Exclusions Policy

Autumn 2024

RATIONALE

At Mount Nod Primary we believe staff and children are entitled to a safe and secure environment in which to learn and succeed. The safety and well-being of all the members of the school community is paramount. This policy relates to the policy and practice regarding the use of exclusions. A child will be excluded from Mount Nod Primary School only as a last resort, as a result of violence or unacceptable breaches of the behaviour policy.

AIMS AND EXPECTATIONS

- To ensure the safety and well-being of all members of the school community, and to maintain an appropriate educational environment in which all can learn and succeed
- To reduce the need to use exclusion as a sanction by positively encouraging and recognising acts of respect and consideration to others.

The decision to exclude a pupil may be taken in the following circumstances

- In response to a serious breach of the school's Behaviour Policy
- If allowing the pupil to remain in school may harm the education or welfare of other persons or the pupil him/herself in the school

Exclusion is an extreme sanction and only the Headteacher/Deputy Headteacher has the power to exclude a child from Mount Nod Primary school. Exclusions, whether for a fixed period or permanent, may be used for any of the following, all of which constitute examples of unacceptable conduct, and are breaches of the school's Behaviour Policy

- Refusal to carry out reasonable instructions issued by a member of the school staff
- Verbal abuse directed at staff, professionals working within school or other pupils
- Physical abuse/assault of staff, professionals working within school or other pupils
- Actual or threatened violence against staff, professionals working within school or other pupils
- Inappropriate behaviour of a sexual nature
- Theft
- Possession or misuse of drugs or other illegal/dangerous substances
- Racial abuse
- Vandalism of the school site
- Unacceptable behaviour which has previously been reported and for which school sanctions and other interventions have not been successful in modifying the pupil's behaviour

This list is not exhaustive and there may be other circumstances that could arise when the Headteacher/Deputy Headteacher makes the judgement it would be appropriate to exclude a child in school.

TYPES OF EXCLUSIONS

There are two types of exclusion

Fixed Period Exclusion

A fixed period exclusion is where a child is temporarily removed from school and for a specific period of time. The DFE regulations outline that this can be for up to 45 school days in one school year, even if a child has changed schools.

In exceptional cases, usually where further evidence has come to light, a fixed period exclusion may be extended or converted to a permanent exclusion.

Pupils whose behaviour at lunchtime is disruptive may be excluded from the school premises for the duration of the lunchtime period. An exclusion that takes place over a lunchtime would be counted as half a school day.

If the fixed period exclusion is longer than 5 school days, the school must arrange suitable full-time education from the sixth day, e.g. a pupil referral unit

Permanent Exclusion

A permanent exclusion means that a child is being removed from the school roll. However, the head teacher must not remove a pupil's name from the school admissions register until the outcome of the Independent Review Panel (if this route is followed by parents).

EXCLUSION PROCEDURE

At Mount Nod Primary School the decision to exclude a child will be lawful, reasonable and fair. The school process is outlined in the Coventry Authorities 'Exclusion Procedure Flowchart' (Appendix 1)

Every effort will be taken to ensure early intervention be used to address the underlying causes of any inappropriate behaviour before an exclusion is considered.
If a child is to be excluded, parents will be notified immediately by telephone and by letter as soon as possible (Coventry Local Authority Model letters – Appendix 2).

The parent/carer will be informed:

- If the exclusion is permanent
- If the exclusion is fixed period, the precise period of the exclusion
- The reasons for the exclusion
- The parent's right to make representations to the governing body, and how the pupil can be involved in this;
- Who to contact about making such representations
- The arrangements made by the school for the pupil to continue their education during the first five days of the exclusion, including setting and marking of work. (It is the parents' responsibility to ensure that work sent home is completed by the pupil and returned to school)

- The school days (or school day from) which the pupil will be provided with alternative suitable education.

Exclusions can start on the same day (fixed period) but school will work in partnership with parents to collect their child as we appreciate that this may not be able to happen immediately. During the first five days of a period of exclusion (whether fixed period or permanent, the parents must ensure that the child is not present in a public place during school hours, unless there is reasonable justification.

For a fixed period exclusion of more than five school days, the governing body must arrange suitable full-time education for any pupil of compulsory school age (for example; home tutoring, a pupil referral unit or online studies). This provision must begin no later than the sixth day of the exclusion.

For permanent exclusions, the Local Authority must arrange suitable full-time education for the pupil, again of compulsory school age, to begin no later than the sixth day of the exclusion.

