely rare sanction at the Academy and always avoided wherever possible. The decision to permanently exclude is taken only:

- a) in response to serious breaches of the Academy behaviour for learning policy and
- b) if allowing the student to remain would seriously harm the education or welfare of that student or others at the Academy.

6.2 A student may be permanently excluded where there have been repeated breaches of the behaviour for learning policy for which a range of consequences and strategies have been applied without success. It is an acknowledgement that the Academy has exhausted all available strategies for dealing with the student and is a last resort.

6.3 There may be exceptional circumstances where, in the judgement of the Principal, it is appropriate to permanently exclude a student for a first or 'one off' offence. These might include:

- a) Serious actual or threatened violence against another student or member of staff
- b) Sexual abuse or assault
- c) Serious bullying including cyber-bullying
- d) Being in possession of an illegal substance and / or supplying an illegal substance and/or using an illegal substance on site.
- e) Carrying an offensive weapon
- f) Serious endangering the safety of another student and/or staff.

Again this is not an exhaustive list and there may be other examples of behaviour where the Principal judges that a permanent exclusion is an appropriate sanction for a first or 'one off' offence.

6.4 The Academy operates a 'zero tolerance' approach to the carrying of offensive weapons and the carrying and supplying of illegal substances. This is communicated clearly to students in assemblies and the Student Planner.

6.5 Any student who brings an offensive weapon or a banned item onto site, or who uses, brings and/or supplies an illegal substance on site will be permanently excluded. A student who is found in possession of these items on site also runs the risk of permanent exclusion.

6.6 The Principal will meet with the parents and student before reaching a decision to permanently exclude a student. Under normal circumstances, a student will be excluded for a fixed-term before the decision is made to permanently exclude.

Section 7 – Governors Behaviour Committee

7.1 The Academy has a Local Governing Body (LGB) which has responsibility for reviewing decisions in relation to exclusions. The Behaviour Committee consists of at least 3 members of the LGB and all of whom should be involved in reviewing Level 2 and 3 exclusions. For Level 1 exclusions the Behaviour Committee need not meet in person and decisions can be delegated to one member of the Committee.

7.2 The Behaviour Committee of the Governing Body will automatically review any exclusion which results in a student being excluded for more than 15 school days in any one term, or any permanent exclusion.

7.3 Parents / carers have the right to appeal the decision to exclude their son / daughter. The process is common across United Learning and is different for different levels of exclusion.

Full details of how these meetings operate can be found in the following appendices and also within the DfE Guidance (2012) and United Learning Exclusions policy 2012 but the summary is contained below.

Level 1 exclusion (less than 15 days)

A parent / carer may request that the Behaviour Committee review the process within 50 school days of receiving notice of the exclusion. The request should be made in writing and should set out the question(s) which they wish the Behaviour Committee to consider. The committee will respond in writing within 15 school days.

Level 2 exclusion (more than 15 days fixed-term)

Principal meets with parents to discuss exclusion

Behaviour Committee meets to review on the exclusion within 15 school days of receiving notice of the exclusion.

Level 3 exclusion (permanent)

Student is given an initial fixed term exclusion and a full investigation is carried out by an investigating officer. The student and their parents will be given an opportunity to meet with the investigating officer to give their version of events and to hear any evidence against them.

The investigating officer presents their findings to the Principal. The meets with parents/carers to discuss her decision having completed the process fully and having consulted with others including an S.E.N. expert if appropriate. If the decision is to re instate then the student will return immediately. If the decision is made to permanently exclude the student, parents / carers will be informed by the Principal both verbally and in writing.

Following the Principal's decision to permanently exclude, the Behaviour Committee meets to review the decision within 15 school days of receiving notice of the exclusion

If the Behaviour Committee upholds the Principal's decision to permanently exclude, parents / carers may appeal to an Independent Review Panel

In addition, the Principal must consult with the Managing Director of United Learning and the Chair of the LGB (or his/her nominated Deputy as delegated) before the decision is implemented.

7.4 An Independent Review Panel will consist of 3 people and will be chaired by a lay member and two other independent members, one with governance experience; the other with Headship experience. This panel will decide whether to uphold the decision to exclude a student

7.5 The Independent Review Panel can either uphold the decision to exclude the student or recommend that the Academy reconsiders the matter. They cannot, however, direct the reinstatement of the student.

Section 8 – Informing parents / carers

Following any decision to exclude, the Principal must inform parents /carers putting the decision to exclude in writing and stating the date the exclusion takes effect.

