



Joint Federation Suspension and Permanent Exclusions policy

Author, date and title	Reviewed on	Next review due date	Statutory Requirement
Sarah Woodham, January 2025		January 2026	Y
Sarah Woodham January 2026		January 2027	Y

As Values Schools, Shillington Lower and Stondon Lower ensures that all its policies, principles and practices adhere to the Values Education ethos.

We are committed to recognising, valuing and respecting the diversity of our schools' communities. We adhere to the Local Authority's Equal Opportunities Policy and the Equality Duty 2010. We welcome all members of the schools' communities irrespective of race, ethnic or national origins, religious and political beliefs, gender, disability, sexuality, age, marital status and linguistic ability. We will ensure equality and value diversity, and address any unfair treatment, discrimination and prejudice.

All our schools' policies include the Pixie class (Shillington) and the before and after school club (both)

Head Teacher:

Date:

Chair of Governors:.....

Date:

1.0 Statement of Intent

1.1 We are committed to following all statutory exclusions procedures to ensure that every child receives an education in a safe and caring environment.

Our school aims to:

- Ensure that the exclusions process is applied fairly and consistently
- Help governors, staff, parents and pupils understand the exclusions process
- Ensure that pupils in our schools are safe and happy
- Prevent pupils from becoming NEET (not in education, employment or training)
- Ensure all suspensions and permanent exclusions are carried out lawfully

2.0 A note on off-rolling

2.1 Our schools are aware that off-rolling is unlawful. Ofsted defines off-rolling as: “The practice of removing a pupil from the school roll without a formal, permanent exclusion or by encouraging a parent to remove their child from the school roll, when the removal is primarily in the interests of the school rather than in the best interests of the pupil.”

2.2 We will not suspend or exclude pupils unlawfully by directing them off site, or not allowing pupils to attend school:

- Without following the statutory procedure or formally recording the event, e.g. sending them home to 'cool off'
- Because they have special educational needs and/or a disability (SEND) that the school feels unable to support
- Due to poor academic performance
- Because they haven't met a specific condition, such as attending a reintegration meeting
- By exerting undue influence on a parent to encourage them to remove their child from the school

3.0 Legislation and statutory guidance

3.1 This policy is based on statutory guidance from the Department for Education: <https://www.gov.uk/government/publications/school-exclusion>

It is based on the following legislation, which outlines schools' powers to exclude pupils:

- Section 51a of the Education Act 2002, as amended by the Education Act 2011
- The School Discipline (Pupil Exclusions and Reviews) (England) Regulations 2012

In addition, the policy is based on:

- Part 7, chapter 2 of the Education and Inspections Act 2006, which sets out parental responsibility for excluded pupils
- Section 579 of the Education Act 1996, which defines 'school day'
- The Education (Provision of Full-Time Education for Excluded Pupils) (England) Regulations 2007, as amended by The Education (Provision of Full-Time Education for Excluded Pupils) (England) (Amendment) Regulations 2014
- The Equality Act 2010

- Children and Families Act 2014

4.0 Definitions

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

4.2 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’.

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

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

4.5 Acting headteacher – the person formally acting as the headteacher when the headteacher is on long-term absence or secondment

4.6 The governing board of the schools.

5.0 Roles and Responsibilities

The Headteacher

5.1 Deciding whether to suspend or exclude

5.2 Only the headteacher, or acting headteacher, can suspend or permanently exclude a pupil from school on disciplinary grounds. The decision can be made in respect of behaviour inside or outside of school. The headteacher will only use permanent exclusion as a last resort.

5.3 A decision to suspend or exclude a pupil will be taken only: - In response to serious or persistent breaches of the school’s behaviour policy, and - If allowing the pupil to remain in school would seriously harm the education or welfare of others

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

- Consider all the relevant facts and evidence on the balance of probabilities, including whether the incident(s) leading to the exclusion were provoked
- Allow the pupil to give their version of events
- Consider whether the pupil has special educational needs (SEND)
- Consider whether the pupil is especially vulnerable (e.g. the pupil has a social worker, or is a looked-after child (LAC))
- Consider whether all alternative solutions have been explored, such as off-site direction or managed moves

5.5 The headteacher will consider the views of the pupil, in light of their age and understanding, before deciding to suspend or exclude, unless it would not be appropriate to do so.

5.6 Pupils who need support to express their views will be allowed to have their views expressed through an advocate, such as a parent or social worker.

5.7 The headteacher will not reach their decision until they have heard from the pupil, and will inform the pupil of how their views were considered when making the decision.

