

# **St. Mary's CE (A) Primary School**



## **Exclusion Policy**

**Policy reviewed and approved by Curriculum, Teaching and Learning Committee - Autumn Term 2012**

**Policy adopted by the Full Governing Body – Autumn Term 2012**

**Review of the policy will take place every three years or sooner if necessary.**

**Next review due: Autumn Term 2015**

**This policy has been written using the Staffordshire County Council Model Exclusion Policy. The model policy has been adapted to fulfil the needs of St. Mary's CE (A) Primary School.**

**Signed:** \_\_\_\_\_  
**Jane Hughes – Headteacher**

**Dated:** \_\_\_\_\_

**Signed:** \_\_\_\_\_  
**S.Bayfield – Chair of Governors**

**Dated:** \_\_\_\_\_

**The School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.**

### **INTRODUCTION**

St Mary's Church of England Primary School is an inclusive school, committed in policy and practice to the recognition of equal value of each member of the community and to equal opportunity for all.

### **Our Aims are to:**

- maintain and develop our distinctive caring, Christian ethos.
- promote self esteem.
- promote and secure high standards of behaviour based on respect for self, others and the environment.
- establish a culture of life long learning.
- develop reflective learners.
- provide high quality, creative learning experiences in safe, supportive, challenging and varied learning environments.
- produce learners who are flexible and can manage change.
- provide learning experiences beyond the school day.

### **EXCLUSIONS**

Exclusions from the school happens rarely, all exclusions whether fixed term or permanent are damaging to a pupil's self-esteem, upsetting for the families and the decision to exclude is never taken lightly and is a last resort after working with the child, family and outside providers if appropriate. As such they are used sparingly and only as part of an overall behaviour strategy which seeks to develop a culture of inclusion, ownership of and responsibility for one's own behaviour.

## **Permanent Exclusions**

The school seeks to avoid permanent exclusions. These will only take place for very serious incidents or when all other strategies have been tried and have failed over time.

## **Fixed Term Exclusions**

Fixed term exclusions are used only when other sanctions and strategies have not been effective over a period of time or when there has been a single clear and serious breach of the School Rules. This includes:

- physical and verbal violence
- bullying in all its forms
- high-level disruption to lessons.

## **PROCEDURES**

In all cases the Headteacher will gather the evidence from pupils and the opinions and advice of staff regarding the issue.

If the decision is taken to exclude the following will take place:

- The pupil will be excluded for a minimum of two days.
- Parents/carers will be notified immediately by telephone and asked to come and remove their child.
- They will be given a formal letter outlining the reason for the exclusion, the exclusion process and details of procedures they may wish to adopt e.g. appeals procedure.
- The Chair of Governors will be notified at the time the exclusion is decided as will Staffordshire Local Authority.
- The school will work with the parents and the child. They will work together to ensure that an appropriate programme of support is put in place to deal with the issues around the pupil's behaviour on their return to school.

It may be that as a result of the exclusion there is a need to contact other agencies. If it is deemed that there are issues around safeguarding children and appropriate referrals will be made e.g. to Social Care.

It is hoped that following an exclusion the child will be able to return to school and that the programme devised to modify the poor behaviour will be effective.

Attachments: Appendix A and Appendix B

## **Exclusion Policy - Appendix A**

### **TIMETABLE TO REVIEW EXCLUSIONS**

Based on the number of school days in a term that the pupil has been excluded from school; lunchtime exclusions count as half a day.

#### **Informing the Governing Body and LA**

The Headteacher must inform the governing body and the LA within one school day of:

- permanent exclusions
- fixed period exclusions of six days or more (or more than 10 lunchtimes)
- exclusions which would result in the pupil missing a public examination

#### **For all fixed period exclusions**

During the first five days of any exclusion the school must set work to be completed at home by the pupil;

***From the sixth school day (not cumulative) of a fixed period exclusion the school must provide suitable full-time education until the pupil returns to school;***

A re-integration interview must be arranged following any fixed period exclusion of a primary-aged pupil and following a fixed period exclusion of 6 days or more for all pupils;

#### **Fixed period exclusion of 5 days or less**

Unless the exclusion will result in the pupil missing a public examination, the Headteacher is only required to report such exclusions to the governors and LA once a term;

