

# **EXCLUSIONS GUIDANCE 2021-2022**

## **SUPPLEMENTARY INFORMATION**

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## **Governors Discipline Committee Meeting – order of proceedings**

Exclusion hearings must follow a formal procedure as follows:

1. The Head Teacher, the parent(s) and the excluded pupil and/or their representatives (if present), and a representative of the Local Authority enter the meeting room together.
2. Introductions and brief explanation of procedures by the Chair of the Governors' Disciplinary Committee.
3. The Head teacher gives his/her report based on the information and evidence previously circulated
4. Governors to ask questions or seek clarity of the Head teacher's report
5. Parent/representative to ask questions of the Head teacher
6. A representative of the Local Authority (if present) may make oral representations. (or written representations if unable to be present)
7. The parent(s) and/or their representatives may make representations to the Governors' Disciplinary Committee.
8. Unless there are strong reasons to refuse, the Chair of the Governors' Disciplinary Committee/Management Committee should allow the excluded pupil to make a statement if he/she wishes. The excluded pupil should not be questioned unless he/she is over 18 years of age.
9. The parent(s), and/or their representatives may be questioned by the Governors and the Head Teacher.
10. Summing up by the Head Teacher.
11. Summing up by the parent(s)/carer(s)
12. Summing up if necessary by the Local Authority
13. Chair to satisfy him/herself that everyone has had an opportunity to ask questions

At the end of the hearing all parties, except the members of the Governors' Disciplinary Committee and the clerk, withdraw before the committee considers its decision. (Governors may refer to the minutes for clarification)

Governors decide either to:

- uphold the exclusion
- reinstate the pupil immediately, or, at a date decided by them (for permanent exclusions)

The Clerk will notify the parent(s) of the committee's decision in writing within one school day and send copies to the Head Teacher and the Local Authority.

## Reasons for Exclusion Codes

### Primary Reason

<u>DFE</u>	<u>Descriptor</u>
PP	Physical Assault against a Pupil
PA	Physical Assault against an Adult
VP	Verbal Abuse/Threatening Behaviour against a Pupil
VA	Verbal Abuse/Threatened Behaviour against an Adult
BU	Bullying
TH	Theft
DM	Damage
SM	Sexual Misconduct
RA	Racist Abuse
DA	Drug and Alcohol Related
DB	Persistent Disruptive Behaviour

### Secondary Reason

<u>LA</u>	<u>Descriptor</u>
FHT	Fighting
VLB	Violent behaviour (inc kicking/biting)
SPT	Spitting
TOP	Throwing object at pupil
TOA	Throwing object at adult
DIB	Disruptive behaviour
AGB	Aggressive behaviour
SWR	Swearing
HAH	Homophobic abuse and harassment
PIT	Physical intimidation
VIT	Verbal intimidation
OFFW	Possession/use of an offensive weapon
VRB	Verbal bullying
PHY	Physical bullying
HPB	Homophobic bullying
RAB	<b>Racist bullying*</b>
CYB	Cyber bullying by text/internet
SSP	Stealing school property

<b>SRP</b>	Stealing personal property
<b>SLS</b>	Stealing from local shops/whilst on school business
<b>SDP</b>	Selling and dealing in stolen property
<b>VND</b>	Vandalism
<b>ARN</b>	Arson
<b>GRF</b>	Graffiti
<b>SAS</b>	Sexual assault/harassment
<b>LWD</b>	Inappropriate rude behaviour
<b>SBU</b>	Sexual bullying
<b>SGF</b>	Sexual graffiti
<b>DRS</b>	Derogatory bigoted/ <b>racist behaviour*</b>
<b>RGF</b>	<b>Racist graffiti*</b>
<b>PID</b>	Possession of illegal drugs
<b>IPD</b>	Inappropriate use of prescribed drugs
<b>DDL</b>	Drug dealing/distribution
<b>SMK</b>	Smoking
<b>ALA</b>	Alcohol abuse
<b>CHB</b>	Challenging behaviour
<b>RFR</b>	Refusal to follow school rules
<b>PVR</b>	Persistent violation of school rules
<b>IMP</b>	Inappropriate use of mobile phone
<b>IUT</b>	Inappropriate use of ICT
<b>ABS</b>	Absconding
<b>GMB</b>	Gambling
<b>IUF</b>	Inappropriate use of fireworks
<b>ISB</b>	Inappropriate sexual behaviour
<b>WND</b>	Wounding