5.8 Informing parents If a pupil is at risk of suspension or exclusion the headteacher will inform the parents 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.

5.9 If the headteacher decides to suspend or exclude a pupil, the parents will be informed, in person or by telephone, of the period of the suspension or exclusion and the reason(s) for it, without undue delay.

5.10 The parents will also be provided with the following information in writing, without undue delay:

- The reason(s) for the suspension or permanent exclusion
- The length of the suspension or, for a permanent exclusion, the fact that it is permanent
- Information about the parents' right to make representations about the suspension or permanent exclusion to the governing board and, where the pupil is attending alongside parents, how they may be involved in this
 - How any representations should be made
 - Where there is a legal requirement for the governing board to hold a meeting to consider the reinstatement of a pupil, and that parents have a right to attend the meeting, be represented at the meeting (at their own expense) and bring a friend
 - That parents have the right to request that the meetings be held remotely, and how and to whom they should make this request.

The school follows the Central Bedfordshire guidelines for fixed and permanent exclusions of pupils. This is outlined in appendix 1 including model letters.

5.11 If the pupil is of compulsory school age, the headteacher will also notify parents without undue delay and by the end of the afternoon session on the first day their child is suspended or permanently excluded, that:

- For the first 5 school days of an exclusion (or until the start date of any alternative provision or the end of the suspension, where this is earlier), the parents are legally required to ensure that their child is not present in a public place during school hours without a good reason. This will include specifying on which days this duty applies
- Parents may be given a fixed penalty notice or prosecuted if they fail to do this

5.12 As an alternative to exclusion, if alternative provision/off site direction is being arranged, the following information will be included, if possible:

- The start date for any provision of full-time education that has been arranged
- The start and finish times of any such provision, including the times for morning and afternoon sessions, where relevant
- The address at which the provision will take place
- Any information the pupil needs in order to identify the person they should report to on the first day

5.13 If the headteacher does not have all the information about the alternative provision arrangements by the end of the afternoon session on the first day of the suspension or permanent exclusion, they can provide the information at a later date, without undue delay and no later than 48 hours before the provision is due to start. The only exception to this is where alternative provision

is to be provided before the sixth day of a suspension or permanent exclusion, in which case the school reserves the right to provide the information with less than 48 hours' notice, with parents' consent. If the headteacher cancels the suspension or permanent exclusion, they will notify the parents without undue delay, and provide a reason for the cancellation.

5.14 Informing the governing board The headteacher will, without undue delay, notify the governing board of:

- Any permanent exclusion, including when a suspension is followed by a decision to permanently exclude a pupil
- Any suspension or permanent exclusion which would result in the pupil being suspended or permanently excluded for a total of more than 5 school days (or more than 10 lunchtimes) in a term
- Any suspension or permanent exclusion which would result in the pupil missing a National Curriculum test or public exam
- Any suspension or permanent exclusion that has been cancelled, including the reason for the cancellation

5.15 Informing the local authority (LA) The headteacher will notify the LA of all suspensions and permanent exclusions without undue delay, regardless of the length of a suspension. The notification will include:

- The reason(s) for the suspension or permanent exclusion
- The length of a suspension or, for a permanent exclusion, the fact that it is permanent
- For a permanent exclusion, if the pupil lives outside the LA in which the school is located, the headteacher will also, without undue delay, inform the pupil's 'home authority' of the exclusion and the reason(s) for it.

The headteacher must notify the LA without undue delay of any cancelled exclusions, including the reason the exclusion was cancelled.

5.16 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 –b) 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

5.17 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. If the headteacher decides to suspend or permanently exclude a pupil with a social worker/a pupil who is looked after, they will inform the pupil's social worker/the VSH, as appropriate, without undue delay, that: - They have decided to suspend or permanently exclude the pupil - The reason(s) for the decision - the length of the suspension or, for a permanent exclusion, the fact that it is permanent - The suspension or permanent exclusion affects the pupil's ability to sit a National Curriculum test or public exam (where relevant) - They have decided to cancel a suspension or permanent exclusion, and why (where relevant)

5.18 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 that 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.

5.19 Cancelling suspensions and permanent exclusions The headteacher may cancel a suspension or permanent exclusion that has already begun, or one that has not yet begun, but only where it has not yet been reviewed by the governing board. Where there is a cancellation: - The parents, governing board and LA will be notified without undue delay - Where relevant, any social worker and VSH will be notified without undue delay - The notification must provide the reason for the cancellation - The governing board's duty to hold a meeting and consider reinstatement ceases - Parents will be offered the opportunity to meet with the headteacher to discuss the cancellation, which will be arranged without undue delay - The pupil will be allowed back in school without undue delay Any days spent out of school as a result of any exclusion, prior to the cancellation, will count towards the maximum of 45 school days permitted in any school year. A permanent exclusion cannot be cancelled if the pupil has already been excluded for more than 45 school days in a school year or if they will have been so by the time the cancellation takes effect.

