



# Morley Memorial Primary School

## Exclusion of Children Policy

Policy Name	Exclusion Policy
Status	Statutory
Person Responsible	Headteacher
Reviewed By	Learning Committee
Date of Review	February 2017
Frequency of Review	2 yearly
Next Review Date	September 2019

## **1. Introduction**

All children have the right to benefit from the learning opportunities provided at school. We will always seek to promote positive behaviour choices and develop pupils' self-discipline, social awareness and understanding of appropriate standards of behaviour. We regard this as a highly important aspect of social and emotional development. Our Behaviour Policy outlines clear expectations for standards of behaviour and provides robust and consistent procedures for promoting positive behaviour. We will teach pupils to take responsibility for their own actions and to accept the consequences of their choices.

## **2. Aims and Objectives**

It is our primary aim that every member of the school community behaves in a way which is safe, respectful and considerate, as appropriate to their age and understanding. It is our aim that everyone contributes positively to creating and maintaining a happy and secure learning environment and that everyone feels valued, included and able to learn. In keeping with this aim this policy should be read in conjunction with:

- School Behaviour policy
- Tackling Bullying policy
- Equality policy
- Personal, Social and Health Education (PSHE) policy
- Teaching and Learning policy
- Special Educational Needs Policy

## **3. Exclusion of pupils**

The headteacher can exclude a pupil where:

- there has been a serious breach, or persistent breaches, of school discipline or the law
- where the pupil's behaviour is such that allowing them to remain in school would be detrimental to the welfare or education of others or themselves

This power can be exercised only by the headteacher or those deputising for him/her.

A fixed period of exclusion can involve only part of the day eg:lunchtimes if the inappropriate behaviour is limited to these times.

Every effort will be made to identify any pupil deemed to be at risk of exclusion and a range of strategies, including multi-agency involvement, will be considered. Where a decision to

exclude is taken, the school will act in accordance with the local authority guidance and procedures to ensure that exclusions are lawful, reasonable and fair. Account will be taken of statutory duties relating to the SEN Code of Practice when considering exclusion of a pupil with an identified special educational need.

In exceptional circumstances it might be appropriate to permanently exclude a pupil for a single offence. These might include serious violence (threatened or actual), supplying an illegal drug, carrying an offensive weapon or a similar offence.

#### 4. Roles and responsibilities of head teacher and governing body

The **headteacher** will be responsible for ensuring that this policy is implemented and for reporting to governors on its impact. He or she will:

- notify the pupil's parent/carer of the period of any exclusion, or of a permanent exclusion
- give reasons for the exclusion
- advise the parent/carer that they may make representations about the exclusion to the governing body's discipline committee
- advise the parent/carer how his or her representations may be made
- notify both the local education authority and the governing body's discipline committee of the details of the exclusion, including the reasons for it, in the case of (a) a permanent exclusion or a fixed-period exclusion converted to a permanent one; (b) a fixed-period exclusion of more than five days or which brings the days the pupils has been excluded in one term to more than five; (c) an exclusion that would result in the pupil losing the opportunity to take a public exam.
- provide information regarding alternative provision arrangements where necessary
- ensure that reasonable steps are taken to set work for the pupil during their period of exclusion and minimise disruption to their education.
- arrange a reintegration meeting for pupils returning to school after a period of exclusion

The **governing body** will delegate their responsibility to a **designated pupil discipline committee** consisting of three or five members. They will seek advice from the Local Authority in order to fulfil their role. The head will not be a member of this committee. The **designated pupil discipline committee** will:

- ensure that for fixed term exclusions exceeding 5 days arrangements for alternative provision are in place from the 6<sup>th</sup> day, or earlier if necessary
- consider parents' representations about an exclusion

- within 15 days, consider whether an excluded pupil should be reinstated in the case of:
  - all permanent exclusions
  - all fixed term exclusions of more than 15 days in the term
  - all fixed term exclusions which would result in a pupil missing a public exam or National Curriculum test.

