STEEL RIVER
ACADEMY TRUST

Exclusions Policy

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Section 2 – Exclusion

A. Introduction

The decision to exclude any pupil within the Trust is taken as a last resort and in relation to maintaining the safety and wellbeing of everyone within our schools. As a Trust we have a duty to ensure the safety of individuals and the right of everyone to be able to learn.

The aim of the Trust exclusions policy is to ensure that:

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

Exclusions can be temporary or permanent and for the purpose of this policy will be referred to as:

a. **Suspension** (fixed period of exclusion)
b. **Expulsion** (Permanent exclusion)

B. Decision to Exclude

There is no formula for deciding if, or for how long, an exclusion may need to take place and each case will be judged on an individual basis considering:

- the seriousness of the incident
- the pupil's current behaviour pattern and previous incidents
- extenuating circumstances
- The age and stage of the child
- Whether internal and external support systems have been utilised effectively
- whether the behaviour policy has been followed at every stage
- the impact on others within our school.

We know that where children and young people are excluded for prolonged periods of time, successful reintegration is less likely, therefore wherever possible any fixed term exclusions **(suspensions)** will be limited to 1 day.

Any decision to pose a fix term or permanent exclusion on a child is at the discretion of the Headteacher but will also involve consultation with Trust leaders and will be taken only:

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

Before deciding whether to suspend or expel a pupil, the headteacher will:

- Consider all the relevant facts and evidence, including whether a child was provoked, personal circumstances that mean the child's action may have been out of character and a cry for help or whether the child's behaviour stems from frustration due to lack of support within the school setting
- Allow the children to give their version of events
- Consider the age and stage of the pupil and any special educational needs
- Whether other suitable provision may be more appropriate such as reduced timetable, loss of break and lunch times, internal exclusions (including attending another school within the trust for a fixed period)

C. Exclusion Process

Informing parents

The headteacher will immediately provide the following information, in writing, to the parents of a suspended or expelled pupil:

- The reason(s) for the suspension or expulsion
- The length of a suspension or, for an expulsion, the fact that it is permanent
- Information about parents' right to make representations about the expulsion to the governing board

Informing the Trust board and local authority

The headteacher will immediately notify the Chair of Trustees and the local authority (LA) of:

- A permanent exclusion **(Expulsion)**,
- Suspensions which would result in the pupil being suspended for more than 5 school days (or more than 10 lunchtimes) in a term
- Suspensions or Expulsions which would result in the pupil missing a public examination

For an expulsion, if the pupil lives outside the LA in which the school is located, the headteacher will also immediately inform the pupil's 'home authority' of the expulsion and the reason(s) for it without delay. For all suspensions, the headteacher will notify the LGB via the Headteacher termly reports and the Trust board via the SEL report

<u>The Trust board</u>

Responsibilities regarding Suspensions for 5 days or less is delegated to the Headteacher. Decisions to suspend a child for more than 5 days or an expulsion must also be agreed by the Local Governing board. Governing boards have a duty to consider the reinstatement of an expelled pupil (see section 6) Within 14 days of receipt of a request. The Governing board will provide the secretary of state with information about any expulsions in the last 12 months. For a suspension of more than 5 school days, the Governing

board must arrange suitable full-time education for the pupil. This provision will begin no later than the sixth day of the expulsion/suspension

The LA

For expulsions, the LA is responsible for arranging suitable full-time education to begin no later than the sixth day of the expulsion

D. Considering the reinstatement of a pupil

The Governing board will consider the reinstatement of an expelled pupil within 15 school days of receiving the notice of the suspension/expulsion if it is permanent or would result in the pupil missing national tests

If requested to do so by parents, the Governing board will consider the reinstatement of an expelled pupil within 30 school days of receiving notice of the expulsion.

Where an expulsion would result in a pupil missing a national test, the Governing board will consider the reinstatement of the pupil before the date of the examination.

The Governing board can either:

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

In reaching a decision, governors will consider whether the expulsion was lawful, reasonable and procedurally fair and whether the headteacher followed their legal duties.