5.20 Providing education during the first 5 days of a suspension or permanent exclusion During the first 5 days of a suspension, if the pupil is not attending alternative (AP) provision, the headteacher will take steps to ensure that achievable and accessible work is set and marked for the pupil. Online learning may be used for this. If the pupil has a special educational need or disability, the headteacher will make sure that reasonable adjustments are made to the provision where necessary. If the pupil is looked after or if they have a social worker, the school will work with the LA to arrange AP from the first day following the suspension or permanent exclusion. Where this isn't possible, the school will take reasonable steps to set and mark work for the pupil, including the use of online pathways.

6.0 The Governing Board

6.1 Considering suspensions and permanent exclusions The governing board for the school has a duty to consider parents' representations about a suspension or permanent exclusion. It has a duty to consider the reinstatement of a suspended or permanently excluded pupil (see sections 5 and 6) in certain circumstances. Within 14 days of receiving a request, the headteacher on behalf of the governing board will provide the secretary of state with information about any suspensions or exclusions within the last 12 months. For any suspension of more than 5 school days, the governing board will arrange suitable full-time education for the pupil. This provision will begin no later than the sixth day of the suspension.

6.2 Monitoring and analysing suspensions and exclusions data The governing board will challenge and evaluate the data on the school's use of suspension, exclusion, off-site direction to alternative provision and managed moves.

The governing board will consider:

- How effectively and consistently the school's behaviour policy is being implemented
- The school register and absence codes
- Instances where pupils receive repeat suspensions
- Interventions in place to support pupils at risk of suspension or permanent exclusion
- Any variations in the rolling average of permanent exclusions, to understand why this is happening, and to make sure they are only used when necessary
- Timing of moves and permanent exclusions, and whether there are any patterns, including any indications which may highlight where policies or support are not working
- The characteristics of suspended and permanently excluded pupils, and why this is taking place

- Whether the placements of pupils directed off-site into alternative provision are reviewed at sufficient intervals to assure that the education is achieving its objectives and that pupils are benefiting from it
- The cost implications of directing pupils off-site

7.0 The Local Authority (LA)

For permanent exclusions, the LA will arrange suitable full-time education to begin no later than the sixth school day after the first day of the exclusion. For pupils who are LAC or have social workers, the LA and the school will work together arrange suitable full-time education to begin from the first day of the exclusion.

8.0 Considering the reinstatement of a pupil

The governing board will consider and decide on the reinstatement of a suspended or permanently excluded pupil within 15 school days of receiving the notice of the suspension or exclusion if:

- The exclusion is permanent
- It is a suspension which would bring the pupil's total number of days out of school to more than 15 in a term; or
- It would result in a pupil missing a public exam or National Curriculum test

8.1 Where the pupil has been suspended for more than 5 days, but less than 16 days, in a single term, and the parents make representations to the board, the governing board will consider and decide the reinstatement of a suspended pupil within 15 school days of receiving notice of the suspension. The board may also consider and decide on reinstatement if the parents do not make representations.

8.2 Where a suspension or permanent exclusion would result in a pupil missing a public exam or National Curriculum test, the governing board will, as far as reasonably practicable, consider and decide on the reinstatement of the pupil before the date of the exam or test. ~~If this is not practicable, the local governance committee may consider the suspension or permanent exclusion and decide whether or not to reinstate the pupil.~~

8.3 Where the pupil has been suspended, and the suspension does not bring the pupil's total number of days of suspension or permanent exclusion to more than 5 in a term, the governing board:

- Must consider any representations made by parents
- Must arrange the meeting to consider the representations within a reasonable amount of time
- Can consider reinstatement in the absence of representations from parents

8.4 The following parties will be invited to a meeting of the governing board and allowed to make representations or share information:

- Parents, or the pupil if they are 18 or over (and, where requested, a representative or friend)
- The pupil, if they are aged 17 or younger and it would be appropriate to their age and understanding (and, where requested, a representative or friend)
- The headteacher
- The pupil's social worker, if they have one
- The VSH, if the pupil is looked after