CHALLENGING AN EXCLUSION

Parents have the right to ask the Governing Body to consider their representations about an exclusion. This will depend on the length and nature of the exclusion. The Governing body will consider the reinstatement of an excluded child within 15 schools days of receiving the notice of exclusion if:

- The exclusion is permanent
- It is a fixed period exclusion which would bring the pupil's total number of school days of exclusion to more than 15 in term; or
- The exclusion means the child will miss a public exam or national curriculum test

Where the exclusion means that a child will miss a national curriculum test there is a further requirement for a governing body to consider exclusion before the date of the examination or test. If this is not possible, the chair of governors may consider the exclusion independently and decide whether or not to reinstate the pupil. These are the only circumstances in which the chair can review an exclusion decision alone. In such cases parents still have the right to make representations to the governing body and must be made aware of this right.

If the exclusion is for 5 days or fewer, parents can request that the Governors hear their views but they can't overturn the Headteacher/Deputy Headteacher decision.
When invited to meet the Governing Body, parents will be allowed to make representations along with the Headteacher/Deputy Headteacher. The Governing Body will:

- Ask for any written evidence in advance of the meeting (including witness statements and other relevant information held by the school, such as those relating to Special Educational Needs)
- Ensure any written evidence and information has been circulated, including a list of those who will be present, to all parties at least five days in advance of the meeting.
- Allow parents to be accompanied by a friend or representative
- Identify steps they will take to encourage the excluded pupil to attend the meeting, where appropriate, to talk on their own behalf or by other means if they are not attending.

The Governing body will consider the interests and circumstances of the excluded child, along with the circumstances in which the child was excluded. When making any decisions they will also have

regard to the interest of the other pupils and staff working at the school. The Governing body will look at the facts in relation to the exclusions and reach a decision on whether or not to reinstate the pupil considering is the decision to exclude lawful, reasonable, proportionate, procedurally fair, taking into account a Headteacher's legal duties.

The Governing Body can then either:

- Uphold an exclusion: or
- Reinstatement the pupil immediately or on a particular date.

The Governing body must notify the parents, Headteacher/Deputy Headteacher and the Local Authority of their decision, and the reasons for their decision, in writing without delay. The reasons for the decision should be in sufficient detail to enable all parties to understand why the decision was made.

In the case of a permanent exclusion, where Governors did not overturn the exclusion, the Governing body must write to the parents and include the following information

- The fact that the exclusion is permanent
- Notice of the parents' right to ask for the decision to be reviewed by an independent review panel and the following:

- The date by which the application for a review must be made

- The name and address to who the application for a review (and any written evidence) should be submitted

- That the application should set out the grounds on which it is made and that, where appropriate, this should include reference to how the pupils special educational needs are considered to be relevant to the exclusion

- That parents have a right to require the school to appoint a Special Educational Needs expert to attend the review

- That parents may, at their own expense, appoint someone to make written and/or oral representations to the panel and that parents may also bring a friend to the review.

- That, in addition to the right to apply for an Independent Review Panel, if parents believe that the exclusion has occurred as a result of discrimination then they may make a claim under the Equality Act 2010 to the First-Tier Tribunal (Special Educational Needs and Disability) in the case of disability discrimination.

THE INDEPENDENT REVIEW PANEL

If the Governing Body uphold a permanent exclusion, parents have the right to request that their decision is reviewed by an Independent Review Panel (IRP). Parents must lodge their application for a review:

- Within 15 school days of notice being given to the parents by the Governing Body of their decision to uphold a permanent exclusion; or
- Where an application has not been made within this time frame, within 15 school days of the final determination of a claim of discrimination under the Equality Act 2010 in relation to the exclusion.

These are strict deadlines and any application made outside of the legal time frame must be rejected by the school.

Parents may request an Independent Review Panel even if they did not make a case to, or attend, the meeting at which the Governing Body considered the exclusion. Parents must submit written representations and, if applicable, supporting evidence, when lodging their application.

What happens at the IRP?

For Coventry LA maintained schools, 3 people form the IRP. One member must be a serving or recently retired head teacher, one must be a serving or recently retired school governor and the Chair must be someone who has not had a paid job in a school. A Clerk is provided from the Council's Legal Services team and gives advice on the law and how the meeting should be run. The head teacher and a member of the Governing Board will normally represent the school and a SEN expert will also be present if requested by the parent. The review meeting will not be held on the school premises.

What can the panel do?