**\* must be reported on SMART system**

## Model Letters

### Model Letter 1:

#### **PUPIL EXCLUSION: DISCIPLINE COMMITTEE NOTICE OF MEETING**

By Email To: [exclusions@bury.gov.uk](mailto:exclusions@bury.gov.uk)

Parents Name & Address:

Date:

Re: **[Child's Name]**  
**birth]**

d.o.b. **[date of**

I am writing to inform you that a meeting of the Governors' (Discipline Committee) to review the fixed/permanent exclusion of the above pupil will be held on **[date of meeting]** at **[time of meeting]** am/pm.

The meeting will be held in **[location]**

A representative from the Local Authority has been invited to attend.

Signed:

**[Name]**

Clerk to the Governing Body meeting

## Model Letter 2

### Lunchtime Exclusion - Letter from the Headteacher to Parent/Carer

Dear **[Parent's/Carer's Name]**

Further to my telephone conversation with you I am writing to confirm that I have excluded **[child's name]** from school during lunchtimes for **[number of days]** school days commencing **[date from]** to **[date to]**

This is equivalent to ..... days fixed term exclusion.

The reason/s for this is/are **[reasons for exclusion]**

As this exclusion covers the lunchtime period, you are asked to make arrangements for your child's supervision away from the school premises during this time, ensuring that he/she does not return until a maximum of five minutes before the end of the lunch period.

You have the right to discuss the exclusion with the Discipline Committee of the Governing Body. You may do this either verbally or in writing. Please contact the school office for further information on how to do this.

You also have the right to see **[child's name]'s** school record. An appointment should be made if you wish to do so.

**\*As [child's name] is eligible to receive a free school meal I have made arrangements for him/her to be provided with a packed lunch for the period of the exclusion. This may be collected from the kitchen at [time] am/pm.**

An appointment has been made for you to discuss the exclusion with **[name of person]** on **[date]** at **[time]**. If this date is not convenient, please telephone the school to rearrange.

If you require any further information about the exclusion process, you can email the Exclusions Officer at [schoolattendanceteam@bury.gov.uk](mailto:schoolattendanceteam@bury.gov.uk)

Yours sincerely

**[Name]**  
Headteacher

\* This is an optional paragraph for pupils who receive free school meals

## Model Letter 3A

### **From Head teacher notifying parent/carer of a fixed term exclusion of 5 school days or fewer in a term, and where a public examination is not missed**

Dear **[Parent/Carer]**

I am writing to inform you of my decision to exclude **[child's name]** for a fixed period of **[number of days]** days. This means that **[child's name]** will not be allowed in school for this period. The exclusion starts/started on **[date]** and ends **[date]**. **[Child's name]** should therefore return to school on **[date]** at **[time]** and report to **[name of senior member of staff/reception]**.

I realise 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 **[give 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. I must warn 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. There is a possibility that you may be fined £60 or £120 if not paid within 28 days. It will be for you to show that there is reasonable justification.

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

You have the right to make your views known (known as representations) about this decision to the school 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. The Governing Body 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 that discrimination has occurred under the Equalities Act 2010 in relation to this exclusion, you have the right to make a claim to the First-tier Tribunal (Special Educational Needs and Disability) or a County Court (for other forms of discrimination) within six months of the exclusion: [www.tribunals.gov.uk/Tribunals/Firsttier/firsttire.htm](http://www.tribunals.gov.uk/Tribunals/Firsttier/firsttire.htm)

Please advise us if you have a disability or special needs which would affect your ability to attend or participate fully in a meeting at the school and if it would be helpful for you to have an interpreter present.