The committee will have regard to any guidance given by the Secretary of State. For permanent exclusions and fixed-period exclusions of more than 15 school days in any one term, the committee will meet no earlier than the sixth school day and no later than the 15th school day after receiving notice of the exclusion. For fixed-period exclusions of more than five school days in any one term up to and including 15 school days, the committee will meet no earlier than the sixth school day and no later than the 50th school day after receiving notice of the exclusion. The minimum time limit will not apply to any exclusion which would result in a pupil losing an opportunity to take a public examination. In such cases the committee will try to meet before the date of the examination, and if this is not practical the chairperson of the discipline committee will review the exclusion before that date.

When considering permanent exclusion for pupils with identified SEN or an Education, the Pupil Discipline Committee will inform the parents of the right to have an SEN expert attend the review. If the Pupil Discipline Committee decide that a pupil should be reinstated they will give the appropriate direction to the head teacher (who is under a duty to comply with it) and inform the parent and LEA of their decision.

If they decide that a pupil should not be reinstated, they will inform the parent, the head teacher and the LEA of their decision. In the case of a permanent exclusion they will notify the parent in writing of their decision and the reasons for it. The letter will advise the parent of his or her right to appeal against their decision, whom they should contact to lodge an appeal, the final date for this, and that the notice of appeal should set out the grounds of appeal.

## **5. Arrangements for monitoring and evaluation**

The headteacher and governing body will monitor and evaluate the effectiveness of this policy and of the effectiveness of exclusion as a sanction by reviewing exclusion data on a termly basis. The headteacher will provide information to the governing body relating to:

- number of exclusions and period of exclusion
- instances of bullying and action taken
- instances of racial harassment
- support provided for the victims.
- support provided for the perpetrator

The exclusion policy will be reviewed every 2 years or before if there are changes to statutory guidance.



**Letter A:  
MODEL LETTER TO PARENTS/CARERS: FIXED PERIOD EXCLUSION (UP TO AND INCLUDING 5 DAYS IN ANY ONE TERM)**

Square bracket sections to be included/omitted as appropriate

Dear (Mr and Mrs Smith)

**James Smith**

I am writing to inform you of my decision to exclude (James) for a fixed period of..... days. He has been excluded for the following reasons:

We have taken the following steps to try to avoid this exclusion:

[This brings the total days excluded this term to .....]

This means that (James) should not attend school until .....

[We are aware of (James') SEN. The following steps have been taken to make reasonable adjustments for this – include if appropriate  
.....]

I will arrange for (James) to have school work during his exclusion and for this work to be marked. Please contact [.....] regarding these arrangements.

[You are invited to a meeting to discuss how James will be supported on his return to school on ..... at .....]

You have a right to make written representations to the Discipline Committee of the governing body. If you wish to make representations you should contact The Clerk to The Governors Discipline Committee at the school.

You may see your child's school records in advance of any meeting of the Discipline Committee. If you do wish to view them, please contact [my secretary] who will be able to make the necessary arrangements.

[You should also be aware that if you think the exclusion relates to your child's SEN or a disability your child has, and you think that discrimination has occurred, you have the right to appeal to the First-tier Tribunal (for disability discrimination), or to a County Court (for other forms of discrimination.)]

I must further advise you that during the period for which your child is excluded you are responsible for ensuring that he is not present in a public place during school hours. If

your child is found in a public place at such times without reasonable justification you may be liable to a fixed penalty notice of £50 issued by the Local Authority.

A Local Authority officer with responsibility for exclusions who can provide you with advice on the exclusions process is:

***(Please delete as appropriate when sending your letter)***

**(for Secondary and Special Schools) - Carol Way - 01480 376302**

**(for Primary Schools) – SEND Specialist Services**

**Hunts – 01480 373470**

**SCC – 01223 728311**

**ECF – 01353 612803**

**Pupils with statements/EHCP – Statutory Assessment & Resources Team – Tel:  
01480 372600**

The Children's Legal Centre also has a helpline on 0808 802 0008 or [www.childrenslegalcentre.com](http://www.childrenslegalcentre.com). The advice line is open from 8am to 8pm Monday to Friday, except Bank Holidays and 24 December to 1 January

Yours sincerely

Headteacher

cc. Chair of Governors

**Letter B**  
**MODEL LETTER TO PARENTS/CARERS FOR A FIXED PERIOD EXCLUSION (MORE THAN 5 DAYS UP TO AND INCLUDING 15 DAYS IN ANY ONE TERM)**

Square bracket sections to be included/omitted as appropriate

Dear (Mr and Mrs Smith)

**James Smith**

I am writing to inform you of my decision to exclude (James) for a fixed period of ..... days. He has been excluded for the following reasons:

We have taken the following steps to try to avoid this exclusion

[This brings the total days excluded this term to .....]

