

Appendix 2

Exclusion Pack - documentation to support the process:

Fixed Term Exclusion

FIXED TERM EXCLUSION PROCESS

DOCUMENTS REQUIRED TO SUPPORT THE PROCESS

Information to parents

- flowchart outlining the fixed term exclusion process
- initial contact letter to inform them of the exclusion
- details of pupil's exclusion
- letter inviting parents to the meeting of the pupil discipline committee
- procedures and guidance for the pupil discipline committee meeting
- letters informing parents of the decision made by the pupil discipline committee
- useful contacts

Information to governors

- calling letter to governors on the pupil discipline committee
- procedures and guidance for the pupil discipline committee meeting (*as above*)

FIXED TERM EXCLUSION PROCESS

Was the incident a serious breach of the school discipline policy?

Would allowing the pupil to remain in school seriously harm the education or welfare of the pupil or others in the school?

→ YES →

If the parent can be contacted, the pupil can be excluded with immediate effect. If not, the pupil should be excluded at the end of the day.

Who should be informed?

- The parent/carer
- Chair of the Pupil Discipline Committee
(if more than 5 days or missing public exam)

When and how should the parties be informed?

The parent should be contacted immediately by phone, and all parties should be informed in writing within one school day.

Responsibility for school work

During the first five days, work should be set, and marked on its return. Parents should also be informed of their duty to ensure that their child is not found unsupervised during the first five days of exclusion without reasonable justification otherwise the Local Authority may issue a fixed penalty fine. School is responsible for providing suitable full time education from the sixth day of exclusion.

When should the Pupil Discipline Committee meeting take place?

- Exclusions 6 – 15 school days: meeting to take place between 6 and 50 school days following the first day of exclusion if parents request a meeting.
- Exclusion 16 – 45 days: meeting to take place between 6 and 15 days following the first day of exclusion.

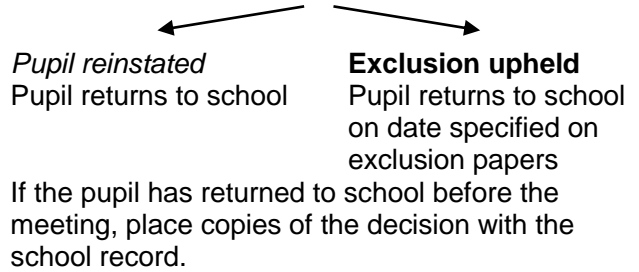
The meeting should, as far as possible, be at a time convenient to all parties, and follow the LA model procedures and guidance



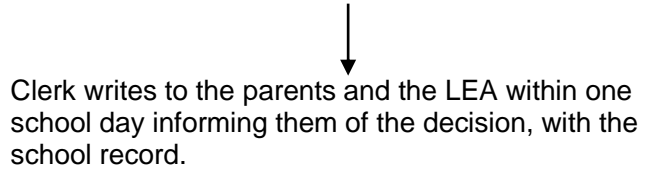
Who should be invited?

- The parent/carer
- The governors responsible for reviewing exclusions

The outcome of the meeting



After the meeting



Date:

Parent/Guardian of
[child's name*]
4 Wood Lane
BARNSELEY*

SPECIMEN 1
5 DAYS OR
LESS

Dear

FIXED TERM EXCLUSION OF [CHILD'S NAME*]

I regret to inform you that I have had to exclude your child from school. This is for a fixed term **[specify period]**. The exclusion begins on [] and ends on []. The reason for the exclusion is **[reason for exclusion]**.

You have the right to make representations to the school governing body's disciplinary committee. To do this you should contact **[name of contact]**, on/at **[contact details, address and telephone number]** as soon as possible. Whilst the governing body has no power to direct reinstatement, they must consider any representations you make and place their view on your child's record.

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 make a claim, to the SEN and disability Tribunal (SENDIST). The address to which appeals should be sent is: SENDIST, HM Courts & Tribunals Service, SEN and Disability Tribunal, 1st Floor, Darlington Magistrates Court, Parkgate, Darlington, DL1 1RU.

You have a duty to ensure that your child is not found in a public place during this exclusion on **[Specify dates]** unless there is reasonable justification for this. I must warn you that you may receive a fixed penalty fine from the local authority if your child is found in a public place during normal school hours on the dates specified.

The school will continue to set work for **[child's name]** to complete during the period of the exclusion. Please ensure that any work set is completed and returned for marking. This work must be completed during the day's specified for **[child's name]** exclusion and he/she must not be found in a public place without reasonable justification.

If you wish to see **[child's name*]** school record, due to confidentiality restrictions you must notify me in writing. You are entitled to a copy of the record if you request it. There may be a charge for photocopying.

If you require any advice on the exclusions process, you should contact the Exclusions Officer on 01226 291133, or alternatively The Children's Legal Centre they can be contacted on 0808802008 or <http://www.childrenslegalcentre.com/>
Please fill in the reply slip attached and return it to me acknowledging receipt of this letter and the attached exclusion details.