8.5 The governing board will try to arrange the meeting within the statutory time limits set out above and must try to have it at a time that suits all relevant parties. However, its decision will not be invalid simply on the grounds that it was not made within these time limits. The governing board can either:

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

8.6 In reaching a decision, the governing board will consider:

- Whether the decision to suspend or permanently exclude was lawful, reasonable, and procedurally fair
- Whether the headteacher followed their legal duties
- The welfare and safeguarding of the pupil and their peers
- Any evidence that was presented to the governing board

8.7 They will decide whether or not a fact is true 'on the balance of probabilities'. Minutes will be taken of the meeting, and a record kept of the evidence that was considered. The outcome will also be recorded on the pupil's educational record, and copies of relevant papers will be kept with this record. The governing board will notify, in writing, the following stakeholders of its decision, along with reasons for its decision, without undue delay:

- The parents, or the pupil, if they are 18 or older
- The headteacher
- The pupil's social worker, if they have one
- The VSH, if the pupil is looked after
- The local authority
- The pupil's home authority, if it differs from the school's

8.8 Where an exclusion is permanent and the governing board has decided not to reinstate the pupil, the notification of decision will also include the following:

- The fact that it is a permanent exclusion
- Notice of parents' right to ask for the decision to be reviewed by an independent review panel
- The date by which an application for an independent review must be made (15 school days from the date on which notice in writing of the governing board's decision is given to parents)
- The name and address to which an application for an Independent Review and any written evidence should be submitted
- That any application should set out the grounds on which it is being made and that, where appropriate, it should include reference to how the pupil's special educational needs (SEN) are considered to be relevant to the permanent exclusion
- That, regardless of whether the excluded pupil has recognised SEND, parents have a right to require the Governing Board to appoint an SEND expert to advise the review panel
- Details of the role of the SEND expert and that there would be no cost to parents for this appointment
- That parents must make clear if they wish for an SEND expert to be appointed in any application for a review
- That parents may, at their own expense, appoint someone to make written and/or oral representations to the panel, and parents may also bring a friend to the review
- That, if parents believe that the permanent exclusion has occurred as a result of unlawful discrimination, 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, or the county court, in the

case of other forms of discrimination. Also, that any claim of discrimination made under these routes should be lodged within 6 months of the date on which the discrimination is alleged to have taken place

9.0 Independent Review

9.1 If parents apply for an independent review within the legal timeframe, the school will arrange for an independent panel to review the decision of the governing board not to reinstate a permanently excluded pupil.

9.2 Applications for an independent review must be made within 15 school days of notice being given to the parents by the Governing Board of its decision to not reinstate the pupil or, if after this time, within 15 school days of the final determination of a claim of discrimination under the Equality Act 2010 regarding the permanent exclusion. A panel of 3 or 5 members will be constituted with representatives from each of the categories below. Where a 5- member panel is constituted, 2 members will come from the school governor category and 2 members will come from the headteacher category. At all times during the review process there must be the required representation on the panel.

- A lay member to chair the panel who has not worked in any school in a paid capacity, disregarding any experience as a school governor or volunteer
- Current or former school governors who have served as a governor for at least 12 consecutive months in the last 5 years, provided they have not been teachers or headteachers during this time
- Headteachers or individuals who have been a headteacher within the last 5 years

A person may not serve as a member of a review panel if they:

- Are a member/director of the trust of the excluding school
- Are the headteacher of the excluding school, or have held this position in the last 5 years
- Are an employee of the trust, or the governing board, of the excluding school (unless they are employed as a headteacher at another school)
- Have, or at any time have had, any connection with the trust, school, governing board, parents or pupil, or the incident leading to the exclusion, which might reasonably be taken to raise doubts about their impartiality
- Have not had the required training within the last 2 years

9.3 The panel must consider the interests and circumstances of the pupil, including the circumstances in which the pupil was permanently excluded, and have regard to the interests of other pupils and people working at the school. Considering the pupil's age and understanding, the pupil or their parents will be made aware of their right to attend and participate in the review meeting and the pupil should be enabled to make representations on their own behalf, should they desire to.

9.4 Where a SEND expert is present, the panel must seek and have regard to the SEND expert's view of how SEND may be relevant to the pupil's permanent exclusion.

9.5 Where a social worker is present, the panel must have regard to any representation made by the social worker of how the pupil's experiences, needs, safeguarding risks and/or welfare may be relevant to the pupil's permanent exclusion.