This means that (James) should not attend school until.....

[You are invited to a meeting to discuss how James will be supported on his return to school on ..... at .....]

[We are aware of (James') SEN. The following steps have been taken to make reasonable adjustments for this)

.....  
.....]

I will arrange for (James) to have school work during the first five days of his exclusion and for this work to be marked. Please contact [.....] regarding these arrangements.

*If the exclusion is for longer than 6 continuous days the following should be included:*  
[From the sixth day (.....) until the end of this exclusion (.....) (James) is required to attend (insert details of location/venue) at these times (insert details of times) in order that he might access the full-time education which is being provided whilst he is excluded.]

You have the right to request a meeting of the Governors' Discipline Committee at which you may make representations and the decision to exclude can be reviewed. The latest date the Committee can meet is ..... [no later than 50 days from the date of the exclusion]. Please let us know as soon as possible if you wish to meet the Committee, or make a written statement, by contacting the Clerk to the Discipline Committee at the school.

You may see your child's school records in advance of any meeting of the Discipline Committee. If you do wish to view them, please contact [my secretary] who will be able to make the necessary arrangements.

[You should also be aware that if you think the exclusion relates to your child's SEN or a disability your child has, and you think that discrimination has occurred, you have the right to appeal to the First-tier Tribunal (for disability discrimination), or to a County Court (for other forms of discrimination.)]

I must further advise you that during the first five days of the period for which your child is excluded you are responsible for ensuring that he is not present in a public place during school hours. If your child is found in a public place at such times without reasonable justification you may be liable to a fixed penalty notice of £50 issued by the local authority.

A Local Authority officer with responsibility for exclusions who can provide you with advice on the exclusions process is:

*(Please delete as appropriate when sending your letter)*

**(for Secondary and Special Schools) - Carol Way - 01480 376302**

**(for Primary Schools) – SEND Specialist Services**

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Yours sincerely

Headteacher  
cc. Chair of Governors  
Inclusion Manager

**Letter C**  
**MODEL LETTER TO PARENTS/CARERS: FIXED TERM IN THE FIRST INSTANCE**  
**PENDING FURTHER INVESTIGATION/REFLECTION (signals possibility that**  
**exclusion may become permanent)**

Square bracket sections to be included/omitted as appropriate

Dear (Mr and Mrs Smith)

**James Smith**

I am writing to inform you that I am excluding (James) for a fixed period of ..... days, in the first instance, to give me an opportunity to investigate the incident fully and decide if s/he should be permanently excluded. 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. The earliest that (James) should return to school is.....

(James) has been excluded for the following reasons:

We have taken the following steps to try to avoid this exclusion

[This brings the total days excluded this term to .....]

[We are aware of (James') SEN. The following steps have been taken to make reasonable adjustments for this:

.....

I will arrange for (James) to have school work during his exclusion and for this work to be marked. Please contact [.....] regarding these arrangements.

*If the period of exclusion is likely to be six or more days this paragraph should be included:*

[From the sixth day (.....) until the end of this exclusion (.....) (James) is required to attend (insert details of location/venue) at these times (insert details of times) in order that he might access the full-time education which is being provided whilst he is excluded.]

You have the right to:

- make written representation to Governors' Discipline Committee (if 5 days or fewer )
- request a meeting\*\* of the Governors' Discipline Committee (if 6 – 15 days) where you may make representations and the decision to exclude can be reviewed. The latest date the Committee can meet is..... [no later than 50 days from the date of the exclusion]. You may make a written statement in addition to, or instead of, meeting with the Committee.

(\*\*school to delete as appropriate)

You may see your child's school records in advance of any meeting of the Discipline Committee. If you do wish to view them, please contact [my secretary] who will be able to make the necessary arrangements.

