

Exclusion Policy

Document Summary

Staff Lead:	Debbie Fisher
Link Governor:	Mark Toogood and Fay Reeves
Version Number:	V9
Document Status:	Approved
Date Last Approved:	March 2024
Date of Next Review:	March 2025
Frequency of Review:	Annually
Model Policy?	No
Statutory Policy?	Yes – Part of behavioural policy
On School Website?	Yes
FYI: Version control should be used for all formal documents and managed as:-	
<ul style="list-style-type: none"> ▶ 0.1 (1st draft version) ▶ 0.2 (2nd draft and so on..... 0.3. 0.4 etc) ▶ 1.0 (Once document has been approved) ▶ 1.2 (during review/approval of a lifecycle document i.e. policies) ▶ 2.0 (2nd approved document) and so on. 	

Amendment History

Version	Amendment Date	Author	Amendment Summary
V1.0	07/10/16	Mo Jones	Formatting Only
V1.1	12/10/16	Rosie Brydon	updating
V2.0	04/11/16	Mo Jones	Reformatting and newly approved doc
V3.0	17/01/17	Rosie Brydon	Removal of links
V3.1	20/02/17	Mo Jones	Correction of Statutory Requirements
V4.0	01/12/17	Ruth Owen	Reformatting and newly approved doc
V5.0	25/03/19	Dan Coney	Updates to content and references
V5.1	18/04/20	Dan Coney	Updates to document references

V6.0	12/06/20	Ruth Owen	Final formatting following approval
V6.1	15/03/21	Dan Coney	Annual review
V7.0	12/06/21	Ruth Owen	Final formatting following approval
V7.1	17/01/23	Ruth Owen	Updated front sheet with Link Governor & Model Policy fields
V8.0	20/06/23	Ruth Owen	Final formatting following approval
V8.1	18/03/24	Debbie Fisher	Changes made to align with 2023 DfE Document; model letters for LA included
V9.0	24/04/24	Ruth Owen	Final formatting following approval at FGB

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Exclusion Policy & Guidelines

1. Introduction

Frampton Cotterell Cof E Primary School is an inclusive school, committed in policy and practice to recognition of the equal value of each member of the community and to equality of opportunity for all. This policy is specifically on exclusion but it should be read in conjunction with the school's behaviour policy.

This policy is based on statutory guidance from the Department for Education (DfE): [Suspension and permanent exclusion from maintained schools, academies and pupil referral units in England, including pupil movement - from September 2023](#).

2. Definitions

Suspension – when a pupil is removed from the school for a fixed period. This was previously referred to as a 'fixed-term exclusion'.

Permanent exclusion – when a pupil is removed from the school permanently and taken off the school roll. This is sometimes referred to as an 'exclusion'.

Off-site direction – when a governing board of a maintained school requires a pupil to attend another education setting temporarily, to improve their behaviour.

Parent/carer – any person who has parental responsibility and any person who has care of the child.

Managed move – when a pupil is transferred to another school permanently. All parties, including parents/carers and the admission authority for the new school, should consent before a managed move occurs.

3. Rationale

A child will be suspended or excluded from school only as a last resort or as a result of serious violence, unacceptable breaches of our behaviour policy or of the criminal law. A child would be suspended or excluded when allowing him/her to remain in school would be seriously detrimental to the education or welfare of the child or others in school

Serious misbehaviour which may result in suspension or exclusion include:

- a. Persistent refusal to carry out reasonable instructions issued by the school staff.
- b. Serious physical assault of children or staff.
- c. Persistent verbal abuse directed at children or school staff (this includes cyber bullying).
- d. Serious or persistent theft.
- e. Wilful possession or misuse of drugs or other illegal/dangerous substances.
- f. Seriously inappropriate behaviour of a sexual nature.
- g. Serious or persistent racial abuse.
- h. Serious or persistent vandalism on the school site.

Other circumstances may arise when the Headteacher decides it would be appropriate to suspend or exclude a child. In all cases, the parents/carers of any suspended or excluded child will be fully informed of the reason(s) for suspension/exclusion.