9.6 Where a VSH is present, the panel must have regard to any representation made by the social worker of how any of the child's background, education and safeguarding needs were considered by the headteacher in the lead up to the permanent exclusion, or are relevant to the pupil's permanent exclusion. Following its review, the independent panel will decide to do one of the following:

- Uphold the governing board's decision
- Recommend that the governing board reconsiders reinstatement

Quash the governing board's decision and direct that they reconsider reinstatement (only if it judges that the decision was flawed)

9.7 New evidence may be presented, though the school cannot introduce new reasons for the permanent exclusion or the decision not to reinstate. The panel must disregard any new reasons that are introduced.

9.8 In deciding whether the decision was flawed, and therefore whether to quash the decision not to reinstate, the panel must only take account of the evidence that was available to the governing board at the time of making its decision. This includes any evidence that the panel considers would, or should, have been available to the governing board and that it ought to have considered if it had been acting reasonably. If evidence is presented that the panel considers it is unreasonable to expect the governing board to have been aware of at the time of its decision, the panel can take account of the evidence when deciding whether to recommend that the governing board reconsider reinstatement.

9.9 The panel's decision can be decided by a majority vote. In the case of a tied decision, the chair has the casting vote. Once the panel has reached its decision, the panel will notify all parties in writing without undue delay. This notification will include:

- The panel's decision and the reasons for it
- Where relevant, details of any financial readjustment or payment to be made if the governing board does not subsequently decide to offer to reinstate the pupil within 10 school days
- Any information that the panel has directed the governing board to place on the pupil's educational record

10.0 School registers

A pupil's name will be removed from the school admission register if:

- 15 school days have passed since the parents were notified of the Governing Board's decision to not reinstate the pupil and no application has been made for an independent review panel, or
- The parents have stated in writing that they will not be applying for an independent review panel

Where an application for an independent review has been made within 15 school days, the governing board will wait until that review has concluded before removing a pupil's name from the register. While the pupil's name remains on the school's admission register, the pupil's attendance will still be recorded appropriately. Where alternative provision has been made for an excluded pupil and they attend it, code B (education off-site) or code D (dual registration) will be used on the attendance register. Where excluded pupils are not attending alternative provision, code E (absent) will be used.

11.0 Making a return to the LA

Where a pupil's name is to be removed from the school admissions register because of a permanent exclusion, the school will make a return to the LA. The return will include:

- The pupil's full name
- The full name and address of any parent with whom the pupil normally resides
- At least one telephone number at which any parent with whom the pupil normally resides can be contacted in an emergency
- The grounds upon which their name is to be deleted from the admissions register (i.e., permanent exclusion)
- Details of the new school the pupil will attend, including the name of that school and the first date when the pupil attended or is due to attend there, if the parents have told the school the pupil is moving to another school
 - Details of the pupil's new address, including the new address, the name of the parent(s) the pupil is going to live there with, and the date when the pupil is going to start living there, if the parents have informed the school that the pupil is moving house

This return must be made as soon as the grounds for removal is met and no later than the removal of the pupil's name.

12.0 Returning from a suspension (fixed-term exclusion)

12.1 Reintegration Strategy

12.2 Following suspension, the school will put in place a strategy to help the pupil reintegrate successfully into school life and fulltime education. Where necessary, the school will work with third-party organisations to identify whether the pupil has any unmet special educational and/or health needs. The following measures may be implemented, as part of the strategy, to ensure a successful reintegration into school life:

- Maintaining regular contact during the suspension and welcoming the pupil back to school
- Daily contact in school with a designated pastoral professional
- Mentoring by a trusted adult
- Regular reviews with the pupil and parents to praise progress being made and raise and address any concerns at an early stage
- Informing the pupil, parents and staff of potential external support

12.3 Part-time timetables will not normally be used as a tool to manage behaviour and, if used, will be put in place for the minimum time necessary. The strategy will be regularly reviewed and adapted where necessary throughout the reintegration process in collaboration with the pupil, parents, and other relevant parties.

13.0 Reintegration meetings

If a reintegration meeting is deemed to be the right strategy:

13.1 The school will explain the reintegration strategy to the pupil in a reintegration meeting before or on the pupil's return to school. During the meeting the school will communicate to the pupil that they are getting a fresh start and that they are a valued member of the school community.

13.2 The pupil, parents, a member of senior staff, and any other relevant staff will be invited to attend the meeting. The meeting can proceed without the parents in the event that they cannot or do not attend.

13.3 The school expects all returning pupils and their parents to attend their reintegration meeting, but pupils who do not attend will not be prevented from returning to the classroom.