[You should also be aware that if you think the exclusion relates to your child's SEN or a disability your child has, and you think that discrimination has occurred, you have the right to appeal to the First-tier Tribunal (for disability discrimination), or to a County Court (for other forms of discrimination.) ]

I must further advise you that during the first five days of the period for which your child is excluded you are responsible for ensuring that he is not present in a public place during school hours. If your child is found in a public place at such times without reasonable justification you may be liable to a fixed penalty notice of £50 issued by the local authority.

A Local Authority officer with responsibility for exclusions who can provide you with advice on the exclusions process is:

*(Please delete as appropriate when sending your letter)*

**(for Secondary and Special Schools) - Carol Way - 01480 376302**

**(for Primary Schools) – SEND Specialist Services**

**Hunts – 01480 373470**

**SCC – 01223 728311**

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Yours sincerely

Headteacher

cc. Chair of Governors  
Inclusion Manager

**Letter D**  
**MODEL LETTER FROM HEADTEACHER TO PARENTS/CARERS FOR A**  
**PERMANENT EXCLUSION from a Primary School**

Square bracket sections to be included as appropriate

Dear (Mr and Mrs Smith)

**James Smith**

I am sorry to have to write informing you that I shall be recommending to the governors that (James) is excluded permanently from the school.

You will appreciate that this is not a decision taken lightly, but I believe it is necessary for the following reasons:

We have taken the following steps to try to avoid this exclusion

.....  
.....  
.....

[We are aware of (James) SEN. The following steps have been taken to make reasonable adjustments for this:

.....]

The exclusion comes into effect immediately and (James) should not return to school until the governors' Discipline Committee has met to consider the matter.

The Clerk to the Discipline Committee will be arranging this meeting within the next 15 school days, and you will be invited to attend. You will have a right to make a statement to the Committee, either orally or in writing. I will also be providing a full report to the meeting which will be forwarded to you by the clerk to the discipline committee. It is perfectly acceptable if you wish to be accompanied by a friend or be represented.

In the meantime, I am arranging for (James) to have school work to do at home for the first five days of this exclusion, and for this work to be marked. Please contact [.....] who will discuss the practical details with you.

From the sixth day of this exclusion onwards

- (insert date) the Local Authority will provide full-time education for (James). You will be contacted with details of this provision

[(where the pupil lives in a Local Authority other than the excluding school's Local Authority) I have also informed (name of officer) at (local authority) of your child's exclusion and he/she will be in touch with you about arrangements for (James') education from the sixth day of exclusion.]

You have the right to see your child's school records. If you wish to pursue this in advance of any Discipline Committee meeting, please contact [my secretary] who will be able to make the necessary arrangements.

[You should also be aware that if you think the exclusion relates to your child's SEN or a disability your child has, and you think that discrimination has occurred, you have the right to appeal to the First-tier Tribunal (for disability discrimination), or to a County Court (for other forms of discrimination.) ]

I must further advise you that during the first five days of the period for which your child is excluded you are responsible for ensuring that he is not present in a public place during school hours. If your child is found in a public place at such times without reasonable justification you may be liable to a fixed penalty notice of £50 issued by the local authority.

A Local Authority officer with responsibility for exclusions who can provide you with advice on the exclusions process is:

**Carol Way 01480 376302**

The Children's Legal Centre also has a helpline on 0808 802 0008 or [www.childrenslegalcentre.com](http://www.childrenslegalcentre.com). The advice line is open from 8am to 8pm Monday to Friday, except Bank Holidays and 24 December to 1 January.

Yours sincerely

Headteacher  
cc Chair of Governors  
Inclusion Manager

**Letter E**

**MODEL LETTER FROM HEADTEACHER TO PARENTS/CARERS FOR A  
PERMANENT EXCLUSION from a Secondary School**

Square bracket sections to be included as appropriate

Dear (Mr and Mrs Smith)

**James Smith**

I am sorry to have to write informing you that I shall be recommending to the governors that (James) is excluded permanently from the school.

You will appreciate that this is not a decision taken lightly, but I believe it is necessary for the following reasons:

We have taken the following steps to try to avoid this exclusion

.....  
.....  
.....

[We are aware of (James) SEN. The following steps have been taken to make reasonable adjustments for this:

.....]