The letter must also explain:

- The circumstances leading up to the decision to exclude;
- Why the Principal decided to exclude the student;
- If relevant, what steps were taken to try and avoid the exclusion; details of any relevant previous warnings, fixed period exclusions or other disciplinary measures taken before the present incident;
- The arrangements for enabling the student to continue his/her education, including setting and marking the student's work;
- The parents' right to see and have a copy of their child's record;
- The parents' responsibilities to ensure their child is not in a public place in school hours during the first five days of an exclusion.
- If the exclusion is for a fixed period, the letter will also state the length of the exclusion and the date and time the student should return to the academy;
- The arrangements for a parent interview at the end of the exclusion to discuss the process of reintegration.

- For Level 2 and Level 3 exclusions, the letter will also state the parents' right to appeal to the Independent Appeals Panel and the appropriate mechanism for that to happen as well as the fact that governors will meet to review the decision.

- For Level 1 exclusions, the letter will also state that if parents are concerned about the way in which the exclusion was managed, they may write to the Behaviour Committee to ask it to review the process. This may be done by just one member of the Committee. The Committee cannot overturn the decision to exclude but may put a note on file.

- The involvement, if appropriate, of S.E.N. expert advice.

Section 9 – Behaviour outside the school gates

Our exclusion and behavior policy covers behavior not only within school but outside of school.

We will sanction students, up to and including Permanent Exclusion, for any behaviour which contravenes our policies when a student is:

- Taking part in any school-organised or school-related activity, or
- Travelling to or from school, or
- Wearing our school uniform, or
- In some other way identifiable as a Lambeth Academy student.

Or for behavior which at any time:

Exclusion Policy

- Could have repercussions for the orderly running of the school, or
- Poses a threat to another student or member of the public, or
- Could adversely affect the reputation of the school.

Section 10 – Internal advice, guidance and procedures for staff involved in the exclusion process

1. All investigations should aim to be completed within 24 hours of a first report. Ideally an investigation should be completed on the day of the incident however it is recognised that this is not always possible;
2. Investigations must be thorough:
 - Initial statements should be as detailed as possible giving the names of potential witnesses,
 - The 'suspect' should be spoken with asap and given an opportunity to give their version of events verbally and in writing. They should be placed into the 'referral room' or an appropriate venue whilst the investigation is carried out and before a decision is made. On a rare occasion it may be necessary to send this student home promptly (they may pose a Health and Safety risk) – this should only be done after speaking with their parent / carer or after gaining agreement from the Principal in her absence. If the student has not been able to give a statement, arrangements must be made as soon as possible for them to do so
 - All witnesses must be spoken to promptly and individually as soon after the incident as possible. Their safety is paramount and statements should be given in confidence,
 - If it is suspected that a student is carrying an item which is important as part of the investigation e.g. an item that it is suspected they have stolen or an illegal item, a search may be carried out in accordance with legal guidance and in the presence of a witness.
 - The community police officer can be used to advise and assist but not in a formal capacity unless agreed by the Principal. If they are used in a formal capacity parents must be notified,
 - All statements must be written clearly and they must be signed and dated. If the statement is dictated this must be indicated. The statement must clearly explain areas of contest and this means that the statement should be discussed with the witness to ensure that understanding and interpretation are clear,
 - In some cases a diagram of an area is useful to bring clarity to where events are alleged to have occurred
 - Advice must be sought from relevant experts such as SENCO if appropriate
3. Once the investigation is complete all paperwork should be presented to the Principal for a decision. Any previous exclusions and the suspect's behaviour record should be part of this information. The checklist should be completed if a permanent exclusion is recommended
4. All paperwork relating to the exclusion must be filed immediately and details recorded on SIMs
5. For a serious incident for which PEX is a possibility the suspect may be excluded for an initial period. During this exclusion a full investigation must be carried out and a meeting held with the student and their parent / carer to discuss the investigation and to give the student a chance to address any evidence against them. The Principal will then be presented with the findings of the investigation and will meet with parents / carers to discuss her decision.
6. If a decision is made to exclude:
 - Parents / carers must be notified immediately by telephone and the student sent home,
 - An exclusion letter following the guidance will be produced and posted in that day if time allows. The letter must contain details of the re-instatement meeting,
 - A pack of work must be sent home with the letter

7. Following the re-instatement meeting the student must be placed on report to monitor their return to school
8. Any student who receives a third exclusion should have a PSP and be monitored by the AP
9. A student on their fourth exclusion should be monitored by the VP

LGB

1. Where a Behaviour Committee is called to review an exclusion the panel must consist of at least 3 members of the LGB, including the Chair if possible,
2. Parents / carers must be notified of the meeting date and be given at least 5 days' notice ideally. They should also be notified that they may bring a representative if they wish to do so,
3. All paperwork relating to the meeting should be available for governors ideally at least 5 days before the meeting,
4. A clerk of governors will minute all aspects of the meeting which will follow the guidance set out on the DfE document 2012 and United Learning Exclusion Policy 2012,
5. The Principal will present to the panel,
6. The parent / carer will present to the panel,
7. The panel will meet on its own with the clerk present to discuss its advice ,
8. The panel will meet with the Principal to inform her of their advice (or they may have further questions to ask following the meeting with parents),
9. The panel will inform the parent / carer of their decision

Model letter one

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

Date:

Name

Address

Pupil Name: (Full name of pupil)

D.O.B: (Date of birth)

Year Group:

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 he/she will not be allowed in school for this period. The exclusion begins/began on [date] and ends on [date].