Minutes will be taken of the meeting, and a record of evidence kept. The outcome will also be recorded on the pupil's educational record. The governing board will notify, in writing, the headteacher, parents and the LA of its decision, along with reasons for its decision, without delay.

The Governing board's decision will also include the following:

- Notice of parents' right to ask for the decision to be reviewed by an independent review panel, and:
- The date by which an application for an independent review must be made
- The name and address to whom an application for a review should be submitted
- That any application should set out the grounds on which it is being made and that, where appropriate, reference to how the pupil's SEN are considered to be relevant to the expulsion
- That, parents have a right to require the academy trust to appoint a SEN expert to attend the review
- Details of the role of the SEN expert and that there would be no cost to parents for this appointment

- That parents must make clear if they wish for a SEN expert to be appointed in any application for a review
- That parents may, at their own expense, appoint someone to make written and/or oral representations to the panel, and parents may also bring a friend to the review
- That if parents believe that the exclusion has occurred as a result of discrimination, they may make a claim under the Equality Act 2010

E. Independent Review

If parents apply for an independent review, the academy trust will arrange for an independent panel to review the decision of the governing board not to reinstate an expelled pupil.

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

A panel of 5 members will be constituted with representatives from each of the following categories. Two members will come from the trustees category and 2 members will come from the headteacher category. The 5th member will be a member of a LGB board from a different school within the trust who has been in place for at least 12 months, but has not been a teacher or headteacher during this time

A person may not serve as a member of a review panel if they:
- Are a member/director of the academy trust or governing board of the excluding school
- Are the headteacher of the excluding school, or have held this position in the last 5 years
- Are an employee of the academy trust, or the governing board, of the excluding school (unless they are employed as a headteacher at another school)
- Have, or at any time have had, any connection with the academy trust, school, governing board, parents or pupil, or the incident leading to the exclusion, which might reasonably be taken to raise doubts about their impartially

A clerk will be appointed to the panel. The independent panel will decide one of the following:

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

The panel's decision can be decided by a majority vote.

F. Returning from a fixed-term exclusion

Following a suspension, a re-integration meeting will be held involving the pupil, parents, a member of senior staff and other staff, where appropriate. The following measures may be implemented when a pupil returns from a period of suspension:

- Re-integration meeting with parents and the pupil on the first day of return
- Agreeing a behaviour contract
- Putting a pupil 'on report'
- Internal isolation

G. Monitoring arrangements

The Executive Headteacher Team monitors the number of suspensions/exclusions every term across the academy and reports back to the Board of Trustees. This policy will be reviewed by the Executive Headteacher Team every 3 years. At every review, the policy will be shared with the LGBs and Trust boards

H. Links with other policies

This Exclusions policy should be read in conjunction with:

- Trust Behaviour Policy
- Trust Safeguarding Policy
- Equality and Diversity Policy
- KCSiE (Keeping Children Safe in Education)
- Trust SEN Policy

APPENDIX A

Model Letter 1

MODEL LETTER (1) FROM HEAD TEACHER NOTIFYING PARENT OF A SUSPENSION (FIXED PERIOD OF 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 suspend [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 suspension begins / began on [Date] and ends on [Date].
I realise that this suspension may well be upsetting for you and your family, but the decision to suspend [Child's Name] has not been taken lightly. [Child's Name] has been suspended 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 suspension on [Specify Dates] unless there is a 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 [Name of Child] to be completed on the days specified in the previous paragraph as school days during the period of his/her suspension 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.
You have the right to make representations about this decision to the governing body. If you wish to make representations please contact [Name and contact details of the member of staff in the school dealing with Exclusions, normally the Clerk to the Governing Body] as soon as possible. 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.

You should also be aware that if you think the suspension 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 under the Equality Act 2010 to the First Tier Tribunal (Special Educational Needs and Disability). Your claim must be lodged within 6 months of the date of suspension. You may access further information on the following link
http://www.justice.gov.uk/tribunals/send.