The exclusion comes into effect immediately and (James) should not return to school until the governors' Discipline Committee has met to consider the matter.

The Clerk to the Discipline Committee will be arranging this meeting within the next 15 school days, and you will be invited to attend. You will have a right to make a statement to the Committee, either orally or in writing. I will also be providing a full report to the meeting which will be forwarded to you by the clerk to the discipline committee. It is perfectly acceptable if you wish to be accompanied by a friend or be represented.

In the meantime, I am arranging for (James) to have school work to do at home for the first five days of this exclusion, and for this work to be marked. Please contact [.....] who will discuss the practical details with you.

From the sixth day of this exclusion onwards (insert date) the school will provide full-time education for (James). You will be contacted with details of this provision by (insert EIO / school staff name)

[(where the pupil lives in a local authority other than the excluding school's local authority) I have also informed (name of officer) at (local authority) of your child's

exclusion and he/she will be in touch with you about arrangements for (James') education from the sixth day of exclusion.]

You have the right to see your child's school records. If you wish to pursue this in advance of any Discipline Committee meeting, please contact [my secretary] who will be able to make the necessary arrangements.

[You should also be aware that if you think the exclusion relates to your child's SEN or a disability your child has, and you think that discrimination has occurred, you have the right to appeal to the First-tier Tribunal (for disability discrimination), or to a County Court (for other forms of discrimination.) ]

I must further advise you that during the first five days of the period for which your child is excluded you are responsible for ensuring that he is not present in a public place during school hours. If your child is found in a public place at such times without reasonable justification you may be liable to a fixed penalty notice of £50 issued by the local authority.

A Local Authority officer with responsibility for exclusions who can provide you with advice on the exclusions process is:

**Carol Way 01480 376302**

The Children's Legal Centre also has a helpline on 0808 802 0008 or [www.childrenslegalcentre.com](http://www.childrenslegalcentre.com). The advice line is open from 8am to 8pm Monday to Friday, except Bank Holidays and 24 December to 1 January.

Yours sincerely

Headteacher

cc Chair of Governors

Inclusion Manager

**Letter F**  
**MODEL LETTER FROM THE CLERK INVITING PARENTS/CARERS TO DISCIPLINE COMMITTEE MEETING TO REVIEW FIXED PERIOD EXCLUSION**

Dear (Mr and Mrs Smith)

**James Smith**

I refer to the letter from the Headteacher dated ..... concerning James' exclusion from school.

The School's Governors' Discipline Committee must meet to review any exclusion which exceeds fifteen days in any one term, and will meet at the request of parents/carers where an exclusion exceeds five days/permanent exclusion.

The meeting to review (James') exclusion will be held at .....on ..... at the school. You may bring a friend or be represented. (James) will also be welcome to attend.

If you intend to submit a written report, please send it to be received no later than..... This will enable me to circulate it to all parties in advance of the meeting, together with relevant information from the Headteacher, which I will be sending to you at the same time. Please send your report to:

The Clerk to the Discipline Committee,  
(School Name and Address here)]

[Please return the slip below to advise us whether or not you will be attending.]

Yours sincerely,

Clerk to the Governors' Discipline Committee

***Reply slip here if appropriate***

\*\*\*\*\*

**NOTE**

It is important is to ensure that all parties receive information at the same time, in advance of the hearing. This enables parents/carers the opportunity to prepare fully in response to the Headteacher's statement.

**Letter G**  
**MODEL LETTER FROM THE CLERK INVITING PARENTS/CARERS TO DISCIPLINE**  
**COMMITTEE MEETING TO REVIEW PERMANENT EXCLUSION**

Dear (Mr and Mrs Smith)

**James Smith**

I refer to the letter from the Headteacher dated ..... concerning James' exclusion from school.

The School's Governors' Discipline Committee must meet to review any permanent exclusion in order to decide whether to uphold the Head's decision to exclude or to overturn it.

The meeting to review (James') exclusion will be held at .....on ..... at the school. You may bring a friend or be represented. (James) will also be welcome to attend.

If you intend to submit a written report, please send it to be received no later than..... This will enable me to circulate it to all parties in advance of the meeting, together with relevant information from the Headteacher, which I will be sending to you at the same time. Please send your report to:

The Clerk to the Discipline Committee,  
(School Name and Address here)]

[Please return the slip below to advise us whether or not you will be attending.]