We are aware that there are a disproportionate number of children with SEND that are excluded across England which is why we seek to engage with external agencies, the SENCO and other professionals where behaviours reach this stage. We ensure that all our actions are acting within the Education Act 1996, The Equality Act 2010 and the SEND Code of Practice 2015.

4. Exclusion Procedures

Suspension (fixed term exclusions) can only be sanctioned by the Headteacher or their nominated deputy. Parents, chair of Governors and the LA will also be informed of any decision made. During any suspension, children are entitled to education: work will be set and marked for pupils during the first five school days of a suspension (unless a lunchtime suspension).

The school seeks to avoid permanent exclusions. A permanent exclusion is when a pupil is no longer allowed to attend a school (unless the pupil is reinstated). The decision to exclude a pupil permanently should only be taken in response to a serious breach or persistent breaches of the school's behaviour policy; and where allowing the pupil to remain in school would seriously harm the education or welfare of the pupil or others, such as staff or pupils in the school. The Headteacher alone makes the decision to proceed to permanent exclusion in consultation with the Chair of Governors and using the guidance from the DFE (see below).

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1101498/Suspension_and_Permanent_Exclusion_from_maintained_schools_academies_and_pupil_referral_units_in_England_including_pupil_movement.pdf

5. Informing parents/carers:

If a pupil is at risk of suspension or exclusion, the Headteacher will inform the parents/carers as early as possible, in order to work together to consider what factors may be affecting the pupil's behaviour, and what further support can be put in place to improve the behaviour. This may not be possible following a serious breach of the school rules eg physical harm on another pupil or member of staff.

Should any suspensions or a permanent exclusion occur the Headteacher must provide parents with the following information in writing:

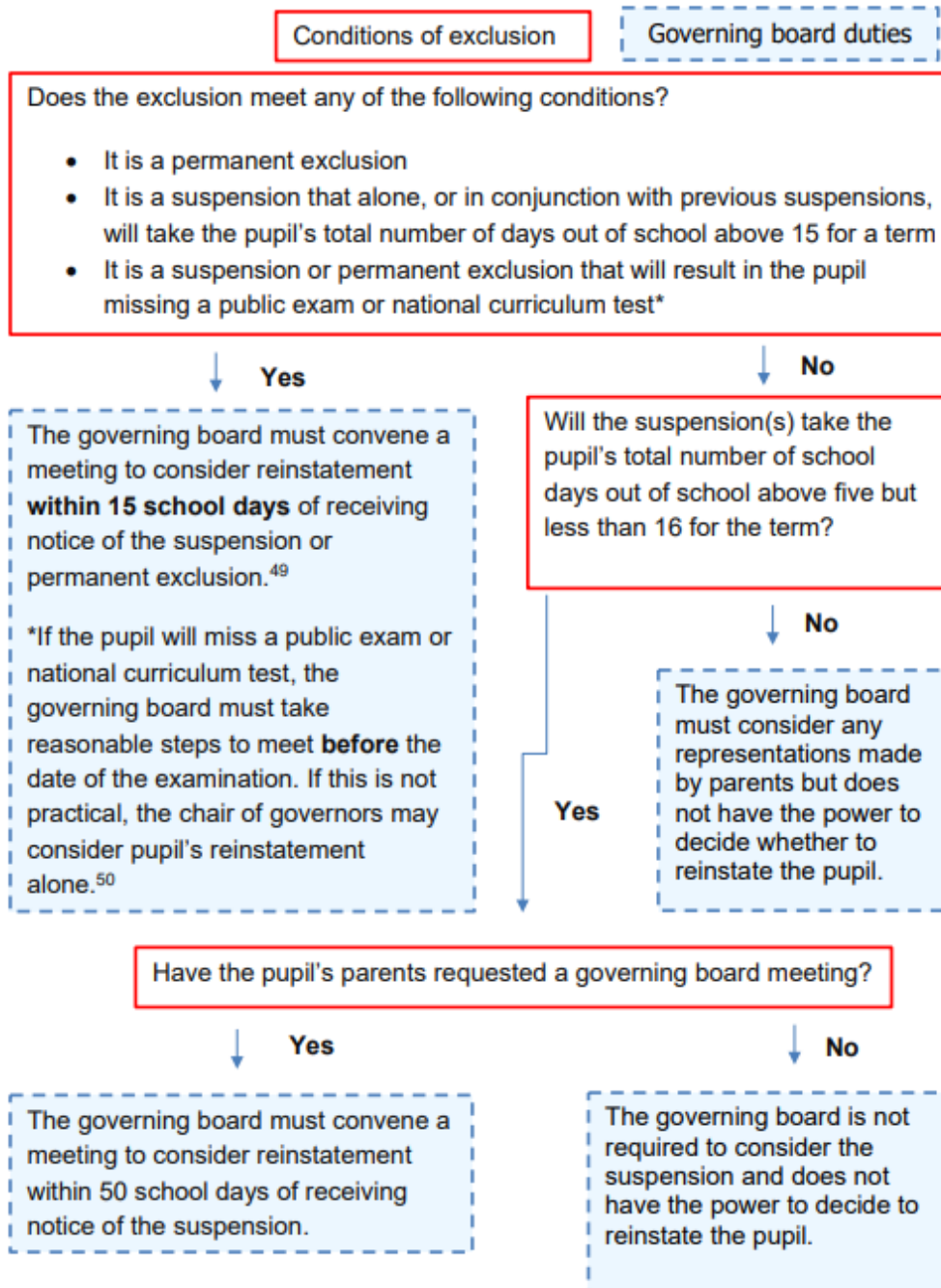
- The reasons for the suspension/ exclusion;
- The period of a suspension or, for an exclusion, the fact that it is permanent;
- Parents' right to make representations about the suspension or exclusion to the governing body and how the pupil may be involved in this;
- Where there is a legal requirement for the governing body to consider the exclusion, that parents have a right to attend a meeting, be represented at this meeting (at their own expense) and to bring a friend.
- That for the first five school days of a suspension (or until the start date of any alternative provision where this is earlier) parents are legally required to ensure that their child is not present in a public place during school hours without reasonable

justification, and that parents may be given a fixed penalty notice or prosecuted if they fail to do so.

Written notification of the information above can be provided by delivering it directly to the parents or by posting it to their address.

6. Governors' responsibilities

A summary of the governing board's duties to review the headteacher's exclusion decision



7. Informing the pupil's social worker and/or virtual school head (VSH)

If a:

- **Pupil with a social worker** is at risk of suspension or permanent exclusion, the Headteacher will inform **the social worker** as early as possible
- **Pupil who is a looked-after child (LAC)** is at risk of suspension or exclusion, the Headteacher will inform **the VSH** as early as possible

This is in order to work together to consider what factors may be affecting the pupil's behaviour, and what further support can be put in place to improve the behaviour.

The social worker/VSH will be invited to any meeting of the governing board about the suspension or permanent exclusion. This is so they can provide advice on how the pupil's background and/or circumstances may have influenced the circumstances of their suspension or permanent exclusion. The social worker should also help ensure safeguarding needs and risks, and the pupil's welfare are taken into account.

8. Monitoring arrangements

The school will collect data on the following:

- Attendance, permanent exclusions and suspensions
- Use of pupil referral units (PRUs), off-site directions and managed moves
- Anonymous surveys of staff, pupils, governors and other stakeholders on their perceptions and experiences

This policy will be reviewed by the Headteacher and link governor every year. At every review, the policy will be approved by the governing body and a full governor body meeting.

9. Links with other policies

This policy is linked to our:

- Behaviour policy
- SEND policy
- Equalities policy
- SEN information report

Appendix A – Model Letters (provided by South Gloucestershire LA)

Model letter 1

From Head teacher notifying parent(s) of a fixed period suspension of 5 school days or fewer in one term.