Governors do not need to meet to consider the exclusion, unless the parents wish to make representations;

If representations are received, the governors must consider them but cannot direct re-instatement;

The government guidance gives no indication as to when this meeting should take place, but advises that the governing body should respond promptly to any request from the parents;

Update pupil's information on SIMS. Copy of exclusion letter to parents placed on pupil's file;

#### **Fixed period exclusion of 6 - 15 days (or cumulative)**

The governors do not need to meet, unless the parents wish to make representations;

The government guidance states that governors must meet to consider any such representations within 6 to 50 days of receiving notice of the exclusion but, again, should respond promptly to any request from the parents;

The governors can uphold or overturn the exclusion but cannot increase its length;

Update SIMS. Copy of exclusion letter to parents should be forwarded to your District Inclusion Officer, as well as being placed on pupil's school file;

If the parents make representations, following the meeting, the governing body must inform the parents of its decision in writing within one school day of the hearing, stating the reasons. Copy of this letter should be sent to your District Inclusion Officer.

#### **Fixed period exclusion of 16 - 45 days (or cumulative) or Permanent Exclusion**

Exclusion notification form should be completed and sent to Ann Lander, Senior Administrative Officer, DCYPF, Tipping Street, Stafford. ST16 2DH together with a copy of exclusion letter to parents;

Governors must meet within 6 to 15 days of receiving notice of the exclusion and must decide whether or not to uphold the exclusion;

Parents and LA must be invited to the meeting. Meeting must take place even if parents do not wish to attend;

The governors can uphold or overturn the exclusion, but cannot increase the length of a fixed period exclusion;

Following the meeting the governing body must inform the parents of its decision in writing within one school day of the meeting, stating the reasons. Update SIMS.

Where the governors uphold a permanent exclusion, the parents have the right to appeal to the Independent Appeal Panel within 15 school days of receiving written notification of the governors' decision.

**NB:** If any exclusion would cause the pupil to miss a public examination, the school should consult with the Education Service, in order to explore possible alternatives.

**Exclusion Policy - Appendix B**

**STAFFORDSHIRE COUNTY COUNCIL  
NOTIFICATION OF EXCLUSION FROM SCHOOL**

**FIXED TERM EXCLUSION**  
**days**

16 days or more or  
totalling 16 days or more  
in a term

From

to

**No. of School**

**Total days so far this term for this pupil**

**Total days so far this school year for this pupil**

Or

**PERMANENT EXCLUSION**

**Date of exclusion**

**SCHOOL**

**DfE No.**

**NAME OF PUPIL**

Male/Female

**DATE OF BIRTH**

**NAT. CURRICULUM YR. GROUP**

**HOME ADDRESS**

**TEL NO**

**NAME OF PARENTS/CARERS**

**ETHNICITY OF PUPIL**

**SEN STATUS**

(one of:) None; School Action; School Action Plus; Under Assessment; Statement

**Other relevant SEN information: (e.g. current level of support provided, identified learning needs etc)**

**PUPIL IN CARE?**

YES or NO

If yes, name of social worker and contact no.

**WILL THE PUPIL MISS A PUBLIC EXAMINATION?**

YES or NO

**DATE/TIME/VENUE OF GOVERNORS' MEETING**

REASON FOR THE EXCLUSION

(Please place X in ONE box only)

- PP (Physical assault against a pupil)
  - PA (Physical assault against an adult)
  - VP (Verbal abuse/threatening behaviour against a pupil)
  - VA (Verbal abuse/threatening behaviour against an adult)
  - BU (Bullying)
  - RA (Racist abuse)
  - SM (Sexual misconduct)
  - DA (Drug and alcohol related)
  - DM (Damage)
  - TH (Theft)
  - DB (Persistent disruptive behaviour)
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**Other professionals/agencies involved? If yes please give details**

**ATTACHED TO THIS FORM:** (If applicable/available)

Details of any previous exclusions	<input type="checkbox"/>	Copy of PSP, IEP etc.	<input type="checkbox"/>
Further details of the incident	<input type="checkbox"/>	Copy of letter to parents	<input type="checkbox"/>

Any other relevant information

(Headteacher Name)  date

**Please complete and return this form to: Ann Lander,  
Education Inclusion, Tipping Street, Stafford. ST16 2DH**

## Model letter 1 (DfE)

**From head teacher (or teacher in charge of a PRU) notifying parent of a fixed period exclusion of 5 school days or fewer in one term, and where a public examination is not missed.**

Dear **[Parent's Name]**

I am writing to inform you of my decision to exclude **[Child's Name]** for a fixed period of **[specify period]**. This means that 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]**.