Yours sincerely,

Clerk to the Governors' Discipline Committee

***Reply slip here if appropriate***

\*\*\*\*\*

**NOTE**

It is important is to ensure that all parties receive information at the same time, in advance of the hearing. This enables parents/carers the opportunity to prepare fully in response to the Headteacher's statement.

**Letter H**  
**MODEL LETTER TO PARENTS/CARERS FOLLOWING MEETING OF DISCIPLINE COMMITTEE TO WHICH PARENTS/CARERS HAVE MADE REPRESENTATION AND GOVERNORS DECIDED FIXED TERM EXCLUSION WAS INAPPROPRIATE (signed by the Chair or Clerk)**

Dear (Mr and Mrs Smith)

**James Smith**

I refer to the meeting of the Governors Discipline Committee which took place on.....when the question of (James') fixed term exclusion from this school was considered.

The Governors Discipline Committee considered the case presented by the Headteacher very thoroughly. They [also considered the representations made by yourself and the representative of the Local Education Authority and] came to the conclusion that in the circumstances the Headteacher's decision to exclude (James) was inappropriate.

The Governors Discipline Committee has therefore asked the Headteacher to attach the following note to the letter recording (James') exclusion on his file.

The Governor's Discipline Committee which met on..... to consider the fixed term exclusion of (James Smith) decided not to support this exclusion for the following reasons

and instructed the Headteacher to attach this note to the record of exclusion on his file.

[Thank you for taking time to meet with the Governors]. We are pleased that (James) is now back in school and hope that he continues with his school career in a positive and purposeful way.

Yours sincerely

Clerk to the Governors Discipline Committee

**Letter I**

**MODEL LETTER TO PARENTS/CARERS FOLLOWING MEETING OF DISCIPLINE COMMITTEE TO WHICH PARENTS/CARERS HAVE MADE REPRESENTATION AND GOVERNORS DECIDED FIXED TERM EXCLUSION WAS APPROPRIATE (signed by the Chair or Clerk)**

**Dear (Mr and Mrs Smith)**

***James Smith***

I refer to the meeting of the Governors Discipline Committee which took place on ....., when (James') fixed term exclusion was considered.

The Governors Discipline Committee considered the case presented by the Headteacher very thoroughly. They [also considered the representations made by yourself and the representative of the Local Education Authority and] came to the conclusion that in the circumstances the Headteacher's decision to exclude (James) was appropriate. The Governors came to this decision for the following reasons:

[Thank you for taking time to meet with the Governors]. We are pleased that (James) is now back in school and hope that he continues with his school career in a positive and purposeful way.

Yours sincerely

**Chair/ Clerk to the Governors Discipline Committee.**

Letter J

**MODEL LETTER FROM CHAIR OF GOVERNORS' DISCIPLINE COMMITTEE TO PARENTS/CARERS CONFIRMING REINSTATEMENT FOLLOWING PERMANENT EXCLUSION HEARING**

Square bracket sections to be included as appropriate

Dear (Mr and Mrs Smith),

***James Smith***

I refer to the meeting of the Governors Discipline Committee on [.....], when the question of (James') exclusion was considered.

I am pleased to be able to inform you that after careful consideration the governors agreed that (James) should be reinstated for the following reasons

I have asked the Headteacher to make contact with you as soon as possible to make the necessary arrangements.

Yours sincerely,

cc. Headteacher  
Inclusion Manager

**Letter K**  
**MODEL LETTER FROM THE GOVERNORS' DISCIPLINE COMMITTEE TO**  
**PARENTS/CARERS CONFIRMING PERMANENT EXCLUSION (signed by the Chair**  
**or Clerk)**

Square bracket sections to be included as appropriate

Dear (Mr and Mrs Smith)

**James Smith**

I refer to the meeting of the Governors Discipline Committee on [.....], when the question of (James') permanent exclusion was considered. You are aware that the governing body has the power to order re-instatement, but I regret to inform you that on this occasion the panel has decided that the Headteacher's decision to exclude should be upheld.