The panel can:

- Uphold the Governing Board's decision;
- Recommend that the board reconsiders reinstatement;
- Or quash the decision and direct that the Governing Board reconsiders reinstatement.

The panel cannot directly reinstate your child. The panel's decision is legally binding on the parents, the school and the LA.

What happens next?

The Clerk to the IRP will write to you without delay, giving you the panel's decision. If the panel quashes the decision and directs the Governing Board reconsiders reinstatement, the board must meet again within 10 days. If the board does not offer to reinstate your child after this meeting, the IRP has the power to impose a financial penalty on the school, but your child will not return to the school. If the panel recommends that the Governing Board reconsiders reinstatement, the Governors' Disciplinary Committee must meet again within 10 days. If the IRP had access to new evidence, the board may review this evidence to see whether it changes their decision. If the board does not offer to reinstate your child after this meeting, your child will not return to the school. If you believe that the panel's decision is unreasonable or think that the procedure was not followed correctly and that this might have made a difference to the panel's decision, you may complain to the Local Government Ombudsman or ask for a Judicial Review of the decision through the courts.

THE RESPONSIBILITIES OF THE HEADTEACHER/DEPUTY HEADTEACHER OF SCHOOL

It is the responsibility of the Headteacher/Deputy Headteacher to:

- Ensure the policy is implemented consistently and fairly.
- Make the decision to exclude having checked all evidence.
- Communicate promptly with parents, informing them of the decision to exclude immediately by telephone and within 24 hours by letter.

- Send details of the exclusion to the Chair of Governors and the LA.
- Delegate responsibility for sending work home/marking of work.
- Monitor the implementation of the policy and regularly report to Governors.

THE RESPONSIBILITIES OF THE CLASS TEACHER

It is the responsibility of the Class Teacher to:

- Keep appropriate records of incidents that may lead to the decision to exclude.
- Send work home for the duration of the exclusion and mark any work returned.
- Use the time of the exclusion to review provision e.g.: seating arrangements, differentiation, and behaviour support.
- Ensure the child returning from an exclusion is given every opportunity for a fresh start.

THE RESPONSIBILITIES OF THE GOVERNING BODY

It is the responsibility of the Governors:

- Review the policy in the light of monitoring.
- Attend Exclusion hearings as required.

EQUALITY

All children will be treated equally and fairly throughout the implementation of this policy.
The Headteacher will monitor incident logs and ensure that any apparent inequality of incidents is entirely attributed to the behaviours of those children.

TRAINING

Whole staff and individual training needs will be identified through Mount Nod Primary's self evaluation process and staff appraisal.

MONITORING

The impact of the policy will be reviewed regularly through careful monitoring of incidents.

Termly reports will be made to Governors.