*[The following paragraph applies to all fixed period exclusions of primary-aged pupils and **may** be used for fixed period exclusions of up to 5 days for secondary*

*aged pupils if the head teacher/teacher in charge chooses to hold a reintegration interview].*

You and **[child's name]** are requested to attend a reintegration interview with me **[alternatively, specify the name of another staff member]** 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. In any event, **[child's name]** must return to school on the due date. 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 magistrate's court if, on future application, they consider whether to impose a parenting order on you.

You also have the right to see a copy of **[name of the 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.

If you require any further information about the exclusion process, you can email the Exclusions Officer at [schoolattendanceteam@bury.gov.uk](mailto:schoolattendanceteam@bury.gov.uk)

There are a number of organisations that provide free information, support and advice to parents on exclusion matters:

- Coram Children's Legal Centre can be contacted on **0345 345 4345** or **at:**  
[http://www.childrenslegalcentre.com/index.php?page=education\\_legal\\_practice](http://www.childrenslegalcentre.com/index.php?page=education_legal_practice)
- ACE education runs a limited advice line service on 0300 0115 142 on Monday to Wednesday from 10am to 1pm during term time or at:  
<http://www.ace-ed.org.uk/>
- The National Autistic Society (Schools Exclusion Service (England)) can be contacted on 0808 800 4002 or at:  
[schoolexclusions@nas.org.uk](mailto:schoolexclusions@nas.org.uk)
- Independent Parental Special Education Advice <http://www.ipsea.org.uk/>

You may also wish to access the following source of advice from the Department for Education at:

<https://www.gov.uk/government/publications/school-exclusion>

**[Child's name]**'s exclusion expires on **[date]** and we expect **[him/her]** to return to school on **[date]** at **[time]**.

Yours sincerely

**[Name]**

Head teacher



**Where there is the possibility of changing a fixed exclusion into a Permanent Exclusion:**

I reserve the right to Permanently exclude [Child's name] at any time during this fixed period exclusion should any new or additional information come to light which warrants the decision to permanently exclude

**Go to Model Letter 9 if this happens**

## Model Letter 3B

### **From Head teacher notifying parent/carer of a fixed term exclusion of more than 5 school days, up to and including 15 days in a term, and where a public examination is not missed**

Dear **[Parent/Carer]**

I am writing to inform you of my decision to exclude **[child's name]** for a fixed period of **[number of days]** days. This means that **[child's name]** will not be allowed in school for this period. The exclusion begins/began on **[date]** and ends **[date]**. **[Child's name]** should therefore return to school on **[date]** at **[time]** and report to **[name of senior member of staff/reception]**.

I realise 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 **[give 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 **[specify dates]** unless you can show reasonable justification for this. I must warn 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 without reasonable justification. There is a possibility that you may be fined £60 or £120 if not paid within 28 days. It will be for you to show that there is reasonable justification.

We will set work for **[child's name]** during the **[first 5]** school days of his/her exclusion. Please ensure that work set by the school is completed and returned to us promptly for marking. **[give details of the arrangements for this]**.

From the **[6<sup>th</sup> school day of the pupil's exclusion [specify date]]** until the expiry of his/her exclusion we will provide suitable full time education. On **[date]** she/he should attend at **[give name and address of the alternative provider if not the home school]** at **[specify the time]** and report to **[staff member's name]**. **[If transport arrangements have been made, give details]**

You have a right to request a meeting of the school's Governing Body (Discipline Committee) to whom you may make your views known (known as representations) and my decision can be reviewed. Your representations to the Governing Body can be made in person and/or in writing. As the exclusion is for more than 5 days in a term, the Governors would only meet your specific request. If you wish to make representations in person and bring a friend with you please contact **[name of contact]** on/at **[contact details - address, phone number, email]** as soon as possible. The latest date by which the Governors must meet, at your request, is **[specify date, which must not be more than the 50<sup>th</sup> day after the date on which the Governors were notified of the exclusion]**. The Governing Body must consider any

representations you make and may place a copy of their findings on your child's school record.