**[for pupils of compulsory school age]**

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. I must advise you that you may receive a penalty notice from the local authority if your child is present in a public place during school hours on the specified dates. If so, it will be for you to show reasonable justification.

We will set work for **[Child's Name]** to be completed on the days specified in the previous paragraph as school days during the period of his/her exclusion when you must ensure that he/she is not present in a public place without reasonable justification. **[detail the arrangements for this]**. Please ensure that work set by the school is completed and returned to us promptly for marking.

**[School/PRU]** You have the right to make representations about this decision to the governing body/management committee. If you wish to make representations please contact **[Name of Contact]** on/at **[contact details — address, phone number, email]**, as soon as possible. Whilst the governing body/management committee 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.

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 appeal, and/or make a claim, to the First Tier Tribunal <http://www.justice.gov.uk/guidance/courts-and-tribunals/tribunals/send/index.htm>. Making a claim would not affect your right to make representations to the governing body/management committee.

**[This paragraph applies to all fixed period exclusions of primary-aged pupils and may be used for fixed period exclusions of up to 5 days of secondary aged pupils if the head teacher chooses to hold a reintegration interview.]**

You **[and your child or pupil's name]** are requested to attend a reintegration interview with me **[alternatively, specify the name of another staff member]** at **[place]** on **[date]** at **[time]**. If that is not convenient, please contact the school **[within the next ten days]** to arrange a suitable alternative date and time. The purpose of the reintegration interview is to discuss how best your child's return to school can be managed **[not for parents of secondary aged pupils]**. Failure to attend a reintegration interview will be a factor taken into account by a magistrates' court if, on future application, they consider whether to impose a parenting order on you.

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 your information the following sources of advice are available to you.

- District Inclusion Officer **[enter details - address, phone number, email]**
- Ann Lander, Senior Administrative Officer, Education Department, Tipping Street, Stafford. ST16 2DH. Email: [ann.lander@staffordshire.gov.uk](mailto:ann.lander@staffordshire.gov.uk). Tel: Stafford (01785) 278810
- You may also find it useful to contact the Children's Legal Centre. They aim to provide free legal advice and information to parents on education matters. They can be contacted on 0808 802 0008 or at <http://www.childrenslegalcentre.com>. The advice line is open from 8 am to 8 pm Monday to Friday, except Bank Holidays and 24th December to the 1st January.
- Staffordshire Parent Partnership Service provides support and information to parents of children with behaviour difficulties, as well as those who are at risk of, or who have been excluded from school. They can be contacted on Stafford (01785) 356921 or at [www.staffordshire.gov.uk/spps](http://www.staffordshire.gov.uk/spps)

**[Child's Name]**'s exclusion expires on **[date]** and we expect **[Child's Name]** to be back in school on **[date]** at **[time]**.

Yours sincerely

**[Name]**

Headteacher (teacher in charge in case of a PRU)

cc. Child's school file



## Model letter 2 (DfE)

**From head teacher (or teacher in charge of a PRU) notifying parent(s) of a pupil of that pupil's fixed period exclusion of more than 5 school days (up to and including 15 school days) in a term.**

Dear **[Parent's name]**

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

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

**[for pupils of compulsory school age - next 3 paragraphs]**

You have a duty to ensure that your child is not present in a public place in school hours during the first 5 school days **[or specify dates if exclusion is for fewer than 5 days]** of this exclusion, that is on **[specify dates]**. I must advise you that you may be prosecuted or receive a penalty notice from the local authority if your child is present in a public place on the specified dates without reasonable justification. It will be for you to show that there is reasonable justification for this.

We will set work for **[Child's Name]** during the **[first 5 or specify other number as appropriate]** school days of his **[or her]** exclusion **[specify the arrangements for this]**. Please ensure that work set by the school is completed and returned to us promptly for marking.