14.0 Monitoring arrangements

14.1 The school will collect data on the following:

- Attendance, permanent exclusions and suspensions
- Use of pupil referral units, off-site directions and managed moves
- Any complaints received from parents, education authorities or individuals following a suspension or permanent exclusion

14.2 The data will be analysed every term by the headteacher. The headteacher will report back to the Governing Board. The data will be analysed from a variety of perspectives including:

- At school level
- By age group
- By time of day/week/term
- By protected characteristic

14.3 The school will use the results of this analysis to make sure it is meeting its duties under the Equality Act 2010. If any patterns or disparities between groups of pupils are identified by this analysis, the school will review its policies in order to tackle it. Stakeholders will work to consider this data, and to analyse whether there are patterns across the trust, recognising that numbers in any one school may be too low to allow for meaningful statistical analysis.

This policy will be reviewed on an annual basis. At every review, the policy will be approved by the full governing board.

15.0 Links with other policies

This exclusions policy is linked to our:

- Behaviour Policy and Statement of Behaviour Principles
- SEN Policy

16.0 Monitoring and review

16.1 The implementation of this policy is monitored by the Senior Leadership Team, Headteacher and Governors. It is reviewed annually.

Appendix A: Model exclusion letters

Model letter 1

From head teacher notifying parent of a fixed period exclusion of 5 school days or fewer 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 he/she will not be allowed in school for this period. The exclusion begins/began on [date] and ends on [date]. We expect (Child's name) to be back in school on (date) at (time)

(Child's name) has been excluded for this fixed period because (reason for exclusion).

You have a duty to ensure that your child is not present in a public place in school hours during this exclusion on [specify dates] unless there is reasonable justification for this. I must 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 that there is reasonable justification for this. We will take reasonable steps to set work for the duration of the exclusion.

You have the right to make written representations about this decision to the governing board. 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 board 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 may wish to contact the Inclusion Support Officer at Central Bedfordshire Council on 0300 300 6924 or 0300 300 6531, who can provide advice on the process. You may also find it useful to contact the Coram Children's Legal Centre which provides free legal advice and information to parents on education matters. The Centre can be contacted on 0300 330 5485 or at <http://www.childrenslegalcentre.com/>. The advice line is open from 8am to 6pm Monday to Friday, except Bank Holidays, and 24th December to the 1st January. The Department for Education's statutory guidance on exclusions can be found at <https://www.gov.uk/government/publications/school-exclusion>

This information will be shared with other services within Central Bedfordshire Children's Services including the Early Help and the SEND services who may contact you to offer additional support.

Further information can be found at

<http://www.centralbedfordshire.gov.uk/school/professionals/information-practitioners/early-help-offer.aspx>

SEN and Disability - Local offer

(<http://www.centralbedfordshire.gov.uk/children/sen-disability/landing.aspx>)

Yours sincerely

[Name] Headteacher

Model letter 2

From head teacher notifying parent(s) of a pupil's fixed period exclusion of more than 5 school days or a fixed period exclusion which brings the total to 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 [Child's Name] will not be allowed in school for this period. The exclusion start date is [date] and the end date is [date]. We expect (Child's name) to be back in school on (date) at (time)

(Child's name) has been excluded for this fixed period because (reason for exclusion).

You have a duty to ensure that your child is not present in a public place in school hours during the first 5 school days [or specify dates if exclusion is for fewer than 5 days] of this exclusion, that is on [specify dates]. I must advise you that you may 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 take reasonable steps to set work during the [first 5 or specify other number as appropriate] school days of his [or her] exclusion [specify the arrangements for this]. [if the individual exclusion is for more than 5 days] From the 6th school day of the pupil's exclusion [specify date] the school will provide suitable full-time education. Further arrangements will be communicated to you within the next three days.

You have the right to request a meeting of the school's discipline committee to whom you may make representations, and my decision to exclude can be reviewed. [As the period of this exclusion is more than 5 school days / As this exclusion means that your child has now been excluded for a period of more than 5 school days this term] the discipline committee must meet if you request it to do so. The latest date by which the discipline committee must meet, if you request a meeting, is [specify date — no later than the 50th school day after the date on which the discipline committee were notified of this exclusion]. If you do wish to make representations to the discipline committee, and wish to be accompanied by a friend or representative, please contact [name of contact] on/at [contact details — address, phone number, email], as soon as possible. Please advise if you have a disability or special needs which would affect your ability to attend or take part in a meeting at the school. Also, please inform [contact] if it would be helpful for you to have an interpreter present at the meeting. You may wish to contact the Inclusion Support Officer at Central Bedfordshire Council on 0300 300 6924 or 0300 300 6531, who can provide advice on the process. You may also find it useful to contact the Coram Children's Legal Centre which provides free legal advice and information to parents on education matters. The Centre can be contacted on 0300 330 5485 or at <http://www.childrenslegalcentre.com/> The advice line is open from 8am to 6pm Monday to Friday, except Bank Holidays, and 24th December to the 1st January. The Department for Education's statutory guidance on exclusions can be found at <https://www.gov.uk/government/publications/school-exclusion>