Please advise us if you have a disability or special needs which would affect your ability to attend or participate fully in a meeting at the school and if it would be helpful for you to have an interpreter present.

You should also be aware that if you think that discrimination has occurred under the Equalities Act 2010 in relation to this exclusion, you have the right to make a claim to the First-tier Tribunal (Special Educational Needs and Disability) or a County Court (for other forms of discrimination) within six months of the exclusion: [www.tribunals.gov.uk/Tribunals/Firsttier/firsttire.htm](http://www.tribunals.gov.uk/Tribunals/Firsttier/firsttire.htm)

Making a claim would not affect your right to make representations to the Governors' Disciplinary Committee/Management Committee.

*[The following paragraph applies to all fixed period exclusions of primary-aged pupils and may be used for fixed period exclusions of up to 5 days for secondary aged pupils if the head teacher/teacher in charge chooses to hold a reintegration interview. The paragraph also applies to secondary age pupils where the exclusion to which this letter relates is for more than 5 days].*

You are requested to attend a reintegration interview with **[child's name]** at the school on **[date]** at **[time]**. If that is not convenient, please contact **[enter name of person to be contacted]** as soon as possible to arrange a suitable alternative date and time. The reintegration interview will be conducted by **[enter "me" or the name and position of the person who will conduct the reintegration interview]**. The purpose of the reintegration interview is to discuss how best your child's return to school can be managed. Please note that failure to attend a reintegration interview may 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 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 this. I will be happy to supply you with a copy if you request it. There may be a charge for photocopying.

If you require any further information about the exclusion process, you can email the Exclusions Officer at [schoolattendanceteam@bury.gov.uk](mailto:schoolattendanceteam@bury.gov.uk)

There are a number of organisations that provide free information, support and advice to parents on exclusion matters:

- Coram Children's Legal Centre can be contacted on **0345 345 4345** or **at:** [http://www.childrenslegalcentre.com/index.php?page=education\\_legal\\_practice](http://www.childrenslegalcentre.com/index.php?page=education_legal_practice)
- ACE education runs a limited advice line service on 0300 0115 142 on Monday to Wednesday from 10am to 1pm during term time or at: <http://www.ace-ed.org.uk/>

- The National Autistic Society (Schools Exclusion Service (England)) can be contacted on 0808 800 4002 or at:  
[schoolexclusions@nas.org.uk](mailto:schoolexclusions@nas.org.uk)
- Independent Parental Special Education Advice <http://www.ipsea.org.uk/>

You may also wish to access the following source of advice from the Department for Education at:

<https://www.gov.uk/government/publications/school-exclusion>

Yours sincerely

**[Name]**

Head teacher

## Model Letter 3C

### **From Head teacher notifying parent/carer of a fixed term exclusion of more than 15 days in a term, and where a public examination is not missed**

Dear **[Parent/Carer]**

I am writing to inform you of my decision to exclude **[child's name]** for a fixed period of **[number of days]** days. This means that **[child's name]** will not be allowed in school for this period. The exclusion begins/began on **[date]** and ends **[date]**. **[child's name]** should return to school on **[date]** at **[time]** and report to **[name of senior member of staff/reception]**.

I realise 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 **[give 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 **[specify dates]** unless there is reasonable justification for this. I must warn 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. There is a possibility that you may be fined £60 or £120 if not paid within 28 days. It will be for you to show that there is reasonable justification.

We will set work for **[child's name]** during the [first 5] school days of his/her exclusion. Please ensure that work set by the school is completed and returned to us promptly for marking. **[give details of the arrangements for this]**.