The governors have come to this decision for the following reasons

You have a right to make representations to an Independent Review Panel where you can make oral and written statements.

In addition if you believe the exclusion relates to your child's special educational needs you may request that the Local Authority / Academy Trust should appoint an independent SEN Expert to attend the Panel; this SEN expert's role is to provide impartial advice on how SEN may be relevant to the exclusion.

A Local Authority officer with responsibility for exclusions who can provide you with advice on the exclusions process is:

**Carol Way 01480 376302**

You will need to write to the Local Authority (for Maintained Schools) or The Academy Trust (for academies) (Schools to delete as appropriate and give address for letter)) to confirm your intention to request a review by ..... [please insert date 15 school days from date of this letter)

You have a right to make this request even if you did not attend the meeting of the Discipline Committee.

Yours sincerely,

cc. Headteacher  
Inclusion Manager

**Letter L**  
**MODEL LETTER TO PARENTS/CARERS FOR A LUNCHTIME EXCLUSION**

Square bracket sections to be included/omitted as appropriate

Dear (Mr and Mrs Smith)

**James Smith**

I am writing to inform you of my decision to exclude (James) **at lunchtime** for a fixed period of ..... days. He has been excluded for the following reasons:

We have taken the following steps to try to avoid this exclusion

[This brings the total number of days excluded at lunchtime this term to .....]

This means that (James) should not attend school at lunchtime until .....

[We are aware of (James) SEN. The following steps have been taken to make reasonable adjustments for this:  
.....]

You have a right to make [written] representations to the Discipline Committee of the governing body. If you wish to make representations you should contact The Clerk to The Governors Discipline Committee at the school.

***(Lunchtime exclusions ‘count’ as half a day, so if the lunchtime exclusion extends for a period in excess of 10 school days the following paragraph should be substituted:***

You have the right to request a meeting of the governors’ Discipline Committee at which you may make representations and the decision to exclude can be reviewed. The latest date the Committee can meet is ..... [no later than 50 days from the date the Committee is notified]. Please let us know as soon as possible if you wish to meet the Committee, or make a written statement, by contacting the Clerk to the Discipline Committee at the school.)

You may see your child's school records in advance of any meeting of the Discipline Committee. If you do wish to view them, please contact [my secretary] who will be able to make the necessary arrangements.

[ (You should also be aware that if you think the exclusion relates to your child’s SEN or a disability your child has, and you think that discrimination has occurred, you have the right to appeal to the First-tier Tribunal (for disability discrimination), or to a County Court (for other forms of discrimination.) ]

A Local Authority officer, with responsibility for exclusions who can provide you with advice on the exclusions process is:

*(Please delete as appropriate when sending your letter)*

(for Secondary and Special Schools) - Carol Way - 01480 376302

(for Primary Schools) – SEND Specialist Services

Hunts – 01480 373470

SCC – 01223 728311

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Pupils with statements/EHCP – Statutory Assessment & Resources Team – Tel:  
01480 372600

The Children's Legal Centre also has a helpline on 0808 802 0008 or [www.childrenslegalcentre.com](http://www.childrenslegalcentre.com). The advice line is open from 8am to 8pm Monday to Friday, except Bank Holidays and 24 December to 1 January

Yours sincerely

Headteacher  
cc. Chair of Governors

**Letter M**  
**MODEL LETTER TO PARENTS/CARERS FOLLOWING AGREEMENT OF A**  
**MANAGED MOVE**

Dear (Mr and Mrs Smith)

***James Smith***

Following our meeting on [date of meeting where managed move was agreed] I am writing to confirm to you that we will be seeking a managed move for (James). This means that, if successful for the first fifteen weeks, (James) will be permanently transferring to another school.

(James) is being managed moved for the following reasons:

We have taken the following steps to try to avoid this managed move:

[We are aware of (James') SEN. The following steps have been taken to make reasonable adjustments for this:  
.....]

Whilst (James') managed move is being arranged he will remain on our roll. His education will be provided (insert here how the student will receive education. It may be that they remain in school, attend off site provision etc. It must be clear how the student will access their education).