This information will be shared with other services within Central Bedfordshire Childrens Services including the Early Help and the SEND services who may contact you to offer additional support. Further information can be found at:

<http://www.centralbedfordshire.gov.uk/school/professionals/information-practitioners/early-help-offer.aspx>

SEN and Disability - Local offer

(<http://www.centralbedfordshire.gov.uk/children/sen-disability/landing.aspx>)

Yours sincerely

[Name] Head teacher

Model letter 3

From head teacher 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 begins/began on [date] and ends on [date]. We expect [Name of Child] to be back in school on [date] at [time].

(Child's name) has been excluded for this fixed period because (reason for exclusion).

You have a duty to ensure that your child is not present in a public place in school hours during [the first five school days of exclusion or 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 on the specified dates. It will be for you to show that there is reasonable justification.

We will take reasonable steps to set work during the [first 5 or specify other number as appropriate] school days of his [or her] exclusion [specify the arrangements for this]. [if the individual exclusion is for more than 5 days] From the 6th school day of the pupil's exclusion [specify date] the school will provide suitable full-time education. Further arrangements will be communicated to you within the next three days.

As the length of the exclusion is more than 15 school days or brings the total number of days excluded to more than 15 days in one term; the governing board must meet to consider the reinstatement of [child's name]. At the review meeting you may make representations to the governing board if you wish. The latest date on which the governing board can meet is [date here — no later than 15 school days from the date the governing board is notified]. If you wish to make representations to the governing board 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 board 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 may wish to contact the Inclusion Support Officer at Central Bedfordshire Council on 0300 300 6924 or 0300 300 6531, who can provide advice on the process. You may also find it useful to contact the Coram Children's Legal Centre which provides free legal advice and information to parents on education matters. The Centre can be contacted on 0300 330 5485 or at <http://www.childrenslegalcentre.com/>. The advice line is open from 8am to 6pm Monday to Friday, except Bank Holidays, and 24th December to the 1st January. The Department for Education's statutory guidance on exclusions can be found at <https://www.gov.uk/government/publications/school-exclusion>

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<http://www.centralbedfordshire.gov.uk/school/professionals/information-practitioners/early-help-offer.aspx>

SEN and Disability - Local offer

(<http://www.centralbedfordshire.gov.uk/children/sen-disability/landing.aspx>)

Yours sincerely

[Name] Head teacher

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 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 unless he/she is reinstated by the discipline committee of the governing board. [Child's Name] has been excluded because [reasons for the exclusion — include any other relevant previous history].

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 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 that there is reasonable justification. Alternative arrangements for [Child's Name]'s education to continue will be made. For the first five school days of the exclusion we will take reasonable steps to set work for [Child's Name]. From the sixth school day of the exclusion onwards — i.e. from [specify the date] the local authority will provide suitable full-time education and you will be notified of this within due course.

**[Where pupil lives in a local authority other than the excluding school's local authority-REMOVE THIS PARAGRAPH IF PUPIL LIVES IN CENTRAL BEDFORDSHIRE] I have also today informed an officer at the 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 at [give contact details]. As

this is a permanent exclusion the governing board must meet to consider [child's name] reinstatement. At the review meeting you may make representations to the governing board if you wish and ask them to reinstate your child in school. The governing board have the power to reinstate your child immediately or from a specified date, or, alternatively, they have the power to decline reinstatement. In which case you may refer their decision to an Independent Review Panel, which can ask the governing board to review its decision. The latest date by which the governing board must meet is [specify the date — the 15th school day after the date on which the governing board was notified of the exclusion]. If you wish to make representations to the governing board 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 board of the time, date and location of the meeting. Please let us know if you have a disability or special needs which would affect your ability to attend the meeting. Also, please inform [contact] if it would be helpful for you to have an interpreter present at the meeting. You may wish to contact the Inclusion Support Officer at Central Bedfordshire Council on 0300 300 6924 or 0300 300 6531, who can provide advice on the process. You may also find it useful to contact the Coram Children's Legal Centre which provides free legal advice and information to parents on education matters. The Centre can be contacted on 0300 330 5485 or at <http://www.childrenslegalcentre.com/>. The advice line is open from 8am to 6pm Monday to Friday, except Bank Holidays, and 24th December to the 1st January. The