**[if the individual exclusion is for more than 5 days]**

From the **[6th school day of the pupil's exclusion [specify date] until the expiry of his exclusion we [For PRUs the local authority] - set out the arrangements if known at time of writing, if not known say that the arrangements will be notified shortly by a further letter.]** will provide suitable full-time education. On **[date]** he 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. If not known, say that the arrangements for suitable full time education will be notified by a further letter].**

**[School/PRU]** You have the right to request a meeting of the school's discipline committee/PRU's management 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 discipline committee/management committee must meet if you request it to do so. The latest date by which the discipline committee/management committee must meet, if you request a meeting, is **[specify date — no later than the 50th school day after the date on which the discipline committee were notified of this exclusion]**. If you do wish to make representations to the discipline committee/management committee, and wish to be accompanied by a friend or representative, please contact **[name of contact]** on/at **[contact details — address, phone number, email]**, 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.

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 appeal, and/or make

a claim, to the First Tier Tribunal (<http://www.justice.gov.uk/guidance/courts-and-tribunals/tribunals/send/index.htm>). Making a claim would not affect your right to make representations to the discipline committee.

**[not mandatory for fixed period exclusions of five days or fewer of secondary aged pupils]**

You **[and your child or pupil's name]** are requested to attend a reintegration interview with me **[alternatively, specify the name of another staff member]** at **[place]** on **[date]** at **[time]**. If that is not convenient, please contact the school before your child is due to return to arrange a suitable alternative date and time. The purpose of the reintegration interview is to discuss how best your child's return to school can be managed. Failure to attend a reintegration interview will be a factor taken into account by a magistrates' court if, on future application, they consider whether to impose a parenting order on you.

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 your information the following sources of advice are available to you.

- District Inclusion Officer **[enter details - address, phone number, email]**
- Ann Lander, Senior Administrative Officer, Education Department, Tipping Street, Stafford. ST16 2DH. Email: [ann.lander@staffordshire.gov.uk](mailto:ann.lander@staffordshire.gov.uk). Tel: Stafford (01785) 278810
- You may also find it useful to contact the Children's Legal Centre. They aim to provide free legal advice and information to parents on education matters. They can be contacted on 0808 802 0008 or at <http://www.childrenslegalcentre.com>. The advice line is open from 8 am to 8 pm Monday to Friday, except Bank Holidays and 24th December to the 1st January.
- Staffordshire Parent Partnership Service provides support and information to parents of children with behaviour difficulties, as well as those who are at risk of, or who have been excluded from school. They can be contacted on Stafford (01785) 356921 or at [www.staffordshire.gov.uk/spps](http://www.staffordshire.gov.uk/spps)

**[Child's Name]**'s exclusion expires on **[date]** and we expect **[Child's Name]** to be back in school on **[date]** at **[time]**.

Yours sincerely

**[Name]**

Headteacher (teacher in charge in case of a PRU)

cc. Clerk to Governors' Committee  
District Inclusion Officer  
Child's school file

### Model letter 3 (DfE)

**From head teacher (or teacher in charge of a PRU) notifying parent of a fixed period exclusion 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 exclude **[Child's Name]** for a fixed period of **[specify 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]**.

#### **[for pupils of compulsory school age — next 3 paragraphs]**

You have a duty to ensure that your child is not present in a public place in school hours during **[the first five school days of exclusion or specify dates]**, unless there is reasonable justification for this. I must advise you that you may be prosecuted or receive a penalty notice from the local authority if your child is present in a public place on the specified dates. It will be for you to show that there is reasonable justification.

We will set work for **[Child's Name]** during the **[first five school days or specify dates]** of his/her exclusion **[specify the arrangements for this]**. Please ensure that work set by the school is completed and returned to us promptly for marking.