NB - Where a public examination will be missed, please insert the following text into the letter at **

'As a public examination will be missed, the Governing Body/Academy Trust will try to consider the exclusion before that date or the Chair of Governing Body/Academy Trust may exceptionally consider the exclusion and decide whether or not to reinstate [pupil's name] or allow return for the duration of the examination.'

Dear **[Parents Name]**

I am writing to inform you of my decision to suspend **[Pupil's Name]** for a fixed period of **[specify period]**. This means that he/she/they will not be allowed in school for this period. The suspension begins/began on **[date]** and ends on **[date]**.

I realise that this exclusion may well be upsetting for you and your family, but the decision to exclude **[Pupil's Name]** has not been taken lightly. **[Pupil's Name]** has been suspended for this fixed period because **[reason for suspension]**.

[Use this paragraph only where there is consideration of permanent exclusion]

In view of the nature of the incident, I feel that it is necessary to conduct further investigation before deciding whether it is appropriate to exclude **[Pupil's Name]** permanently.

[Use this paragraph 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 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 **[Pupil's Name]** during the **[..... days]** of the suspension **[detail the arrangements for this]**. Please ensure that work set by the school is completed and returned to us promptly for marking. **[NB – if you are making provision from day 1 e.g. for a Child-Looked After – information should be given as to what provision will be made, the venue, the start and finish of the day and who they should report to on the first day. If the pupil has an EHCP and you are making separate arrangements during the suspension, these should be detailed here]**

You have the right to make representations about this decision to the Governing Body/Academy Trust. If you wish to make representations please contact **[Name of Contact – your Clerk to the Governors/Clerk of the Governors'/Academy Trust's Disciplinary Committee]** on/at **[contact details – address, phone number, email]**, as soon as possible. Whilst the Governing Body/Academy Trust 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 this suspension relates to discrimination (under the Equality Act 2010) you can also make a claim to the First-tier Tribunal (for disability discrimination) <https://www.gov.uk/courts-tribunals/first-tier-tribunal-special-educational-needs-and-disability> or to a County Court in the case of other forms of discrimination. A claim of discrimination made under these routes should be lodged within six months of the date on which the discrimination is alleged to have taken place e.g. the day on which the pupil was suspended. Making a claim would not affect your right to make representations to the Governing Body/Academy Trust.

[NB – Re-integration meetings are not compulsory but are good practice – particularly for suspensions of 5 days or more]

You **[and your child or pupil's name]** are requested to attend a reintegration meeting with me **[or specify staff member's name]** at **[place]** on **[date]** at **[time]**. If this is not convenient, please contact the school to arrange a suitable alternative date and time. The purpose of the reintegration meeting is to discuss how best your child's return to school can be managed.

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

The following information may be helpful:

- The Suspension and Permanent Exclusion from maintained schools, academies and pupil referral units in England, including pupil movement (September 2023): <https://www.gov.uk/government/publications/school-exclusion>
- Coram's Child Law Advice service can be accessed through their website <https://childlawadvice.org.uk/information-pages/school-exclusion/> or contacted on 0300 330 5485 from Monday to Friday, 8am – 6pm.
- ACE education run a limited service and can be reached on 0300 0115 142 on Monday to Wednesday from 10am to 1pm during term time. Information can be found on the website: <http://www.ace-ed.org.uk/>
- Independent Provider of Special Education Advice (known as IPSEA – www.ipsea.org.uk) is a registered charity. It offers free and independent information, advice and support to help get the right education for children and young people with all kinds of special educational needs (SEN) and disabilities.
- SEND and You (SAY), formerly Supportive Parents, provide information, advice and support about SEND to children and young people up to 25 years old, and their parents and carers. They can be contacted on 0117 9897 725 or at www.sendandyou.org.uk
- Stand Against Racism and Inequality (SARI) provides free and confidential support to anyone who is the victim of a hate crime. SARI can be contacted on 0117 942 0060 or at <https://saricharity.org.uk>
- The Diversity Trust promotes equality, diversity and inclusion through the elimination of discrimination, harassment and victimisation on the grounds of: age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race,

religion or belief, sex and sexual orientation. They can be contacted on 0772 029 4991, by email info@diversitytrust.org.uk or at www.diversitytrust.org.uk