This policy sits alongside -

Anti-Bullying Policy

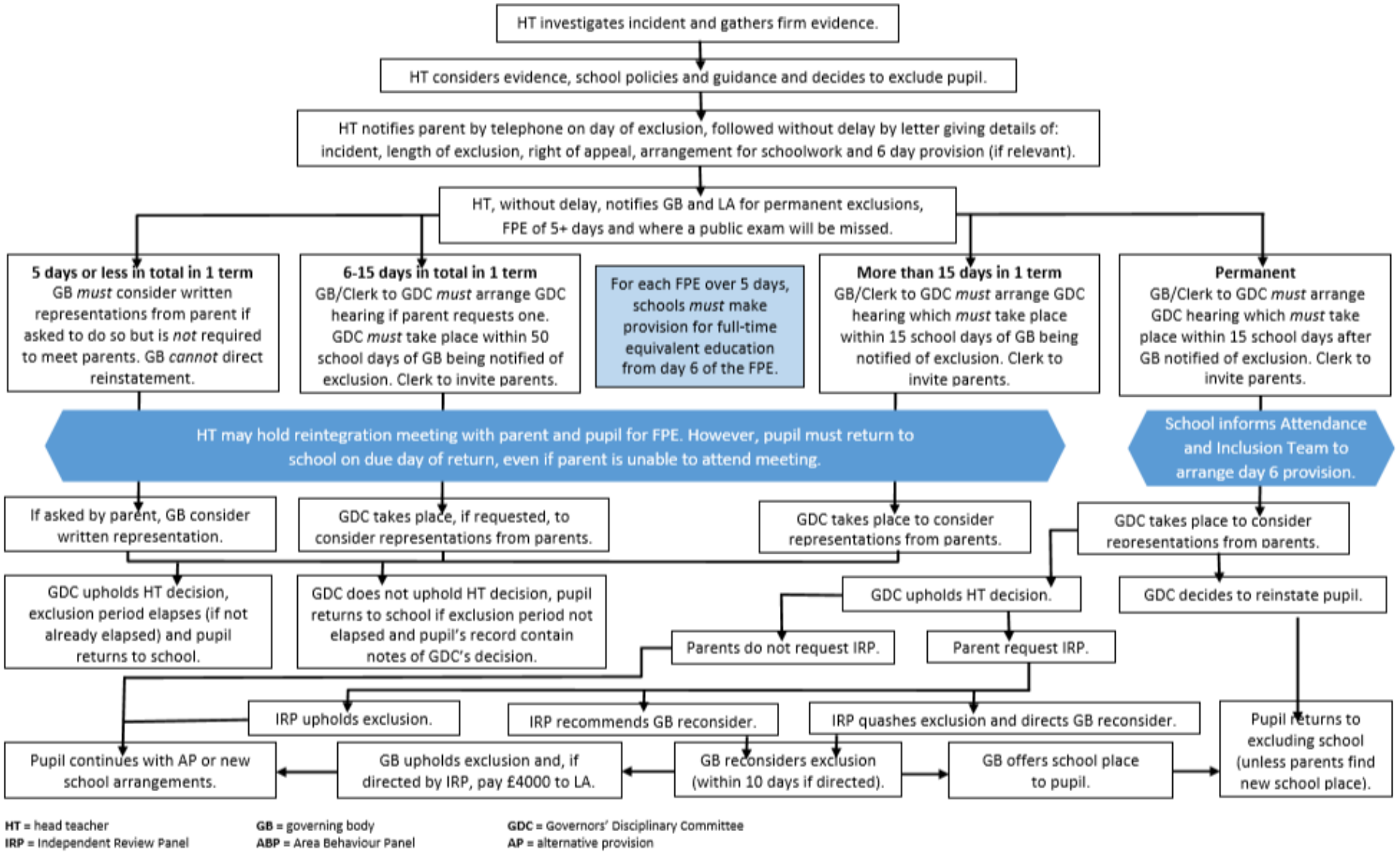
Safeguarding Policy

Behaviour Policy

REVIEW

The governors review this policy biannually. The governors may, however, review the policy earlier than this, if the government introduces new regulations, or if the governing body receives recommendations on how the policy might be improved.

Appendix 1


HT investigates incident and gathers firm evidence.
HT considers evidence, school policies and guidance and decides to exclude pupil.
HT notifies parent by telephone on day of exclusion, followed without delay by letter giving details of: incident, length of exclusion, right of appeal, arrangement for schoolwork and 6 day provision (if relevant).
HT, without delay, notifies GB and LA for permanent exclusions, FPE of 5+ days and where a public exam will be missed.
5 days or less in total in 1 term GB must consider written representations from parent if asked to do so but is not required to meet parents. GB cannot direct reinstatement.
6-15 days in total in 1 term GB/Clerk to GDC must arrange GDC hearing if parent requests one. GDC must take place within 50 school days of GB being notified of exclusion. Clerk to invite parents.
For each FPE over 5 days, schools must make provision for full-time equivalent education from day 6 of the FPE.
More than 15 days in 1 term GB/Clerk to GDC must arrange GDC hearing which must take place within 15 school days of GB being notified of exclusion. Clerk to invite parents.
Permanent GB/Clerk to GDC must arrange GDC hearing which must take place within 15 school days after GB notified of exclusion. Clerk to invite parents.
HT may hold reintegration meeting with parent and pupil for FPE. However, pupil must return to school on due day of return, even if parent is unable to attend meeting.
School informs Attendance and Inclusion Team to arrange day 6 provision.
If asked by parent, GB consider written representation.
GDC takes place, if requested, to consider representations from parents.
GDC takes place to consider representations from parents.
GDC takes place to consider representations from parents.
GDC upholds HT decision, exclusion period elapses (if not already elapsed) and pupil returns to school.
GDC does not uphold HT decision, pupil returns to school if exclusion period not elapsed and pupil's record contain notes of GDC's decision.
GDC upholds HT decision.
GDC decides to reinstate pupil.
Parents do not request IRP.
Parent request IRP.
IRP upholds exclusion.
IRP recommends GB reconsider.
IRP quashes exclusion and directs GB reconsider.
Pupil continues with AP or new school arrangements.
GB upholds exclusion and, if directed by IRP, pay £4000 to LA.
GB reconsiders exclusion (within 10 days if directed).
GB offers school place to pupil.
Pupil returns to excluding school (unless parents find new school place).
HT = head teacher
IRP = Independent Review Panel
GB = governing body
ABP = Area Behaviour Panel
GDC = Governors' Disciplinary Committee
AP = alternative provision

Appendix 2 – Model Letters

Model letter 1: From Headteacher (or teacher in charge of a PRU) notifying parent(s) of a fixed period exclusion of 5 school days or fewer in one term, and where a public examination is not missed.