#### **[if the individual exclusion is for more than 5 days]**

From the **[6th school day of the pupil's exclusion]** **[specify date]** until the expiry of his exclusion we **[For PRUs the local authority - set out the arrangements if known at time of writing, if not known say that the arrangements will be notified shortly by a further letter.]** will provide suitable full-time education. **[Set out the arrangements if known at the time of writing, e.g.]** On **[date]** he should attend **[give name and address of the alternative provider]** 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]** **[if not known say that the arrangements for suitable full time education will be notified shortly by a further letter]**

**[School and PRU]** As the length of the exclusion is more than 15 school days in total in one term the governing body/management committee must meet to consider the exclusion. At the review meeting you may make representations to the governing body/management committee if you wish. The latest date on which the governing body/management committee 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/management committee and wish to be accompanied by a friend or representative please contact **[name of contact]** on/at **[contact details — address, phone number, email]**, as soon as possible. You will, whether you choose to make representations or not, be notified by the Clerk to the governing body/management committee 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.

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 appeal, and/or make a claim, to the First Tier Tribunal (<http://www.justice.gov.uk/guidance/courts-and-tribunals/tribunals/send/index.htm>). Making a claim would not affect your right to make representations to the governing body/management committee.

**[mandatory for all exclusions of primary-aged pupils and those of more than 5 days of secondary-aged pupils]**

You **[and your child or name of pupil]** are invited to attend a reintegration interview with me **[alternatively, specify the name of another staff member]** at **[place]** on **[date]** at **[time]**. If that is not convenient, please contact the school before your child is due to return to arrange a suitable alternative date and time. The purpose of the reintegration interview is to discuss how best your child's return to school can be managed. Failure to attend a reintegration interview will be a factor taken into account by a magistrates' court if, on future application, they consider whether to impose a parenting order on you.

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 your information the following sources of advice are available to you.

- District Inclusion Officer **[enter details - address, phone number, email]**
- Ann Lander, Senior Administrative Officer, Education Department, Tipping Street, Stafford. ST16 2DH. Email: [ann.lander@staffordshire.gov.uk](mailto:ann.lander@staffordshire.gov.uk). Tel: Stafford (01785) 278810
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- Staffordshire Parent Partnership Service provides support and information to parents of children with behaviour difficulties, as well as those who are at risk of, or who have been excluded from school. They can be contacted on Stafford (01785) 356921 or at [www.staffordshire.gov.uk/spps](http://www.staffordshire.gov.uk/spps)

**[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]**

Headteacher (teacher in charge in case of a PRU)

cc. Clerk to Governors' Committee  
District Inclusion Officer  
Ann Lander - email: [ann.lander@staffordshire.gov.uk](mailto:ann.lander@staffordshire.gov.uk)  
Child's school file

### Model letter 3A (Staffordshire LA letter - optional)

**From the clerk to the governing body (management committee in case of a PRU) to parent upholding a fixed period exclusion.**

Dear **[Parent's name]**

**Re: [Child's name], [Date of Birth], [NCY Group]**

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

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

There is no further right of representation about this exclusion and a copy of this letter will be placed on his/her curriculum record.

For your information the following sources of advice are available to you.

- District Inclusion Officer **[enter details - address, phone number, email]**
- Ann Lander, Senior Administrative Officer, Education Department, Tipping Street, Stafford. ST16 2DH. Email: [ann.lander@staffordshire.gov.uk](mailto:ann.lander@staffordshire.gov.uk). Tel: Stafford (01785) 278810
- You may also find it useful to contact the Children's Legal Centre. They aim to provide free legal advice and information to parents on education matters. They can be contacted on 0808 802 0008 or at <http://www.childrenslegalcentre.com>. The advice line is open from 8 am to 8 pm Monday to Friday, except Bank Holidays and 24th December to the 1st January.
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Yours sincerely,

**[Name]**

Clerk to the Governors' Committee (or clerk to the Management Committee in case of a PRU)

cc. Headteacher

District Inclusion Officer

Ann Lander - email: [ann.lander@staffordshire.gov.uk](mailto:ann.lander@staffordshire.gov.uk) (if over 15 days)

Child's school file

## Model letter 4 (DfE)

**From the headteacher 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/this PRU unless he/she is reinstated by the governing body/the discipline committee (management committee in case of a PRU) or by an appeal panel.

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 **[reasons for the exclusion — include any other relevant previous history]**.

### **[For pupils of compulsory school age]**

You have a duty to ensure that your child is not present in a public place in school hours during the first 5 school days of this exclusion, i.e. on **[specify the precise dates]** unless there is reasonable justification. You could be prosecuted or receive a penalty notice if your child is present in a public place during school hours on those dates. It will be for you to show reasonable justification.