From the **[6<sup>th</sup> school day of the pupil's exclusion [specify date]]** until the expiry of his/her exclusion we will provide suitable full time education. On **[date]** she/he should attend at **[give name and address of the alternative provider if not the home school and set out the arrangements clearly]** for a period of **[specify the number of days, dates and time]** and report to **[staff member's name]**. **[If transport arrangements have been made, give details; if the arrangements are not known at the time of this notification, write again as soon as possible with the details]**

As the length of the exclusion is for more than 15 school days in a term, the Governors must meet to consider the exclusion, whether you request a meeting or not, within 15 school days after receiving notification. You have the right to make your views known (known as representations) to the Governing Body (Discipline Committee) either in person and/or in writing. You may if you wish bring a friend or representative with you. If you wish to make representations please contact **the school office (or Clerk to the Governors)** as soon as possible. You will, whether you choose to make representations or not, be notified by the Clerk to the Governors of the time, date and location of the meeting. Please advise us if you have a disability or special needs which would

affect your ability to attend or participate fully in a meeting at the school and if it would be helpful for you to have an interpreter present.

You should also be aware that if you think that discrimination has occurred under the Equalities Act 2010 in relation to this exclusion, you have the right to make a claim to the First-tier Tribunal (Special Educational Needs and Disability) or a County Court (for other forms of discrimination) within six months of the exclusion: [www.tribunals.gov.uk/Tribunals/Firsttier/firsttire.htm](http://www.tribunals.gov.uk/Tribunals/Firsttier/firsttire.htm)  
Making a claim would not affect your right to make representations to the Governors' Disciplinary Committee/Management Committee.

*[The following paragraph applies to all fixed period exclusions of primary-aged pupils and may be used for fixed period exclusions of up to 5 days for secondary aged pupils if the head teacher/teacher in charge chooses to hold a reintegration interview. The paragraph also applies to secondary age pupils where the exclusion to which this letter relates is for more than 5 days].*

You and **[child's name]** are requested to attend a reintegration interview with me **[alternatively, specify the name of another staff member]** 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. In any event, **[Child's Name]** must return to school on the due date. The purpose of the reintegration interview is to discuss how best your child's return to school can be managed. Such interviews are a legal requirement and failure (without good reason) to attend will be a factor taken into account by a magistrate's court if, on future application, they consider whether to impose a parenting order on you.

You have the right to see a copy of **[name of the 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.

If you require any further information about the exclusion process, you can email the Exclusions Officer at [schoolattendanceteam@bury.gov.uk](mailto:schoolattendanceteam@bury.gov.uk)

There are a number of organisations that provide free information, support and advice to parents on exclusion matters:

- Coram Children's Legal Centre can be contacted on **0345 345 4345** or **at:**  
[http://www.childrenslegalcentre.com/index.php?page=education\\_legal\\_practice](http://www.childrenslegalcentre.com/index.php?page=education_legal_practice)
- ACE education runs a limited advice line service on 0300 0115 142 on Monday to Wednesday from 10am to 1pm during term time or at:  
<http://www.ace-ed.org.uk/>
- The National Autistic Society (Schools Exclusion Service (England)) can be contacted on 0808 800 4002 or at:  
[schoolexclusions@nas.org.uk](mailto:schoolexclusions@nas.org.uk)

- Independent Parental Special Education Advice <http://www.ipsea.org.uk/>

You may also wish to access the following source of advice from the Department for Education at:

<https://www.gov.uk/government/publications/school-exclusion>

Yours sincerely

**[Name]**

Head teacher

## Model Letter 4

### **From Head teacher notifying parent/carer of a permanent exclusion**

Dear **[Parent/Carer]**

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 to return to this school unless she/he is reinstated by the school Governors or an independent appeals panel.

I realise 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 permanently excluded because **[give one main reason for exclusion and include other relevant information]**.

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 **[specify dates]** unless there is reasonable justification for this. I must warn 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. There is a possibility that you may be fined £60 or £120 if not paid within 28 days. It will be for you to show that there is reasonable justification.