Dear **[parent's name]**,

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

I realise that this exclusion may well be upsetting for you and your family, but the decision to exclude **[child's name]** has not been taken lightly. **[Child's name]** has been excluded for this fixed period because **[reason(s) for exclusion]**.

[For pupils of compulsory school age]
You have a duty to ensure that your child is not present in a public place in school hours during this exclusion unless there is reasonable justification for this. I must advise you that you may receive a penalty notice from the local authority if your child is present in a public place during school hours on the specified dates without reasonable justification. If so, it will be for you to show reasonable justification.
We will set work for **[child's name]** to be completed on the days specified in the previous paragraph. **[Detail the arrangements for this.]** Please ensure that work set by the school is completed and returned to us promptly for marking.

[School/PRU]
You have the right to make representations about this decision to the **governing body/management committee**. If you wish to make representations please contact **[name of contact]** on/at **[contact details — address, phone number, email]** as soon as possible. Whilst the **governing body/management committee** has no power to direct reinstatement, they must consider any representations you make and may place a copy of their findings on your child's school record.
You should also be aware that, if you think the exclusion relates to a disability your child has, and you think disability discrimination has occurred, you have the right to appeal and/or make a claim, to the First-tier Tribunal (Special Educational Needs and Disability). The address to which appeals should be sent is SENDIST, Mowden Hall, Staindrop Road, Darlington DL3 9BG.

[This paragraph applies to all fixed period exclusions of primary-aged pupils and may be used for fixed period exclusions of up to 5 days of secondary aged pupils if the head teacher chooses to hold a reintegration interview.]
You **[and child'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 this is not convenient, please contact the school **[within the next ten days]** to arrange a suitable alternative date and time. **The purpose of the reintegration interview is to discuss how best your child's return to school can be managed [not for parents of secondary aged pupils]**. Failure to attend a reintegration interview will be a factor taken into account by a magistrates' court if, on future application, they consider whether to impose a parenting order on you.

You also have the right to see and have 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 the Attendance and Inclusion Team for Coventry Local Authority on (024) 7678 6700 or the SENDIASS (Special Educational Needs Information and Advice Service) for parents on (024) 7669 4307, who can provide advice. The Department for Education statutory guidance on exclusions can be obtained from http://www.education.gov.uk/schools/pupilsupport/behaviour/exclusion/g00210521/statutory-guidance-regs-2012 .

You may also find it useful to contact the Coram Children's Legal Centre (an independent national advice centre) on 08088 020 008 (Monday-Friday, 8am-8pm). Further information can be found at www.childrenslegalcentre.com.

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

Yours Sincerely,

[Name]
Headteacher / [In case of PRU – teacher in charge]

Model letter 2: **From Headteacher (or teacher in charge of a PRU) notifying parent(s) of a pupil's fixed period exclusion of more than 5 school days (up to and including 15 school days) in a term.**

Dear **[parent's name]**,

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

I realise that this exclusion may well be upsetting for you and your family, but the decision to exclude **[child's name]** has not been taken lightly. **[Child's name]** has been excluded for this fixed period because **[reason(s) 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 the first 5 school days of this exclusion **[or specify dates]** unless there is reasonable justification for this. I must advise you that you may be prosecuted or receive a penalty notice from the local authority if your child is present in a public place during school hours 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** exclusion. **[Detail the arrangements for this.]** Please ensure that work set by the school is completed and returned to us promptly for marking.

[If the individual exclusion is for more than 5 days]
From the 6th school day of the **[child's name]** exclusion (**specify date**) until the expiry of **his/her** exclusion, we **[for PRUs the local authority]** will provide suitable full-time education. **[Set out the arrangements if known at time of writing; if not known, say that the arrangements will be notified shortly by a further letter.]** On **[date]**, **he/she** should attend at **[give name and address of the alternative provider if not the home school]** at **[specify the time — this may not be identical to the start time of the home school]** and report to **[staff member's name]**. **[If applicable, detail transport arrangements from home to the alternative provider; if not known, say that the arrangements for suitable full-time education will be notified by a further letter]**.