### **[For pupils of compulsory school age]**

Alternative arrangements for **[Child's Name]**'s education to continue will be made. 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 **[this may be different if supervised education is being provided earlier than the sixth day]**. From the sixth school day of the exclusion onwards — i.e. from **[specify the date]** the local authority **[give the name of the authority]** will provide suitable full-time education. **[set out the arrangements if known at time of writing, if not known say that the arrangements will be notified shortly by a further letter.]**

### **[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 body (or management committee in case of a PRU) must meet to consider it. At the review meeting you may make representations to the governing body/PRU management committee if you wish and ask them to reinstate your child in school. The governing body/PRU management committee 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 appeal against their decision to an Independent Appeal Panel. The latest date by which the governing body/PRU management committee must meet is **[specify the date — the 15th school day after the date on which the governing body/PRU management committee was notified of the exclusion]**. If you wish to make representations to the governing body/PRU management committee and wish to be accompanied by a friend or representative please contact **[name of contact]** on/at **[contact details — address, phone number, email]**, as soon as possible. You will, whether you choose to make representations or not, be notified by the Clerk to the governing body/PRU management committee 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 **[contact]** if it would be helpful for you to have an interpreter present at the meeting.

If you think this exclusion relates to a disability your child has, and you think discrimination has occurred, you may raise the issue with the governing body/PRU management 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 your information the following sources of advice are available to you.

- District Inclusion Officer [**enter details - address, phone number, email**]
- Ann Lander, Senior Administrative Officer, Education Department, Tipping Street, Stafford. ST16 2DH. Email: [ann.lander@staffordshire.gov.uk](mailto:ann.lander@staffordshire.gov.uk). Tel: Stafford (01785) 278810
- You may also find it useful to contact the Children's Legal Centre. They aim to provide free legal advice and information to parents on education matters. They can be contacted on 0808 802 0008 or at <http://www.childrenslegalcentre.com>. The advice line is open from 8 am to 8 pm Monday to Friday, except Bank Holidays and 24th December to the 1st January.
- Staffordshire Parent Partnership Service provides support and information to parents of children with behaviour difficulties, as well as those who are at risk of, or who have been excluded from school. They can be contacted on Stafford (01785) 356921 or at [www.staffordshire.gov.uk/spps](http://www.staffordshire.gov.uk/spps)

Yours sincerely

**[Name]**

Headteacher (teacher in charge in case of a PRU)

cc. Clerk to Governors' Committee  
District Inclusion Officer  
Ann Lander - email: [ann.lander@staffordshire.gov.uk](mailto:ann.lander@staffordshire.gov.uk)  
Child's school file

## Model letter 5 (Staffordshire LA letter based on DfE model letter)

**From the clerk to the governing body (management committee in case of a PRU) to parent upholding a permanent exclusion (paragraph 115).**

Dear **[Parent's name]**

The meeting of the governing body/management committee at **[school]** on **[date]** considered the decision by **[head teacher/teacher in charge]** to permanently exclude your son/daughter **[name of pupil]**. The governing body/PRU management committee, after carefully considering the representations made and all the available evidence, has decided to uphold **[name of pupil]**'s exclusion.

The reasons for the governing body/management committee'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 appeal against this decision. If you wish to appeal, please notify the Staffordshire Education Exclusion Appeal Panel, of your wish to appeal. You must set out the reasons for your appeal in writing, either by letter or by completing the enclosed form and if appropriate may also include reference to any disability discrimination claim you may wish to make, and send this notice of appeal to:

Staffordshire Education Exclusion Appeal Panel  
2 Staffordshire Place  
C/o Wedgwood Building  
Tipping Street  
Stafford  
ST16 2DH

Please note that your letter/form informing the Staffordshire Education Exclusion Appeal Panel of your wish to appeal must be delivered by no later than **[specify the latest date - the 15th school day after receipt of this letter]**

If you have not lodged an appeal by [repeat latest date], you will lose your right to appeal.

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

Your appeal will be heard by an Independent Appeal Panel (IAP), which can also hear disability discrimination claims. The IAP will rehear all the facts of the case - if you have fresh evidence to present to the IAP you may do so. The IAP must meet no later than the 15th school day after the date on which your appeal is lodged. In exceptional circumstances IAPs may adjourn the hearing until a later date.