(*This paragraph applies if the HT 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.

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

You may wish to contact Exclusions Officer at Redcar and Cleveland Borough Council by telephone on 01642 837721 or by email at: schoolexclusion@redcar-cleveland.gov.uk for information and advice. Further information can be found on Redcar and Cleveland Borough Council's website - https://www.redcar-cleveland.gov.uk/resident/schools-and-learning/access-inclusion/exclusions/Pages/About-Exclusions.aspx

You may also find it useful to contact The Children's Legal Centre. They provide free legal advice and information to parents on education matters. They can be contacted on 0300 330 5485 or on http://childrenslegalcentre.com. The advice line is open from 8am to 6pm Monday to Friday except Bank Holidays and 24th December to 1st January.

Statutory Guidance on Exclusion can be accessed at:
http://www.gov.uk/school-discipline-exclusions/exclusions.
School suspensions and expulsions - GOV.UK (www.gov.uk)

[Child's Name]'s suspension expires on [Date] and we expect [Child's Name] to be back in school on [Date] at [Time].

Yours sincerely

[Name]
Headteacher

APPENDIX B

Model Letter 2

MODEL LETTER (2) FROM HEAD TEACHER NOTIFYING PARENT OF A PUPIL'S SUSPENSION (FIXED PERIOD OF EXCLUSION) OF MORE THAN 5 SCHOOL DAYS (UP TO AND INCLUDING 15 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 he/she will not be allowed in school for this period. The suspension start date is [Date] and the end date is [Date]. Your child should return to school on [Date].

I realise that this suspension 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 [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 of this suspension, 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/her suspension [Specify the arrangements for this]. Please ensure that the work set by the school is completed and returned to us promptly for marking.

(*If the individual suspension is for more than 5 days*)

From the [6th school day of the pupil's suspension {Specify Date} until the expiry of his/her suspension] we will provide suitable full-time education. [Set out the arrangements if known; if not known say that the arrangements will be notified shortly by a further letter].

On [Date] he/she should attend at [Give name and address of 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].

You have the right to request a meeting of the school's discipline committee to whom you may make representations, and my decision to exclude can be reviewed. As the period of this suspension is more than 5 school days in a term the discipline committee must meet if you request it to do so. The latest date by which the discipline 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 suspension]. If you do wish to make representations to the discipline 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 suspension 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 under the Equality Act 2010 to the First Tier Tribunal (Special Educational Needs and Disability). Your claim must be lodged within 6 months of the date of suspension. You may access further information on the following link http://www.justice.gov.uk/tribunals/send. Making a claim would not affect your right to make representations to the discipline committee.

(*This paragraph applies if the HT 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.

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

You may wish to contact Exclusions Officer at Redcar and Cleveland Borough Council by telephone on 01642 837721 or by email at: schoolexclusion@redcar-cleveland.gov.uk for information and advice. Further information can be found on Redcar and Cleveland Borough Council's website - https://www.redcar-cleveland.gov.uk/resident/schools-and-learning/access-inclusion/exclusions/Pages/About-Exclusions.aspx

You may also find it useful to contact The Children's Legal Centre. They provide free legal advice and information to parents on education matters. They can be contacted on 0300 330 5485 or on http://childrenslegalcentre.com. The advice line is open from 8am to 6pm Monday to Friday except Bank Holidays and 24th December to 1st January.

Statutory guidance on Exclusion can be accessed at:
http://www.gov.uk/school-discipline-exclusions/exclusions.
School suspensions and expulsions - GOV.UK (www.gov.uk)

[Child's Name]'s suspension expires on [Date] and we expect [Child's Name] to be back in school on [Date] at [Time].