[School/PRU]
You have the right to request a meeting of the **school's behaviour committee/PRU's management committee** to whom you may make representations. **[Specify how the pupil may be involved in this]**, and my decision to exclude can be reviewed. As the period of this exclusion is more than 5 school days in a term the behaviour committee/management committee must meet if you request it to do so. The latest date by which the behaviour committee/management committee must meet, if you request a meeting, is **[specify date — no later than the 50th school day after the date on which the discipline committee were notified of this exclusion]**. You have a right to attend the meeting, be represented at the meeting (at your own expense) and to bring a friend. If you do wish to make representations to the behaviour committee/management committee please contact **[name of contact]** on/at **[contact details — address, phone number, email]**, as soon as possible. Please advise if you have a disability or special needs which would affect your ability to attend or take part in a meeting at the school. Also, please inform **[contact]** if it would be helpful for you to have an interpreter present at the meeting.
You should also be aware that if you think the exclusion relates to a disability your child has, and you think disability discrimination has occurred, you have the right to appeal and/or make a claim to the First-tier Tribunal (Special Educational Needs and Disability). The

address to which appeals should be sent is SENDIST, Mowden Hall, Staindrop Road, Darlington DL3 9BG. Making a claim would not affect your right to make representations to the **behaviour committee/management committee**.

[Reintegration meetings are no longer mandatory but you may wish to maintain them as good practice]
You **[and your child'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 this is not convenient, please contact the school before your child is due to return to arrange a suitable alternative date and time. **The purpose of the reintegration interview is to discuss how best your child's return to school can be managed [not for parents of secondary aged pupils]**. You also have the right to see and have a copy of your child's school record. Due to confidentiality restrictions, you must notify me in writing if you wish to be supplied with a copy of **[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 the Attendance and Inclusion Team for Coventry Local Authority on (024) 7678 6700 or the SENDIASS (Special Educational Needs Information and Advice Service) for parents on (024) 7669 4307, who can provide advice. The Department for Education statutory guidance on exclusions can be obtained from http://www.education.gov.uk/schools/pupilsupport/behaviour/exclusion/g00210521/statutory-guidance-regs-2012 .

You may also find it useful to contact the Coram Children's Legal Centre (an independent national advice centre) on 08088 020 008 (Monday-Friday, 8am-8pm). Further information can be found at www.childrenslegalcentre.com.

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

Yours Sincerely,

[Name]
Headteacher / [In case of PRU – teacher in charge]

Model letter 3: **From Headteacher (or teacher in charge of a PRU) notifying parent of a fixed period exclusion of more than 15 school days in total in one term.**

Dear **[parent's name]**,

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

I realise that this exclusion may well be upsetting for you and your family, but the decision to exclude **[child's name]** has not been taken lightly. **[Child's name]** has been excluded for this fixed period because **[reason(s) 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 exclusion **[or specify dates]** unless there is reasonable justification for this. I must advise you that you may be prosecuted or receive a penalty notice from the local authority if your child is present in a public place on the specified dates 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** exclusion. **[Detail the arrangements for this.]** Please ensure that work set by the school is completed and returned to us promptly for marking.

[If the individual exclusion is for more than 5 days]
From the 6th school day of the **[child's name]** exclusion **[specify date]** until the expiry of **his/her** exclusion we **[for PRUs the local authority]** will provide suitable full-time education. **[Set out the arrangements if known at time of writing; if not known, say that the arrangements will be notified shortly by a further letter.]** On **[date] he/she** should attend at **[give name and address of the alternative provider if not the home school]** at **[specify the time — this may not be identical to the start time of the home school]** and report to **[staff member's name]**. **[If applicable, detail transport arrangements from home to the alternative provider; if not known, say that the arrangements for suitable full-time education will be notified by a further letter]**.

[School and PRU]
As the length of the exclusion is more than 15 school days in total in one term, the **governing body/management committee** must meet to consider the exclusion. At the review meeting you may make representations to the **governing body/management committee** if you wish **[specify how the pupil may be involved in this]**. The latest date on which the governing body/management committee can meet is **[date – no later than 15 school days from the date the governing body is notified of the exclusion]**. You have a right to be represented at this meeting (at your own expense) and to bring a friend. If you wish to make representations to the **governing body/management committee**, please contact **[name of contact]** on/at **[contact details – address, phone number, email]** as soon as possible. You will, whether you choose to make representations or not, be notified by the Clerk to the **governing body/management committee** of the time, date and location of the meeting. Please advise if you have a disability or special needs which would affect your ability to attend or take part in a meeting at the school. Also, please inform **[name of contact]** if it would be helpful for you to have an interpreter present at the meeting.