In determining your appeal, the IAP can make one of three decisions.

- they may uphold your child's exclusion
- they may direct your child's reinstatement in school, either immediately or by a particular date
- they may decide that the exclusion should not have taken place but that reinstatement in the school is not in the best interests of all concerned

For your information the following sources of advice are available to you.

- District Inclusion Officer **[enter details - address, phone number, email]**



- Ann Lander, Senior Administrative Officer, Education Department, Tipping Street, Stafford. ST16 2DH. Email: [ann.lander@staffordshire.gov.uk](mailto:ann.lander@staffordshire.gov.uk). Tel: Stafford (01785) 278810
- You may also find it useful to contact the Children's Legal Centre. They aim to provide free legal advice and information to parents on education matters. They can be contacted on 0808 802 0008 or at <http://www.childrenslegalcentre.com>. The advice line is open from 8 am to 8 pm Monday to Friday, except Bank Holidays and 24th December to the 1st January.
- Staffordshire Parent Partnership Service provides support and information to parents of children with behaviour difficulties, as well as those who are at risk of, or who have been excluded from school. They can be contacted on Stafford (01785) 356921 or at [www.staffordshire.gov.uk/spps](http://www.staffordshire.gov.uk/spps)

The arrangements currently being made for **[pupil's name]**'s education will continue. **[specify details here if known]**.

Yours sincerely

**[name]**

Clerk to the Governing Body (or clerk to the Management Committee in case of a PRU)

cc. Headteacher

District Inclusion Officer

Ann Lander - email: [ann.lander@staffordshire.gov.uk](mailto:ann.lander@staffordshire.gov.uk)

Child's school file

## EXCLUSION APPEAL REQUEST FORM

<b>DETAILS OF THE EXCLUDED PUPIL</b>	
Name: Date of birth: Address:	
<b>DETAILS OF THE PERSON REQUESTING THE APPEAL</b>	
Name: Address: Relationship to the pupil: Is there anyone else we should correspond with regarding the appeal hearing?:	
<b>DETAILS OF THE EDUCATIONAL ESTABLISHMENT WHICH EXCLUDED THE PUPIL</b>	
Name: Address or general location: Date of exclusion (if known):	
<b>ATTENDANCE AT THE APPEAL HEARING</b>	
Will you be attending the hearing in person?	
If "YES": <ul style="list-style-type: none"> <li>• Please provide a telephone number below on which we can contact you in the event that you do not turn up. <u>If you fail to turn up when we are expecting you and we don't know how to contact you to find out why you can no longer attend, the hearing will go ahead in your absence.</u></li> </ul> Tel:	If "NO": <ul style="list-style-type: none"> <li>• will someone be attending on your behalf? If so, who:</li> </ul>
<b>REASONS FOR THE APPEAL</b>	
(Please note that you will have the opportunity to explain your reasons in greater detail at a later date)	
continue overleaf if necessary	

**Send to:** Staffordshire Education Exclusion Appeal Panel, C/o The Independent Appeal Administrator, Legal Services Unit, Staffordshire County Council, 2 Staffordshire Place, C/o Wedgwood Building, Tipping Street, Stafford. ST16 2DH

Continued...

## Model letter 5A (Staffordshire LA letter - optional)

### From clerk to the governors' committee/management committee notifying the parent - exclusion not upheld

Dear **[Parent's name]**

**Re: [Child's name], [Date of Birth], [NCY Group]**

The meeting of the governing body at **[school]** on **[date]** considered the decision by **[head teacher]** to exclude **[name of pupil]**. The governing body, after carefully considering the representations made and all the available evidence, has decided not to uphold **[name of pupil]**'s exclusion.

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

Your child may therefore return to school on **[time & date]** *[if relevant]*. A copy of this letter will be placed on his/her curriculum record. Please note that it is not possible to delete all record of this exclusion having been imposed, but the child's file will make it clear that it was subsequently overturned by the Governors.

For your information the following sources of advice are available to you.