Alternative arrangements for **[child's name]** education to continue will be made. For the first 5 days of the exclusion, we will set work for **[child's name]** and would ask that you ensure this work is completed and returned promptly to the school for marking. From the 6th day of the exclusion onwards **[specify date]** Bury Local Authority will be responsible for providing full time education for your child and they will be in touch to discuss suitable arrangements.

#### **[Where the pupil lives in another LA]**

I have today informed **[name of LA]** of your child's exclusion and they will be in touch with you about arrangements for his/her continued education from the sixth day of this exclusion. You can contact them at **[give contact details if known]**

As this is a permanent exclusion, the Governors must meet to consider it. You have the right to make representations to the School Governors in person and/or in writing and to bring a friend or representative with you if you wish. At the review meeting you may make your views known to the governors (known as representations) if you think the exclusion was not appropriate, and ask for your child to be reinstated in school. The Governors have the power to reinstate your child immediately or from a specified date, or, alternatively, they have the power to uphold the exclusion. If this is the case, you have the right to have the decision reviewed by an Independent Review Panel. The latest date by which the Governors must meet **[specify the date, which must be 15 school days after the Governors were notified of the exclusion]**. If you wish to make representations, please inform the Exclusions Officer and the school office as soon as possible. You will, whether you choose to make representations or not, be notified by the Clerk to the Governors of the time, date and location of the



meeting. Please advise us if you have a disability or special needs which would affect your ability to attend or participate fully in a meeting at the school and if it would be helpful for you to have an interpreter present.

You have the right to see a copy of **[name of the 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.

If you require any further information about the exclusion process, you can email the Exclusions Officer at [schoolattendanceteam@bury.gov.uk](mailto:schoolattendanceteam@bury.gov.uk) who will be able to advise you.

There are a number of organisations that provide free information, support and advice to parents on exclusion matters:

- Coram Children's Legal Centre can be contacted on **0345 345 4345** or **at:**  
[http://www.childrenslegalcentre.com/index.php?page=education\\_legal\\_practice](http://www.childrenslegalcentre.com/index.php?page=education_legal_practice)
- ACE education runs a limited advice line service on 0300 0115 142 on Monday to Wednesday from 10am to 1pm during term time or at:  
<http://www.ace-ed.org.uk/>
- The National Autistic Society (Schools Exclusion Service (England)) can be contacted on 0808 800 4002 or at:  
[schoolexclusions@nas.org.uk](mailto:schoolexclusions@nas.org.uk)
- Independent Parental Special Education Advice <http://www.ipsea.org.uk/>

You may also wish to access the following source of advice from the Department for Education at:

<https://www.gov.uk/government/publications/school-exclusion>

Yours sincerely

**[Name]**

Head teacher

## Model Letter 5

### Report to Parent/Carer and Details of Discipline Committee Meeting (should be sent at least 5 days before the date of the meeting)

Dear **[Parent/Carer]**

With reference to the letter from the Head teacher dated **[date of letter]**, I am now sending you a copy of the Headteacher's Report describing the incident(s) which led to the permanent exclusion and other relevant information about the reasons which led to the decision to permanently exclude **[child's name]**

This report will be presented to the Discipline Committee of the School's Governing Body on **[date of meeting]** at **[time of meeting]** am/pm. The Report includes details of any relevant previous incidents, fixed term exclusions and strategies already attempted by the school.

You have the right to attend this meeting with and may also bring a friend or representative with you for support. **[name of the child]** should also be encouraged to attend the meeting and will be allowed to speak to the governors for themselves. The purpose of this meeting is for the Committee to consider **[child's name]**'s permanent exclusion and any views offered or representations made by you and the Head teacher.