You should also be aware that if you think the exclusion relates to a disability your child has, and you think disability discrimination has occurred, you have the right to appeal and/or make a claim to the First-tier Tribunal (Special Educational Needs and Disability). The address to which appeals should be sent is SENDIST, Mowden Hall, Staindrop Road,

Darlington DL3 9BG. Making a claim would not affect your right to make representations to the **behaviour committee/management committee**.

[Reintegration meetings are no longer mandatory but you may wish to maintain them as good practice]
You **[and your child'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 this is not convenient, please contact the school before your child is due to return to arrange a suitable alternative date and time. **The purpose of the reintegration interview is to discuss how best your child's return to school can be managed [not for parents of secondary aged pupils]**. You also have the right to see and have a copy of your child's school record. Due to confidentiality restrictions, you must notify me in writing if you wish to be supplied with a copy of **[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 the Attendance and Inclusion Team for Coventry Local Authority on (024) 7678 6700 or the SENDIASS (Special Educational Needs Information and Advice Service) for parents on (024) 7669 4307, who can provide advice. The Department for Education statutory guidance on exclusions can be obtained from http://www.education.gov.uk/schools/pupilsupport/behaviour/exclusion/g00210521/statutory-guidance-regs-2012 .

You may also find it useful to contact the Coram Children's Legal Centre (an independent national advice centre) on 08088 020 008 (Monday-Friday, 8am-8pm). Further information can be found at www.childrenslegalcentre.com.

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

Yours Sincerely,

[Name]
Headteacher / [In case of PRU – teacher in charge]

Model letter 4: **From the Headteacher of a primary, secondary or special school (or the teacher in charge of a PRU) notifying the parent(s) of a pupil's permanent exclusion.**

Dear **[parent's name]**,

I regret to inform you of my decision to permanently exclude **[child's name]** with effect from **[date]**. This means that **[child's name]** will not be allowed in this **school/PRU** unless **he/she** is reinstated by the **governing body/management committee**.

I realise that this exclusion may well be upsetting for you and your family, but the decision to permanently exclude **[child's name]** has not been taken lightly. **[Child's name]** has been excluded because **[reason(s) for exclusion – include any other relevant previous history]**.

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

[For pupils of compulsory school age]
Alternative arrangements for **[child's name]**'s education to continue will be made. For the first 5 school days of the exclusion we will set work for **[child's name]** and would ask you to ensure this work is completed and returned promptly to school for marking **[unless supervised education is being provided earlier than the sixth day]**. From the sixth school day of the exclusion onwards – i.e. from **[specify the date]** – Coventry Local Authority will provide suitable full-time education. **[Set out the arrangements if known at time of writing, if not known say that the arrangements will be notified shortly by a further letter.]**

[Where pupil lives in a local authority other than the excluding school's local authority] I have also today informed **[name of officer]** at **[name of local authority]** of your child's exclusion and they will be in touch with you about arrangements for **his/her** education from the sixth school day of exclusion. You can contact them on/at **[give contact details]**.

As this is a permanent exclusion, the **governing body/management committee** must meet to consider it. At the review meeting, you may make representations to the **governing body/management committee** if you wish and ask them to reinstate your child in school **[specify how the pupil may be involved in this]**. The **governing body/management committee** have the power to reinstate your child immediately or from a specified date, or, alternatively, they have the power to uphold the exclusion in which case you may ask for the decision to be reviewed by an independent review panel. The latest date by which the governing body/PRU management committee must meet is **[date – no later than 15 school days from the date the governing body is notified of the exclusion]**. You have the right to be represented at this meeting (at your own expense) and to bring a friend. If you wish to make representations to the **governing body/management committee** please contact **[name of contact]** on/at **[contact details – address, phone number, email]** as soon as possible. You will, whether you choose to make representations or not, be notified by the Clerk to the **governing body/management committee** of the time, date and location of the meeting. Please let us know if you have a disability or special needs which would affect your ability to attend the meeting. Also, please inform **[contact]** if it would be helpful for you to have an interpreter present at the meeting.