- District Inclusion Officer **[enter details - address, phone number, email]**
- Ann Lander, Senior Administrative Officer, Education Department, Tipping Street, Stafford. ST16 2DH. Email: [ann.lander@staffordshire.gov.uk](mailto:ann.lander@staffordshire.gov.uk). Tel: Stafford (01785) 278810
- You may also find it useful to contact the the Children's Legal Centre. They aim to provide free legal advice and information to parents on education matters. They can be contacted on 0808 802 0008 or at <http://www.childrenslegalcentre.com>. The advice line is open from 8 am to 8 pm Monday to Friday, except Bank Holidays and 24th December to the 1st January.
- Staffordshire Parent Partnership Service provides support and information to parents of children with behaviour difficulties, as well as those who are at risk of, or who have been excluded from school. They can be contacted on Stafford (01785) 356921 or at [www.staffordshire.gov.uk/spps](http://www.staffordshire.gov.uk/spps)

Yours sincerely,

**[Name]**

Clerk to the Governors' Committee (or clerk to the Management Committee in case of a PRU)

cc. Headteacher

District Inclusion Officer

Ann Lander - email: [ann.lander@staffordshire.gov.uk](mailto:ann.lander@staffordshire.gov.uk)

Child's school file

**Model letter 6 (Staffordshire LA letter - optional)**

**From the head teacher (or the teacher in charge of a PRU) notifying home LA of pupil's permanent exclusion.**

Dear **[colleague]**

**Re: [Child's name], [Date of Birth], [NCY Group]**

I am writing to inform you that I have had to permanently exclude **[Child's name]** from school with effect from **[date]**. **[Child's name]** resides in your Local Authority area at:

**[address of child]**

**[Child's Name]** has been excluded because **[reasons for the exclusion — include any other relevant previous history here]**.

The Clerk to the Governors will notify you of the result of the governors' meeting in due course.

You may wish to contact either District Inclusion Officer **[contact details — address, phone number, email]**, or Ann Lander, Senior Administrative Officer on 01785 278810 for further information.

Yours sincerely,

**[Name]**

Headteacher (teacher in charge in case of a PRU)

cc. Clerk to Governors' Committee  
District Inclusion Officer  
Ann Lander - email: [ann.lander@staffordshire.gov.uk](mailto:ann.lander@staffordshire.gov.uk)  
Child's school file

## Local Authority Contacts

### Tamworth & East Staffs District

Ruth Bowen  
District Inclusion Officer  
Burton Resource & Development Centre  
Grange Street  
Burton upon Trent  
Staffs DE14 2ER

Tel: 01283 239757  
email: [ruth.bowen@staffordshire.gov.uk](mailto:ruth.bowen@staffordshire.gov.uk)

### Lichfield & Cannock District

Sandra Bennett  
District Inclusion Officer  
The Old Library  
Bird Street  
Lichfield  
Staffs WS13 6PN

Tel: 01543 512054  
email: [sandra.bennett@staffordshire.gov.uk](mailto:sandra.bennett@staffordshire.gov.uk)

### Stafford & South Staffs District

Peter Woodfield  
District Inclusion Officer  
Flash Ley Centre  
Hawksmoor Road  
Stafford ST17 9DR

Tel: 01785 356969  
email: [peter.woodfield@staffordshire.gov.uk](mailto:peter.woodfield@staffordshire.gov.uk)

### Newcastle & Moorlands District

Anita Arden  
District Inclusion Officer  
The Seabridge Centre  
Ash Way, off Seabridge Lane  
Newcastle  
Staffs ST5 3UB

Tel: 01782 297524  
email: [anita.arden@staffordshire.gov.uk](mailto:anita.arden@staffordshire.gov.uk)

## Tipping Street Contacts

Alison Greenwood  
Education Inclusion Partnerships Manager  
Education Transformation  
Tipping Street  
Stafford  
ST16 2DH

Tel: 01785 854387  
email: [alison.greenwood@staffordshire.gov.uk](mailto:alison.greenwood@staffordshire.gov.uk)

Ann Lander  
Senior Administrative Officer  
Education Inclusion  
Education Transformation  
Tipping Street  
Stafford  
ST16 2DH

Tel: 01785 278810  
email: [ann.lander@staffordshire.gov.uk](mailto:ann.lander@staffordshire.gov.uk)