- Off the Record provides support for young people living in Bristol and South Gloucestershire aged 11-25 who are struggling with their mental health. They can be contacted at: www.otrbristol.org.uk
- [Include other relevant links for example Social Care, the Ethnic Minority & Traveller Achievement Service, EHC Coordination Team]

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

Yours sincerely

[Name]
Head teacher

cc Attendance, Exclusions and Licensing Team amanda.lowe@southglos.gov.uk
[If applicable] 'Home' LA
[If applicable] Social Worker
[If applicable] Head of the Virtual School

Model letter 2

From Head teacher notifying parent(s) of a fixed period suspension of more than 5 school days but no more than 15 school days in one term.

NB - Where a public examination will be missed, please insert the following text into the letter at **

'As a public examination will be missed, the Governing Body/Academy Trust will try to consider the exclusion before that date or the Chair of Governing Body/Academy Trust may exceptionally consider the exclusion and decide whether or not to reinstate [pupil's name] or allow return for the duration of the examination.'

Dear **[Parents Name]**

I am writing to inform you of my decision to suspend **[Pupil's Name]** for a fixed period of **[specify period]**. This means that he/she/they will not be allowed in school for this period. The suspension begins/began on **[date]** and ends on **[date]**.

I realise that this exclusion may well be upsetting for you and your family, but the decision to exclude **[Pupil's Name]** has not been taken lightly. **[Pupil's Name]** has been suspended for this fixed period because **[reason for suspension]**.

[Use this paragraph only where there is consideration of permanent exclusion]

In view of the nature of the incident, I feel that it is necessary to conduct further investigation before deciding whether it is appropriate to exclude **[Pupil's Name]** permanently.

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

We will set work for **[Pupil's Name]** to complete during the first 5 days of the suspension **[detail the arrangements for this]**. Please ensure that work set by the school is completed and returned to us promptly for marking. **[NB – if you are making provision from day 1 e.g. for a Child-Looked After – information should be given as to what provision will be made, the venue, the start and finish of the day and who they should report to on the first day. If the pupil has an EHCP and you are making separate arrangements during the suspension, these should be detailed here]**

From the 6th school day of the pupil's suspension **[specify date]** until the expiry of his/her/their suspension we **set out the arrangements if known at time of writing, if not known say that the arrangements will be notified shortly by a further letter]** will provide suitable full-time education. On **[date]** he/she/they 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]**.

You have the right to request a meeting of the school's Governing Body/Academy Trust to whom you may make representations. The Governing Body/Academy Trust will consider the reinstatement of your child. As the period of this suspension is more than 5 school days in a term the discipline Governing Body/Academy Trust must meet if you request it to do so. The latest date by which the discipline Governing Body/Academy Trust 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 wish to make representations to the Governing Body/Academy Trust, 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. Representation can also be made in writing.

**

You should also be aware that, if you think this suspension relates to discrimination (under the Equality Act 2010) you can also make a claim to the First-tier Tribunal (for disability discrimination) <https://www.gov.uk/courts-tribunals/first-tier-tribunal-special-educational-needs-and-disability> or to a County Court in the case of other forms of discrimination. A claim of discrimination made under these routes should be lodged within six months of the date on which the discrimination is alleged to have taken place e.g. the day on which the pupil was suspended. Making a claim would not affect your right to make representations to the Governing Body/Academy Trust.

[NB – Re-integration meetings are not compulsory but are good practice – particularly for suspensions of 5 days or more]

You **[and your child or pupil's name]** are requested to attend a reintegration meeting with me **[or specify staff member's name]** at **[place]** on **[date]** at **[time]**. If this is not convenient, please contact the school to arrange a suitable alternative date and time. The purpose of the reintegration meeting is to discuss how best your child's return to school can be managed.