Yours sincerely

[Name]
Headteacher

APPENDIX C

Model Letter 3

MODEL LETTER (3) FROM HEAD TEACHER NOTIFYING PARENT OF A SUSPENSION (FIXED PERIOD OF 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 suspend [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 suspension begins / began on [Date] and ends on [Date].
I realise that this suspension 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 5 school days of this suspension, 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/her suspension [Specify the arrangements for this]. Please ensure that the work set by the school is completed and returned to us promptly for marking.
(*If the individual suspension is for more than 5 days*)
From the [6th school day of the pupil's suspension {Specify Date} until the expiry of his/her suspension] we will provide suitable full-time education. [Set out the arrangements if known; if not known say that the arrangements will be notified shortly by a further letter].
On [Date] he/she should attend at [Give name and address of 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].
As the length of the suspension is more than 15 school days in total in one term the governing body must meet to consider the suspension. 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, Email] 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.

You should also be aware that if you think the suspension 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 under the Equality Act 2010 to the First Tier Tribunal (Special Educational Needs and Disability). Your claim must be lodged within 6 months of the date of suspension. You may access further information on the following link http://www.justice.gov.uk/tribunals/send. Making a claim would not affect your right to make representations to the governing body.

(*This paragraph applies if the HT 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.

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

You may wish to contact Exclusions Officer at Redcar and Cleveland Borough Council by telephone on 01642 837721 or by email at: schoolexclusion@redcar-cleveland.gov.uk for information and advice. Further information can be found on Redcar and Cleveland Borough Council's website - https://www.redcar-cleveland.gov.uk/resident/schools-and-learning/access-inclusion/exclusions/Pages/About-Exclusions.aspx

You may also find it useful to contact The Children's Legal Centre. They provide free legal advice and information to parents on education matters. They can be contacted on 0300 330 5485 or on http://childrenslegalcentre.com. The advice line is open from 8am to 6pm Monday to Friday except Bank Holidays and 24th December to 1st January.

Statutory guidance on Exclusion can be accessed at:
http://www.gov.uk/school-discipline-exclusions/exclusions.
School suspensions and expulsions - GOV.UK (www.gov.uk)

[Child's Name]'s suspension expires on [Date] and we expect [Child's Name] to be back in school on [Date] at [Time].

Yours sincerely

[Name]

Headteacher

APPENDIX D

Model Letter 4

MODEL LETTER (4) FROM HEAD TEACHER NOTIFYING PARENT OF A PUPIL'S SUSPENSION (FIXED PERIOD OF EXCLUSION) IN THE FIRST INSTANCE PENDING FURTHER INVESTIGATION / REFLECTION. (SIGNALS POSSIBILITY THAT EXCLUSION MAY BECOME EXPULSION/PERMANENT)

() Brackets to be included/omitted as appropriate

Dear [Parent's Name]

I am writing to inform you of my decision to suspend [Child's Name] for a fixed period of [Specify Period] in the first instance to give me an opportunity to investigate the incident fully and consider whether to issue a further suspension (fixed-period exclusion) or expulsion (a permanent exclusion). [Child's Name] has been suspended for this fixed period because [Specify Reasons]. I shall be writing to you again in the next few days (following the completion of my investigations) to explain my decision on what should happen next. This means that he/she will not be allowed in school between [Date and Date]. (This brings the total number of days suspended this term to…).

I realise that this suspension may well be upsetting for you and your family, but the decision to exclude [Child's Name] has not been taken lightly. We have taken the following steps to try to avoid or to find an alternative to suspension or expulsion:

[State action taken]

[Child's Name] has been suspended for this period because [Specify Reason]

(I am aware of [Child's Name]'s Special Educational Needs. The following steps have been taken to make reasonable adjustments in order to avoid suspension [State Adjustments Made].)

(*For pupils of compulsory school age)*

(If current suspension is likely to be 5 days or fewer)

You have a duty to ensure that your child is not present in a public place in school hours unless there is a 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 [Specify Dates]. If so, it will be for you to show reasonable justification.

We will set work for [Child's Name] during this suspension period. Please ensure that work set by the school is completed and returned to us promptly for marking.

(*If current suspension is likely to be for more than 5 days*)

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 unless there is a 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] during the first 5 days of his/her suspension. Please ensure that the work set by the school is completed and returned to us promptly for marking. From the 6th school day of the suspension [Specify Date] until the end of the suspension we will provide suitable full-time education.