If you think the exclusion relates to a disability your child has, and you think disability discrimination has occurred, you have the right to appeal and/or make a claim to the First-tier Tribunal (Special Educational Needs and Disability). The address to which appeals should be sent is SENDIST, Mowden Hall, Staindrop Road, Darlington DL3 9BG. Making a claim would not affect your right to make representations to the **behaviour committee/management committee**.

You have the right to see and have a copy of your child's school record. Due to confidentiality restrictions, you must notify me in writing if you wish to be supplied with a copy of **[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 the Attendance and Inclusion Team for Coventry Local Authority on (024) 7678 6700 or the SENDIASS (Special Educational Needs Information and Advice Service) for parents on (024) 7669 4307, who can provide advice. The Department for Education statutory guidance on exclusions can be obtained from http://www.education.gov.uk/schools/pupilsupport/behaviour/exclusion/g00210521/statutory-guidance-regs-2012 .

You may also find it useful to contact the Coram Children's Legal Centre (an independent national advice centre) on 08088 020 008 (Monday-Friday, 8am-8pm). Further information can be found at www.childrenslegalcentre.com.

Yours Sincerely,

[Name]
Headteacher / [In case of PRU – teacher in charge]

Model letter 5: From the clerk of the governing body (of a primary, secondary or special school) to parent upholding a permanent exclusion.

Dear **[parent's name]**,

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

The reasons for the governing body's decision are as follows: **[set out reasons for the decision in sufficient detail to enable all parties to understand why the decision was made and how they arrived at that decision].**

You have the right to request for a review of this decision by an Independent Review Panel. If you would like to request a review, please notify Jacqui Warren / Julie Bowell (Legal Officer – School Appeals) in writing. You must set out the grounds on which the request for a review is being made and send this to SchoolAppeals@coventry.gov.uk by no later than **[date — the 15th school day after receipt of this letter]**. Alternatively, you can send this via post to Coventry City Council, Governance Services & Scrutiny, 2nd Floor, Council House, Coventry, CV1 5RR (again, by **[date]**. Please note that requests received after **[date]** will be rejected. If you have a disability or special needs that would affect your ability to attend the meeting, please advise the School Appeals Officer. It would also be helpful to advise if you require an interpreter to be present.

Where appropriate, your request should include a reference to how your child's Special Educational Needs (SEN) are considered to be relevant to the exclusion. You have a right to request the attendance of a Special Educational Needs Expert at the review, regardless of whether the school recognises that your child has SEN. The SEN expert's role is to provide impartial advice to the panel about how SEN could be relevant to the exclusion and does not include making an assessment of your child's special educational needs. There is no cost to yourself for this service but you must make it clear that you wish for an SEN expert to be appointed when you make your request for a review. You may (at your own expense) appoint someone to make written and/or oral representation to the panel or bring a friend to the review.

Your review will be heard by an Independent Review Panel. The panel will comprise of one serving (or recently retired within the last five years) head teacher, one serving (or recently served) school governor, who has served as a governor for at least 12 consecutive months, and one lay member, who will be the Chairperson. The review panel will rehear all the facts of the case. If you have fresh evidence to present to the panel, you may do so. The panel must meet no later than the 15th school day after the date on which the review request is lodged. In exceptional circumstances, panels may adjourn the hearing until a later date.

Following its review, the panel can decide to:

- Uphold your child's exclusion;
- Recommend that the governing body reconsiders their decision;
- Or quash the decision and direct that the governing body considers the exclusion again.

In order to assist you to make an informed decision on whether, and if so, how to seek a review, please see the information below. In addition, if you think the exclusion relates to a disability your child has, and you think disability discrimination has occurred, you have the right to appeal and/or make a claim to the First-tier Tribunal (Special Educational Needs and

Disability). The address to which appeals should be sent is SENDIST, Mowden Hall, Staindrop Road, Darlington DL3 9BG.

The following sources of information are available to you:

The Department for Education statutory exclusions guidance can be found at www.gov.uk/government/publications/school-exclusion.

You may find it useful to contact the Coram Children's Legal Centre (an independent national advice centre) on 08088 020 008 (Monday-Friday, 8am-8pm). Further information can be found at www.childrenslegalcentre.com.

You may wish to contact the Attendance and Inclusion Team for Coventry Local Authority on (024) 7678 6700 or the SENDIASS (Special Educational Needs Information and Advice Service) for parents on (024) 7669 4307, who can provide advice.

The arrangements currently being made for **[pupil's name]**'s education will continue.

Yours Sincerely,

[Name]
Clerk to the Governing Body