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

The following information may be helpful:

- The Suspension and Permanent Exclusion from maintained schools, academies and pupil referral units in England, including pupil movement (September 2023): <https://www.gov.uk/government/publications/school-exclusion>
- Coram's Child Law Advice service can be accessed through their website <https://childlawadvice.org.uk/information-pages/school-exclusion/> or contacted on 0300 330 5485 from Monday to Friday, 8am – 6pm.
- ACE education run a limited service and can be reached on 0300 0115 142 on Monday to Wednesday from 10am to 1pm during term time. Information can be found on the website: <http://www.ace-ed.org.uk/>
- Independent Provider of Special Education Advice (known as IPSEA – www.ipsea.org.uk) is a registered charity. It offers free and independent information, advice and support to help get the right education for children and young people with all kinds of special educational needs (SEN) and disabilities.
- SEND and You (SAY), formerly Supportive Parents, provide information, advice and support about SEND to children and young people up to 25 years old, and their parents and carers. They can be contacted on 0117 9897 725 or at www.sendandyou.org.uk
- Stand Against Racism and Inequality (SARI) provides free and confidential support to anyone who is the victim of a hate crime. SARI can be contacted on 0117 942 0060 or at <https://saricharity.org.uk>
- The Diversity Trust promotes equality, diversity and inclusion through the elimination of discrimination, harassment and victimisation on the grounds of: age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation. They can be contacted on 0772 029 4991, by email info@diversitytrust.org.uk or at www.diversitytrust.org.uk
- Off the Record provides support for young people living in Bristol and South Gloucestershire aged 11-25 who are struggling with their mental health. They can be contacted at: www.otrbristol.org.uk
- [Include other relevant links for example Social Care, the Ethnic Minority & Traveller Achievement Service, EHC Coordination Team]

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

Yours sincerely

[Name]
Head teacher

cc Attendance, Exclusions and Licensing Team amanda.lowe@southglos.gov.uk
[If applicable] 'Home' LA
[If applicable] Social Worker
[If applicable] Head of the Virtual School

Model letter 3

From Head teacher notifying parent(s) of a fixed period suspension of more than 15 school days in one term.

NB - Where a public examination will be missed, please insert the following text into the letter at **

'As a public examination will be missed, the Governing Body/Academy Trust will try to consider the exclusion before that date or the Chair of Governing Body/Academy Trust may exceptionally consider the exclusion and decide whether or not to reinstate [pupil's name] or allow return for the duration of the examination.'

Dear **[Parents Name]**

I am writing to inform you of my decision to suspend **[Pupil's Name]** for a fixed period of **[specify period]**. This means that he/she/they will not be allowed in school for this period. The suspension begins/began on **[date]** and ends on **[date]**.

I realise that this exclusion may well be upsetting for you and your family, but the decision to exclude **[Pupil's Name]** has not been taken lightly. **[Pupil's Name]** has been suspended for this fixed period because **[reason for suspension]**.

[Use this paragraph only where there is consideration of permanent exclusion]

In view of the nature of the incident, I feel that it is necessary to conduct further investigation before deciding whether it is appropriate to exclude **[Pupil's Name]** permanently.

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

We will set work for **[Pupil's Name]** to complete during the first 5 days of the suspension **[detail the arrangements for this]**. Please ensure that work set by the school is completed and returned to us promptly for marking. **[NB – if you are making provision from day 1 e.g. for a Child-Looked After – information should be given as to what provision will be made, the venue, the start and finish of the day and who they should report to on the first day. If the pupil has an EHCP and you are making separate arrangements during the suspension, these should be detailed here]**

From the 6th school day of the pupil's suspension **[specify date]** until the expiry of his/her/their suspension we **set out the arrangements if known at time of writing, if not known say that the arrangements will be notified shortly by a further letter]** will provide suitable full-time education. On **[date]** he/she/they 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]**.