(Select from the following two paragraphs depending on your decision in the first instance: more than 5 days or this suspension brings total days of suspension to 15 days or more in a term.)

(*More than 5 days)*

As the period of this suspension is more than 5 school days the Pupil Discipline Committee must meet if you request it to do so. Alternatively, you may make a written representation. If you request a meeting, the latest date by which the Pupil Discipline Committee must meet is [Specify Date – no later than the 50th school day after the date on which the Pupil Discipline Committee was notified of the suspension]. To request a meeting please contact the Clerk to the Pupil Discipline Committee [State contact details – Address, Phone Number, Email] as soon as possible. Please inform [Contact] if you wish to be accompanied by a friend or representative, or if it would be helpful for you to have an interpreter present at 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.

(Total of 15 days or more in a term)

As the length of this suspension brings the total number of days excluded to more than 15 school days in one term, the Pupil Discipline Committee must meet to consider the suspension. At the review meeting you may make representations to the Pupil Discipline Committee if you wish. The latest date on which the Pupil Discipline Committee can meet is [State Date – no later than 15 school days from the date the Pupil Discipline Committee is notified]. Please inform [Contact] if you wish to be accompanied by a friend or representative, or if it would be helpful to have an interpreter present at 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.

(*For all)*

You should also be aware that if you think the suspension 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 under the Equality Act 2010 to the First Tier Tribunal (Special Educational Needs and Disability). Your claim must be lodged within 6 months of the date of suspension. You may access further information on the following link http://www.justice.gov.uk/tribunals/send.

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

You may wish to contact Exclusions Officer at Redcar and Cleveland Borough Council by telephone on 01642 837721 or by email at: schoolexclusion@redcar-cleveland.gov.uk for information and advice. Further

information can be found on Redcar and Cleveland Borough Council's website - https://www.redcar-cleveland.gov.uk/resident/schools-and-learning/access-inclusion/exclusions/Pages/About-Exclusions.aspx

You may also find it useful to contact The Children's Legal Centre. They provide free legal advice and information to parents on education matters. They can be contacted on 0300 330 5485 or on http://childrenslegalcentre.com. The advice line is open from 8am to 6pm Monday to Friday except Bank Holidays and 24th December to 1st January. Statutory guidance on Exclusion can be accessed at:
http://www.gov.uk/school-discipline-exclusions/exclusions.
School suspensions and expulsions - GOV.UK (www.gov.uk)

[Child's Name]'s suspension expires on [Date] and we expect [Child's Name] to be back in school on [Date] at [Time].

Yours sincerely

[Name]
Headteacher

APPENDIX E

Model Letter 5

MODEL LETTER (5) FROM HEAD TEACHER NOTIFYING PARENT OF A PUPIL'S EXPULSION (PERMANENT EXCLUSION)

Dear [Parent's Name]

I regret to inform you of my decision to expel (permanently exclude) [Child's Name] with effect from [Date]. This means that [Child's Name] will not be allowed in this school unless he/she is reinstated by the governing board.

I realise that this expulsion may well be upsetting for you and your family, but the decision to expel [Child's Name] has not been taken lightly. [Child's Name] has been expelled because [Reason for Exclusion – include any 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 expulsion, i.e. on [Specify 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 expulsion 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 expulsion onwards that is [Specify Date] Redcar & Cleveland Borough Council will provide suitable full-time education.

(For pupils of compulsory school age)

(*Where a 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 expulsion and they will be in touch with you about his/her education from the sixth school day of expulsion. You can contact them at [Contact Details].

As this is an expulsion (a permanent exclusion) the governing body must meet to consider it. At the review meeting you may make representations to the governing body if you wish and ask them to reinstate your child in school. The governing body has the power to reinstate your child immediately or from a specified date, or, they may make the decision not to reinstate in which case you may apply for their decision to be reviewed by an Independent Review Panel. The latest date on which the governing body must meet is [Specify Date - the 15th school day after the date on which the governing body was notified of the expulsion]. 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, Email] 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 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.