I realise that this exclusion may well 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 this exclusion on [specify dates] unless there is reasonable justification for this.

We will set work for [name of child] 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.

You have the right to make written representations about this decision to the governing body. If you wish to make representations please contact [name of contact] on/at [contact details — address, phone number, email], as soon as possible.

Exclusion Policy

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.

Excluded pupils should be enabled and encouraged to participate at all stages of the exclusion process, taking in to account their age and understanding.

You should also be aware that if you think the exclusion relates to a disability your child has, and you think disability discrimination has occurred, you have the right to make a claim to the First-tier Tribunal

www.justice.gov.uk/tribunals/send/appeals

You and your child are requested to attend a reintegration interview with me on [date] at [time]. The purpose of the reintegration interview is to discuss how best your child's return to school can be managed.

You also have the right to see a copy of [name of child]'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 [name of 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.

Further guidance on the exclusions process can be found at:

<https://www.education.gov.uk/publications/standard/AllPublicationsNoRsg/Page6/DFE-00042-2012>

the Coram Children's Legal Centre: www.childrenslegalcentre.com 08088 020 008; and

- [where considered relevant by the head teacher], links to local services, such as Traveller Education Services or the local parent partnership (www.parentpartnership.org.uk).

[name of child]'s exclusion expires on [date] and we expect [name of child] to be back in school on [date] at [time].

Yours sincerely

[name]

Principal

Model letter two

*From the Principal notifying parent of a fixed term exclusion of **more than 5 and up to and including 15** school days in total in one term, or where a public examination would be missed*

Date:

Name

Address

Pupil Name: (Full name of pupil)

D.O.B: (Date of birth)

Year Group:

Dear [parent's name]

I am writing to inform you of my decision to exclude [child's name] for a fixed period of [period]. This means that [child's name] will not be allowed in school for this period. The exclusion begins/began on [date] and ends on [date].

I realise that this exclusion may well 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 days of this exclusion, that is on [specify dates] unless there is reasonable justification for this.

We will set work for [name of child] to be completed during the first 5 days of this exclusion [detail the arrangements for this]. Please ensure that work set by the school is completed and returned to us promptly for marking.

From the 6th day of this exclusion [specify date] until the expiry of the exclusion, we will provide suitable full time education. On [date] he/she should attend at [name and address of alternative provider if not home school] at [time] and report to [staff member's name].

You have the right to request a meeting of the school's Behaviour Committee to whom you may make representations, and my decision to exclude can be reviewed. As the period of this exclusion is more than 5 school days in a term the Behaviour Committee must meet if you request it to do so. The latest date by which the Behaviour Committee can meet, if you request a meeting is [specify date — no later than the

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50th school day after the date on which the Behaviour Committee were notified of this exclusion].

If you wish to make representations to the Behaviour Committee, and wish to be accompanied by a friend or representative please contact [name of contact] on/at [contact details — address, phone number, e-mail], as soon as possible. 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 [contact] if it would be helpful for you to have an interpreter present at the meeting.

Excluded pupils should be enabled and encouraged to participate at all stages of the exclusion process, taking in to account their age and understanding. You should also be aware that if you think the exclusion relates to a disability your child has, and you think disability discrimination has occurred, you have the right to make a claim to the First-tier Tribunal:

www.justice.gov.uk/tribunals/send/appeals

You and your child are requested to attend a reintegration interview with me on [date] at [time]. The purpose of the reintegration interview is to discuss how best your child's return to school can be managed.

You also have the right to see a copy of [name of child]'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 [name of 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.

Further guidance on the exclusions process can be found at:

<https://www.education.gov.uk/publications/standard/AllPublicationsNoRsg/Page6/DFE-00042-2012>

the Coram Children's Legal Centre: www.childrenslegalcentre.com 08088 020 008; and

- [where considered relevant by the head teacher], links to local services, such as Traveller Education Services or the local parent partnership (www.parentpartnership.org.uk).

[name of child]'s exclusion expires on [date] and we expect [name of child] to be back in school on [date] at [time].

Yours sincerely

[name]

Principal

Model letter three

*From the Principal notifying parent of a fixed term exclusion of **more than 15 school days in total** in one term*

Date:

Name

Address

Pupil Name: (Full name of pupil)

D.O.B: (Date of birth)

Year Group:

Dear [parent's name]

I am writing to inform you of my decision to exclude [child's name] for a fixed period of [period]. This means that [child's name] will not be allowed in school for this period. The exclusion begins/began on [date] and ends on [date].