As the suspension is more than 15 school days in total in one term, the Governing Body/Academy Trust must meet. The Governing Body/Academy Trust will consider the reinstatement of your child. At the review meeting you may make representations to the Governing Body/Academy Trust if you wish, either written or verbal representation. The latest date on which the Governing Body/Academy Trust can meet is **[date here — no later than 15 school days from the date the Governing Body/Academy Trust is notified]**. If you wish to make representations to the Governing Body/Academy Trust 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/Academy Trust 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 this suspension relates to discrimination (under the Equality Act 2010) you can also make a claim to the First-tier Tribunal (for disability discrimination) <https://www.gov.uk/courts-tribunals/first-tier-tribunal-special-educational-needs-and-disability> or to a County Court in the case of other forms of discrimination. A claim of discrimination made under these routes should be lodged within six months of the date on which the discrimination is alleged to have taken place e.g. the day on which the pupil was suspended. Making a claim would not affect your right to make representations to the Governing Body/Academy Trust.

[NB – Re-integration meetings are not compulsory but are good practice – particularly for suspensions of 5 days or more]

You **[and your child or pupil's name]** are requested to attend a reintegration meeting with me **[or specify staff member's name]** at **[place]** on **[date]** at **[time]**. If this is not convenient, please contact the school to arrange a suitable alternative date and time. The purpose of the reintegration meeting is to discuss how best your child's return to school can be managed.

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

The following information may be helpful:

- The Suspension and Permanent Exclusion from maintained schools, academies and pupil referral units in England, including pupil movement (September 2023): <https://www.gov.uk/government/publications/school-exclusion>
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- Stand Against Racism and Inequality (SARI) provides free and confidential support to anyone who is the victim of a hate crime. SARI can be contacted on 0117 942 0060 or at <https://saricharity.org.uk>
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- [Include other relevant links for example Social Care, the Ethnic Minority & Traveller Achievement Service, EHC Coordination Team]

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

Yours sincerely

[Name]
Head teacher

cc Attendance, Exclusions and Licensing Team amanda.lope@southglos.gov.uk
[If applicable] 'Home' LA
[If applicable] Social Worker
[If applicable] Head of the Virtual School

Model letter 4

From Head teacher notifying parent(s) of a permanent exclusion.

Dear [Parent's Name]

I regret to inform you of my decision to permanently exclude [Pupil's Name] with effect from [date]. This means that [Pupil's Name] will not be allowed in this school unless he/she/they is reinstated by the Governing Body/Academy Trust.

I realise that this exclusion may well be upsetting for you and your family, but the decision to permanently exclude **[Pupil's Name]** has not been taken lightly. **[Pupil's Name]** has been excluded because **[reasons for the exclusion — include any other relevant previous history]**

[Amend as appropriate] It is my belief that allowing the pupil to remain in school would seriously harm the education or welfare or the pupil and/or others in the school such as staff or pupils in the school.

*[Please note that the Independent Review Panels have raised concerns that reasons for permanent exclusion are not fulfilling paragraph 11 of the statutory guidance, namely that the decision to exclude a pupil permanently should only be taken in response to a serious breach or persistent breaches of the school's behaviour policy; **and** where allowing the pupil to remain in school would seriously harm the education or welfare of the pupil or others such as staff or pupils in the school]*

[Use this paragraph for pupils of compulsory school age]

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

Alternative arrangements for **[Pupil's Name]**'s education to continue will be made. For the first five school days of the exclusion we will set work for **[Pupil's Name]** and would ask you to ensure this work is completed and returned promptly to school for marking **[this may be different if supervised education is being provided earlier than the sixth day]**.

From the sixth school day of the exclusion onwards — i.e. from **[specify the date]** the local authority **[give the name of the authority – if the child lives outside South Gloucestershire it will be the “home LA”]** must provide suitable full-time education for any pupil of compulsory school age.

[For pupils living in South Gloucestershire]

South Gloucestershire Pupil Referral Unit (Pathways Learning Centre) will provide suitable full-time education at Pathways Learning Centre. **[set out the arrangements if known at time of writing, if not known say that arrangements will be notified shortly by a further letter or by phone]**. I have forwarded your details to the Pupil Referral Unit (Pathways Learning Centre) and they will be in touch shortly. They can be contacted on 01454 862630.