Department for Education's statutory guidance on exclusions can be found at <https://www.gov.uk/government/publications/school-exclusion>

This information will be shared with other services within Central Bedfordshire Childrens Services including the Early Help and the SEND services who may contact you to offer additional support. Further information can be found at:

<http://www.centralbedfordshire.gov.uk/school/professionals/information-practitioners/early-help-offer.aspx>

SEN and Disability - Local offer
(<http://www.centralbedfordshire.gov.uk/children/sen-disability/landing.aspx>)

Yours sincerely

[Name] Head teacher

Model Letter 5

From the governing board to notify a parent after its consideration of reinstatement. Where text is in red, please adjust to suit each individual situation and change to black for the final version of the letter.

Dear [Parent's name]

The meeting of the governing board at [school] on [date] considered the decision by [head teacher] to permanently exclude your son/daughter [name of pupil]. The governing board, after carefully considering the representations made and all the available evidence, has decided to decline to reinstate [name of pupil].

The reasons for the governing board decision are as follows: [give the reasons in as much detail as possible, to enable all parties to understand why the decision was made.]

You have the right to refer this decision to an Independent Review Panel. If you wish to do this, please notify the clerk to the Review Panel, and set out the reasons for your referral in writing. The address to send this to is: Clerk to the Independent Review Panel, Committee Services, Central Bedfordshire Council, Priory House, Chicksands, Shefford, Bedfordshire, SG17 5TQ by no later than [specify the latest date — the 15th school day after receipt of this letter]. If the clerk has not received your application by [repeat latest date], you will lose your right to have the decision reviewed.

Your case should set out details of the reasons why you consider the decision of the governing board should be reviewed and include information about any special educational needs (SEN) your son/daughter may have that you consider to be relevant to the exclusion.

Regardless of whether your son/daughter has recognised SEN, you have a right to ask the Local Authority, or the Academy Trust, to appoint an SEN expert to attend the review at no cost to yourselves. The role of the SEN expert is to provide impartial advice to the Panel on how SEN might be relevant to the exclusion, although that will not include making an assessment of any SEN your son/daughter may have. The kind of things/he will comment on will be whether the school's policies on SEN are legal, reasonable and procedurally fair, and the extent to which the application of these policies had any bearing on the exclusion. Please let the Clerk to the Independent Review Panel know at the time of notification if you would like a SEN expert to attend the review meeting.

An Independent Review Panel is a three-member panel comprising one serving, or recently retired (within the last five years), head teacher, one serving, or recently serving, experienced governor/management committee member and one lay member who will be the chairman. 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 your request for review is lodged. In exceptional circumstances panels may adjourn the meeting to a later date.

The Panel can make one of three decisions:

- they may uphold the governing board's decision;
- they may recommend that the governing board reconsiders reinstatement; or
- they may quash the decision and direct that the governing board reconsiders reinstatement.

If you do intend to ask for a review, please advise if you have a disability or special needs which would affect your ability to attend the meeting. Also, please inform the clerk to the Review Panel if it would be helpful for you to have an interpreter present.

In addition to the right to apply for an Independent Review Panel, you also have the right to make a claim to the First-tier tribunal if you believe that the exclusion has occurred as a result of disability discrimination. Under the Equality Act (2010) you can also make a claim for other forms of unlawful discrimination to the County Court. Any such claims should be made within 6 months of the exclusion. Guidance on making a claim of discrimination to the First-tier Tribunal (Special Educational Needs and Disability) or County Court can be found at <https://www.gov.uk/courts-tribunals/first-tier-tribunal-special-educational-needs-and-disability>

You may wish to contact the Inclusion Support Officer at Central Bedfordshire Council on 0300 300 6924 or 0300 300 6531, who can provide advice on the process. You may also find it useful to contact the Coram Children's Legal Centre which provides free legal advice and information to parents on education matters. The Centre can be contacted on 0300 330 5485 or at <http://www.childrenslegalcentre.com/>. The advice line is open from 8am to 6pm Monday to Friday, except Bank Holidays, and 24th December to the 1st January. The Department for Education's statutory guidance on exclusions can be found at <https://www.gov.uk/government/publications/school-exclusion>

The arrangements currently being made for [Pupil's name] education will continue through the Local Authority.

Yours sincerely

[Name] Clerk to the Governing Board/Chair of the Discipline Committee