I realise that this exclusion may well 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 days of this exclusion, that is on [specify dates] unless there is reasonable justification for this.

We will set work for [name of child] to be completed during the first 5 days of this exclusion [detail the arrangements for this]. Please ensure that work set by the school is completed and returned to us promptly for marking.

From the 6th day of this exclusion [specify date] until the expiry of the exclusion, we will provide suitable full time education. On [date] he/she should attend at [name and address of alternative provider if not home school] at [time] and report to [staff member's name].

Exclusion Policy

As the length of the exclusion means that [] has been excluded for more than 15 school days in total in one term the governing body must meet to consider the exclusion. At the review meeting you may make representations to the governing body if you wish. 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]. If you wish to make representations to the governing body and wish to be accompanied by a friend or representative please contact [name of contact] on/at [contact details — address, phone number, e-mail], as soon as possible. You will, whether you choose to make representations or not, be notified by the clerk to the governing body of the time, date and location 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 [contact] if it would be helpful for you to have an interpreter present at the meeting.

Excluded pupils should be enabled and encouraged to participate at all stages of the exclusion process, taking in to account their age and understanding.

You should also be aware that if you think the exclusion relates to a disability your child has, and you think disability discrimination has occurred, you have the right to make a claim to the First-tier Tribunal

www.justice.gov.uk/tribunals/send/appeals

You and your child are requested to attend a reintegration interview with me on [date] at [time]. The purpose of the reintegration interview is to discuss how best your child's return to school can be managed.

You also have the right to see a copy of [name of child]'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 [name of 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.

Further guidance on the exclusions process can be found at:

<https://www.education.gov.uk/publications/standard/AllPublicationsNoRsg/Page6/DFE-00042-2012>

the Coram Children's Legal Centre: www.childrenslegalcentre.com 08088 020 008; and

[where considered relevant by the head teacher], links to local services, such as Traveller Education Services or the local parent partnership (www.parentpartnership.org.uk).

[name of child]'s exclusion expires on [date] and we expect [name of child] to be back in school on [date] at [time].

Yours sincerely

[name]

Principal

Model Letter 4

*From the Principal notifying parent of a **permanent exclusion***

Date:

Name

Address

Pupil Name: (Full name of pupil)

D.O.B: (Date of birth)

Year Group:

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 back to this school pending a meeting of the Behaviour Committee.

I realise that this exclusion may well 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 permanently because [reason for exclusion — serious breach (one off incident) or persistent breaches of the school's behaviour policy - also include any other relevant previous history here].

You have a duty to ensure that your child is not present in a public place in school hours during the first 5 days of this exclusion, that is on [specify dates] unless there is reasonable justification for this.

Alternative arrangements for [child's name] education to continue will be made. For the first five days of this exclusion we will set work for him/her and would ask you to ensure this work is completed and returned promptly to school for marking. From the 6th day of the exclusion onwards [specify date] the Local Authority in which you reside will provide suitable full time education. I have also today informed the Local Authority of your child's exclusion and they will be in touch with you about arrangements for his/her education from the 6th school day of exclusion. You can contact them on [insert telephone number and name]

Exclusion Policy

As this is a permanent exclusion the governing body must meet to consider it. At the meeting you may make representations to the governing body if you wish and ask them to reinstate your child. The governing body have the power to reinstate your child immediately or from a specified date, or, alternatively, they have the power to uphold the exclusion in which case you may request an independent review panel to review their decision. The latest date on which the governing body can meet is [specify date — 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 [name of contact] on/at [contact details — address, phone number, e-mail], as soon as possible. You will, whether you choose to make representations or not, be notified by the Clerk to the governing body of the time, date and location of the meeting. Please advise if you have a disability or special needs which would affect your ability to attend or take part in the meeting. Also, please inform [contact] if it would be helpful for you to have an interpreter present at the meeting.

Excluded pupils should be enabled and encouraged to participate at all stages of the exclusion process, taking in to account their age and understanding.

You should also be aware that if you think the exclusion relates to a disability your child has, and you think disability discrimination has occurred, you have the right to make a claim to the First-tier Tribunal

www.justice.gov.uk/tribunals/send/appeals

You also have the right to see a copy of [name of child]'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 [name of 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.

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<https://www.education.gov.uk/publications/standard/AllPublicationsNoRsg/Page6/DFE-00042-2012>

the Coram Children's Legal Centre: www.childrenslegalcentre.com 08088 020 008; and

[where considered relevant by the head teacher], links to local services, such as Traveller Education Services or the local parent partnership (www.parentpartnership.org.uk).

Yours sincerely

[name]

Principal