[For pupils living in a local authority other than the excluding school's LA]

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/their]** education from the sixth school day of the exclusion. You can contact them at **[give contact details]**.

As this is a permanent exclusion the Governing Body/Academy Trust must meet to consider the reinstatement of your child. At the review meeting you may make representations to the Governing Body/Academy Trust, either verbally or in writing, if you wish and ask them to reinstate your child in school. The Governing Body/Academy Trust have the power to reinstate your child immediately or from a specified date, or, alternatively, they have the power to decline to reinstate your child, in which case you may appeal against their decision to an Independent Review Panel. The latest date by which the Governing Body/Academy

Trust must meet is **[specify the date — the 15th school day after the date on which the Governing Body/Academy Trust was notified of the exclusion]**. If you wish to make representations to the Governing Body/Academy Trust 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/Academy Trust 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.

[For Maintained schools]

The local authority Attendance, Exclusions and Licensing Team will be invited to send a representative from the local authority to attend the meeting. Where possible, the local authority representative will prepare a statement based on the evidence pack circulated by the Clerk. You may wish to contact the local authority's Attendance, Exclusions and Licensing Team if you have any questions about the exclusion procedures on 01454 863403 or by email amanda.lowe@southglos.gov.uk.

[For Academies]

You also have the right to request that a Local Authority representative attend the meeting of the Academy's Governing Body/Academy Trust as an observer; that representative may only make representations with the Governing Body/Academy Trust's consent. Please let me know if you wish an LA representative from South Gloucestershire Council and/or **[name of the pupil's 'home' LA]** to attend the meeting.

You have the right to see a copy of **[Pupil's Name]**'s school record. Due to confidentiality restrictions, you must notify me in writing if you wish to be supplied with a copy of **[Pupil'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.

The following information may be helpful:

- The Suspension and Permanent Exclusion from maintained schools, academies and pupil referral units in England, including pupil movement (September 2023): <https://www.gov.uk/government/publications/school-exclusion>
- Coram's Child Law Advice service can be accessed through their website <https://childlawadvice.org.uk/information-pages/school-exclusion/> or contacted on 0300 330 5485 from Monday to Friday, 8am – 6pm.
- ACE education run a limited service and can be reached on 0300 0115 142 on Monday to Wednesday from 10am to 1pm during term time. Information can be found on the website: <http://www.ace-ed.org.uk/>
- Independent Provider of Special Education Advice (known as IPSEA – www.ipsea.org.uk) is a registered charity. It offers free and independent information, advice and support to help get the right education for children and young people with all kinds of special educational needs (SEN) and disabilities.
- SEND and You (SAY), formerly Supportive Parents, provide information, advice and support about SEND to children and young people up to 25 years old, and their

parents and carers. They can be contacted on 0117 9897 725 or at www.sendandyou.org.uk

- Stand Against Racism and Inequality (SARI) provides free and confidential support to anyone who is the victim of a hate crime. SARI can be contacted on 0117 942 0060 or at <https://saricharity.org.uk>
- The Diversity Trust promotes equality, diversity and inclusion through the elimination of discrimination, harassment and victimisation on the grounds of: age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation. They can be contacted on 0772 029 4991, by email info@diversitytrust.org.uk or at www.diversitytrust.org.uk
- Off the Record provides support for young people living in Bristol and South Gloucestershire aged 11-25 who are struggling with their mental health. They can be contacted at: www.otrbristol.org.uk
- [Include other relevant links for example Social Care, the Ethnic Minority & Traveller Achievement Service, EHC Coordination Team]

Yours sincerely

[Name]
Head teacher

cc Attendance, Exclusions and Licensing Team amanda.lowe@southglos.gov.uk
[If applicable] 'Home' LA
[If applicable] Social Worker
[If applicable] Head of the Virtual School