A representative of the Local Authority will be invited to the hearing whose position will be one of neutrality where the representative in attendance would not give his/her view on the merits of the particular exclusion as they would see it but rather, if asked by any party, to make a statement to the panel in general terms, for example as to how other schools in the area may have acted in similar circumstances. Additionally, the LA will where appropriate draw the attention of panel to issues where there is a lack of clarity or where more information may be needed or where guidance appears not to have been adhered to. The LA representative will aim to act as an impartial third party, providing objective and dispassionate representations to assist the process.

The meeting follows a formal process and the Chair will explain the Order of Proceedings at the start of the meeting.

If you wish to make a written representation this should be forwarded to the clerk to the governors at the school office at the above address at least five school days before the meeting, i.e. by **[insert date]** so that it may be circulated in advance to the members of the Committee and to all parties including the Head Teacher.

The Governors may confirm the permanent exclusion or reinstate **[child's name]** to the school.

This meeting is extremely important and you and **[name of the child]** should make every effort to attend. If for any reason you are unable to attend it may be possible for the Governing Body to arrange another date, although it is in

**[child's name]** 's best interest for the meeting to be held promptly. Please let the school know as soon as possible.

You also have the right to see a copy of **[name of the 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.

I look forward to meeting you soon.

Yours sincerely

**[Name]**

Clerk to the Governors  
c.c School Attendance Team for LA rep

## Model Letter 6

### Notification of Discipline Committee Decision to Uphold a Permanent Exclusion

Dear **[Parent's name]**

I am writing to confirm the outcome of/I am sorry you were unable to attend\* the recent meeting of the Governing Body when the decision of the Head teacher to permanently exclude **[child's name]** was upheld.

Governors carefully considered the report made by the Head teacher which outlined the reasons for your son/daughter's exclusion and also details of the help and support provided since **[child's name]** admission to the school. Having discussed the circumstances of the exclusion, reviewed the support provided, considered all the evidence/information available and representations made by all parties, the Governors decided to uphold the exclusion.

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

You have the right to ask for this decision to be reviewed by an Independent Review Panel(IRP). If you wish the decision to be reviewed by the Independent Review Panel please notify the Clerk to the IRP in the first instance (**Julie Tunstall 0161 253 5134**). You should then set out the reasons for requesting a review in writing and send this to the Clerk at the Town Hall, Knowsley Street, Bury, BL9 0SW no later than **[specify the latest date by which a review may be requested, i.e. 15 school days from the date on which notice in writing of the Governing Body's decision to uphold the permanent exclusion was sent to the parents (notice is deemed to have been given on the same day if it is delivered directly, or the second working day after posting if it is sent by first class mail)]**.

If you feel that your child has special educational needs relevant to this exclusion you should refer to this in your written statement. If you have not requested that a review is held by **[repeat latest date]** you will lose your right to have the decision of the Governors' Disciplinary Committee reviewed.

An Independent Review Panel comprises one serving, or recently retired (within the last 5 years) Head Teacher, one serving, or recently serving, experienced governor and one lay member who will be the Chairman. The appeal panel will rehear all the facts of the case. If any party has fresh evidence to present to the panel they may do so.

If you ask for the decision of the Governors' Disciplinary Committee to be reviewed by the Independent Review Body you have the right to require that an expert in Special Educational Needs (SEN) attends the review at no cost to you. You may require that an SEN expert attends the hearing irrespective of whether the school believes your child has special educational needs or not. The SEN expert's role is similar to an expert witness, providing impartial advice to the

panel on how your child's special educational needs may have been relevant to the exclusion. Should you request a review of the Governors' Disciplinary Committee's decision and you wish an SEN expert to be appointed please let the Clerk to the IRP know.

I should also inform you that if you request a review of the Governors' Disciplinary Committee's decision you may, at your own expense, appoint a representative, including a legal representative, to make written and/or oral representations to the Independent Review Panel and that you may also bring a friend or supporter to the review. If you intend to be accompanied please let the Clerk to the IRP know. Please also advise if you have a disability or any special needs which would affect your ability to attend the meeting and if it would be helpful for you to have an interpreter present.