You should also be aware that if you think the expulsion 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 under the Equality Act 2010 to the First Tier Tribunal (Special Educational Needs and Disability). Your claim must be lodged within 6 months of the date of expulsion. You may access further information on the following link http://www.justice.gov.uk/tribunals/send. Making a claim would not affect your right to make representations to the governing body.

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

You may wish to contact Exclusions Officer at Redcar and Cleveland Borough Council by telephone on 01642 837721 or by email at: schoolexclusion@redcar-cleveland.gov.uk for information and advice. Further information can be found on Redcar and Cleveland Borough Council's website - https://www.redcar-cleveland.gov.uk/resident/schools-and-learning/access-inclusion/exclusions/Pages/About-Exclusions.aspx

You may also find it useful to contact The Children's Legal Centre. They provide free legal advice and information to parents on education matters. They can be contacted on 0300 330 5485 or on http://childrenslegalcentre.com. The advice line is open from 8am to 6pm Monday to Friday except Bank Holidays and 24th December to 1st January.

Statutory guidance on Exclusion can be accessed at:
http://www.gov.uk/school-discipline-exclusions/exclusions.
School suspensions and expulsions - GOV.UK (www.gov.uk)

Yours sincerely

[Name]

Headteacher

APPENDIX F

DIRECTORATE OF PEOPLE SERVICES
SUSPENSION/EXPULSION NOTIFICATION (EN1)

2.SEN STATUS:					
SEN Support (inc date of last review of plan)		SEN Support and undergoing Statutory Assessment		Statement of SEN/EHCP (inc date of last review)	

1. PUPIL DETAILS:					
School:					
Surname:			First Name:		
Date of birth:			Year Group:		
Address:					
Contact Tel No:					
Male		Female		Unique Pupil Number:	

3. INVOLVEMENT OF OTHER SERVICES/AGENCIES (inc dates)			
Looked After Child		Attendance & Welfare	
Social Care		CAMHS	
PSP		YOS	
Early Help		Resource & Support Panel	
Traveller		EP	

5. 6th DAY COVER:			
If this suspension exceeds 5 days, please indicate where and when 6th day cover will be provided.			
Start date of 6th day cover:			
Details of provision:			
Suspension (FEX)		End Date:	
Lunchtime		*Length of suspension (in school days)	
		Aggregate No. of days this term	
		Aggregate No. of days this year	

6. REASON FOR SUSPENSION/EXPULSION: (MAXIMUM OF 3)					
Physical assault against pupil	*(PP)*		Sexual Misconduct	*(SM)*	
Physical assault against adult	*(PA)*		Drug/Alcohol related	*(DA)*	
Verbal abuse/threatening behaviour against pupil	*(VP)*		Damage	*(DM)*	
Verbal abuse/threatening behaviour against adult	*(VA)*		Theft	*(TH)*	
Bullying	*(BU)*		Persistent, disruptive behaviour	*(DB)*	
Racist Abuse	*(RA)*				
Use or threat of use of an offensive weapon or prohibited item	*(OW)*		Abuse against sexual orientation and gender identity	(LG)	
Abuse relating to disability	*(DS)*		Inappropriate use of social media or online technology	(MT)	
Wilful and repeated transgression of protective measures in place to protect public health	*(PH)*				

7. SIGNATURES:

Please return this form to the address below
along with a copy of the letter sent to parents/carers.
Please note it is the Headteacher and the Headteacher alone who may exclude a pupil.

I can confirm that I am the Headteacher/Principal responsible for the authorisation of expulsions & suspensions:	
Signature of Head Teacher:	
Print Name:	

Please ensure all sections of this form are complete and return to:
Mrs Paula Harland
CME, EHE and Exclusions Officer
Education Services
c/o Belmont House
Rectory Lane
Guisborough
TS14 7FD
Telephone: 01642 837721
Email: SchoolExclusion@redcar-cleveland.gov.uk

Date:	