A Local Authority officer who can provide you with advice on the managed move process is:

***(please delete as appropriate when sending your letter)***

**Primary schools – SEND Specialist Services**  
**Hunts – 01480 373470**  
**SCC – 01223 728311**

**ECF – 01353 612803**

**Secondary Schools – EIO – (school to give details)**

Yours sincerely

Headteacher  
cc. Chair of Governors  
Inclusion Manager

## MANAGED MOVE REQUEST FORM

**Type of Move:** \_\_\_\_\_

**1. This section should be completed and passed to Admissions before any school is approached as a possible receiver**

**Part A – To be filled in by referring school**

Date of Request			
LA Managed Move Officer		Headteacher	
Name of Pupil		DOB	
Ethnicity		Sex	
Name of Parent/Carer		Relationship to child	
Address of Parent/Carer			
Contact Numbers: Home: Mobile: Work:			
Current School		School Year	
School Contact Person		Contact Details	
Pupil's SEN Status		Statement	
Is the Pupil Looked After?			
Does the Pupil receive free school meals?			
Date of CAF		Lead Professional:	
Date of PSP			
Number of Reviews		Most Recent Review to Date	

**Previous schools attended (including those outside of Cambridgeshire) if known:**

Name		To		From	
Name		To		From	
Name		To		From	

**Concerns**

Incidents in school that have given rise to concern:

Other (Please Specify):

Total Number of Exclusions this Academic Year:

**Strategies**

Please briefly outline what positive strategies have been used to support the inclusion of this pupil prior to Managed Move request and any sanctions that have been used:

Any issues that may affect the success of a Managed Move at any school. Please give reasons:

**Academic Ability – Teacher Assessments**

Please comment upon the pupil's progress in the following subjects with reference to National Curriculum attainment levels. Please also give a general comment.

KS 1/2/3 (See KS 4 separately)

Key Stage Level		
Subject	NC Level	Teacher Assessment/comment
English		
Maths		
Science		
ICT		
Overall Estimate and other appropriate information		

KS4 Only

GSCE etc currently being undertaken by the pupil. Please list subjects and include details of examination board/syllabus etc

Current assessment of performance – please indicate most recent assessment results, for example modular tests and portfolio assessments

**Agency Involvement**

Please indicate if the following agencies are involved with the pupil

Social Care  Contact:

CAMHS  Contact:

YOS  Contact:

Locality Team  Contact:

Health  Contact:

Other (please specify)  Contact:

<b>Headteacher Signature</b>			
<b>Print Name</b>		<b>Date</b>	
<b>County Inclusion Manager Signature</b>			
<b>Print Name</b>		<b>Date</b>	

**Part B – To be filled in by the Pupil’s parent/carer**

I have attended a review meeting of my child’s progress and agree that a Managed Move to an alternative school is my preferred option. I would like to express a preference for the following school. I understand that my preference will not necessary be able to be met.

Preferred alternative school: \_\_\_\_\_

<b>Parent/Carer Signature</b>		<b>Date</b>	
<b>Parent/Carer Signature</b>		<b>Date</b>	
<b>Pupil Signature</b>		<b>Date</b>	

**2. This section should be completed by the Admissions Team with assistance from Education Transport and passed back to Senior Admissions Officer**

Admissions Officer \_\_\_\_\_

Contact Number				
Possible Receiver Schools				
School	Distance from home (miles)	Place available?	Method of transport	Cost – per annum & for planned time at that school

**3. This section should be completed by the Senior Admissions Officer**

**Part A – to be filled in by Admissions**

Identified School/Schools			
Please give reasons as to why this school has been identified to be able to accept this child and any reasons as to why any other possible receiver schools should not take this child.			
<b>Signature of Senior Admissions Officer:</b>		<b>Date</b>	

**Part B- to be filled in by Admissions**

Date of contact with proposed school by Admissions	
Date transfer to proposed school is agreed in principal	
Date Information passed to Managed Move Officer to take forward	

**4.This section to be completed by Managed Move Officer and Headteacher of receiving school**

Name of Receiving School			
Headteacher			
School Contact Person		Contact Details	
Date of meeting to agree planning and start date for Managed Move		Agreed Start Date for pupil	
<b>Headteacher's Signature</b>		<b>Date</b>	
<b>Managed Move Officer Signature</b>		<b>Date</b>	