Where a representative of the LA attended the Governors' Disciplinary Committee meeting he/she or another representative will also submit a statement in advance.

In determining the outcome of a review, the panel can make one of three decisions: they may uphold your child's exclusion; they may recommend that the Governors' Disciplinary Committee reconsiders its decision; or they may quash the decision. A panel should only quash a decision where it considers that the decision contained irrationality, illegality or procedural impropriety when considered by the Governors Disciplinary Committee. The Clerk to the IRP can provide advice.

There are a number of organisations that provide free information, support and advice to parents on exclusion matters:

- Coram Children's Legal Centre can be contacted on **0345 345 4345** or **at:**  
[http://www.childrenslegalcentre.com/index.php?page=education\\_legal\\_practice](http://www.childrenslegalcentre.com/index.php?page=education_legal_practice)
- ACE education runs a limited advice line service on 0300 0115 142 on Monday to Wednesday from 10am to 1pm during term time or at:  
<http://www.ace-ed.org.uk/>
- The National Autistic Society (Schools Exclusion Service (England)) can be contacted on 0808 800 4002 or at:  
[schoolexclusions@nas.org.uk](mailto:schoolexclusions@nas.org.uk)
- Independent Parental Special Education Advice <http://www.ipsea.org.uk/>

You may also wish to access the following source of advice from the Department for Education at:

<https://www.gov.uk/government/publications/school-exclusion>

The Clerk to the Independent Review Panel, Mary O'Brien will provide you with further information and an Independent Review Panel form. She will also advise you of the deadline date by which you must place your appeal. She can be

contacted on: 0161 253 5134. If you have not lodged an appeal by the date given, you will lose your right to do so.

Yours sincerely

**[Name]**

Chair of the Governors meeting

\*delete as appropriate

## Model Letter 7

### Notification of Discipline Committee decision - Reinstatement

Dear **[Parent/Carer]**

I am writing to let you know/confirm the outcome of/I am sorry you were unable to attend the recent meeting of the Disciplinary Committee of the Governing Body when the decision of the Head teacher to permanently exclude **[child's name]** was considered.

The Governors discussed the report prepared by the Head teacher which outlined the reasons for the exclusion and also detailed the strategies used by the school in supporting **[child's name]**.

Having discussed the circumstances of the exclusion and reviewing the support provided, members of the Committee concluded that it was appropriate to **reinstate [child's name]** and to review strategies which are available to the school to support him/her. \* This must include the setting up of a Pastoral Support Programme in which you will be involved.

Please confirm with the Head teacher the arrangements for **[child's name]** to return to school.

Yours sincerely

Chair of the Governors meeting

c.c School Attendance Team

*\*Insert if applicable*

## Model Letter 8

*From the Head Teacher notifying the withdrawal of a fixed period or permanent exclusion*

Dear **[parent's name]**

Further to my letter of **[date of letter giving notification of exclusion]** I am writing to advise you that I am, on this occasion, withdrawing my earlier decision to

*EITHER*

exclude **[child's name]** for a fixed period between **[insert dates of start and end of exclusion]**

*OR*

permanently exclude **[child's name]** from the school

I have decided to withdraw the exclusion on this occasion for the following reasons.

**[insert reasons]**

Yours sincerely,

**[Name]**

Head Teacher



## **Model Letter 9**

*From the Head Teacher notifying the changing of a fixed period exclusion into a permanent exclusion*

Dear **[parent's name]**

Further to my letter of **[date of letter giving notification of exclusion]** I am writing to advise you that although **[child's name]** was initially excluded for a fixed period, I have now decided to permanently exclude **[child's name]** from the school (usually following an investigation which has brought new/different evidence to light)

OR

I have decided to withdraw the exclusion on this occasion for the following reasons.:

(usually where alternative provision has been agreed)

Rest follows **Model Letter 4**

**[insert reasons]**

Yours sincerely,

**[Name]**

Head Teacher