Yours sincerely

Headteacher

TO BE RETURNED TO THE HEADTEACHER, GAWBER PRIMARY SCHOOL

Fixed term exclusion of [child's name*]

I parent/guardian of **[child's name]** acknowledge receipt of your letter and attached exclusion details, dated, notifying me of my **[son / daughter's]** exclusion from school and that [child's name] must not be found in a public place during the period of exclusion without reasonable justification.

Signed Date

GAWBER PRIMARY SCHOOL

Date:

SPECIMEN 2
6 – 15 DAYS

Parent/Guardian of
[child's name*]
4 Wood Lane
BARNESLEY*

Dear

FIXED TERM EXCLUSION OF [CHILD'S NAME*]

I regret to inform you that I have had to exclude your child from school. This is for a fixed term **[specify period]**. The exclusion begins on [] and ends on [].

The reason for the exclusion is **[reason for exclusion]**

You have the right to request a meeting of the school governing body's disciplinary committee at which you may make representations and the decision to exclude will be reviewed. As the length of the exclusion is more than 5 school days **[or insert the cumulative total for this term]** the Committee must meet if you request it to do so. The latest date the Committee can meet is **[Date here - between 6 and 50 school days from the date of the exclusion]**. If you wish to request a meeting please also fill in the attached form and return as soon as possible to **[Name of contact]** at **[Contact details, address and telephone number]**. If you wish you can be accompanied at the meeting by a friend or representative.

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 make a claim, to the SEN and disability Tribunal (SENDIST). The address to which appeals should be sent is: SENDIST, HM Courts & Tribunals Service, SEN and Disability Tribunal, 1st Floor, Darlington Magistrates Court, Parkgate, Darlington, DL1 1RU.

You have a duty to ensure that your child is not found in a public place during the first five days of this exclusion on **[Specify dates]** unless there is reasonable justification for this. I must warn you that you may receive a fixed penalty fine from the local authority if your child is found in a public place during normal school hours on the dates specified.

The school will continue to set work for **[child's name]** to complete during the first five days of the exclusion. Please ensure that any work set is completed and returned for marking. This work must be completed during the day's specified for **[child's name]** exclusion and he/she must not be found in a public place without reasonable justification.

From the sixth school day until the final day of his/her exclusion suitable full time education will be provided. On **[date]** he/she should attend **[give name and address of alternative provision if not home school and start time]** and report to **[staff members name]**.

If you wish to see **[child's name]** school record, due to confidentiality restrictions you must notify me in writing. You are entitled to a copy of the record if you request it. There may be a charge for photocopying.

If you require any advice on the exclusions process, you should contact the Exclusions Officer on 01226 291133 or alternatively The Children's Legal Centre they can be contacted on 0808802008 or <http://www.childrenslegalcentre.com/>.

Please fill in the reply slip attached and return it to me acknowledging receipt of this letter and the attached exclusion details.

Yours sincerely

Headteacher

TO BE RETURNED TO THE HEADTEACHER, [insert school details]

Fixed term exclusion of [child's name*]

TO BE RETURNED TO THE HEADTEACHER, GAWBER PRIMARY SCHOOL

Fixed term exclusion of [child's name*]

I parent/guardian of **[child's name]** acknowledge receipt of your letter and attached exclusion details, dated, notifying me of my **[son / daughter's]** exclusion from school and that [child's name] must not be found in a public place during the first five days of the exclusion without reasonable justification. I also understand that from the sixth school day he/she must attend **[insert details]**.

Signed

Date

Request for Meeting of School Governing Body Pupil Discipline Committee

To: **[School contact]**
[contact details]

I, (Name)

of (Address)

being the parent/guardian* of (Child's Name)

hereby give notice that I wish request a meeting of the School Governing Body Pupil Discipline Committee to consider my child's exclusion from

..... (School)

I wish / do not wish to personally attend the meeting.

*I will / will not be accompanied by a friend / representative.

*Please find attached my written representation.

* please delete as appropriate

Signed:-

NB Please notify the contact person detailed above as soon as possible if you wish to request a meeting.

GAWBER PRIMARY SCHOOL

Date:

SPECIMEN 3
MORE THAN 15
DAYS

Parent/Guardian of
[child's name*]
4 Wood Lane
BARNSELEY*

Dear

FIXED TERM EXCLUSION OF [CHILD'S NAME*]

I regret to inform you that I have had to exclude your child from school. This is for a fixed term of **[specify period]**. The exclusion begins on [] and ends on [].
The reason for the exclusion is **[reason for exclusion]**

As the length of the exclusion is more than 15 school days in one term **[insert the cumulative total this term]** the school governing body's disciplinary committee must automatically meet to consider the exclusion. At the meeting you may make representations if you wish to do so. If you do not wish to attend the meeting you may make written representations. The latest date the Committee can meet is **[Date here - between 6 and 15 school days from the date of the exclusion*]**. If you wish you can be accompanied at the meeting by a friend or representative. You will be notified by the Clerk to the Committee of the date, time and location of 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 make a claim, to the SEN and disability Tribunal (SENDIST). The address to which appeals should be sent is: SENDIST, HM Courts & Tribunals Service, SEN and Disability Tribunal, 1st Floor, Darlington Magistrates Court, Parkgate, Darlington, DL1 1RU.

You have a duty to ensure that your child is not found in a public place during the first five days of this exclusion on **[Specify dates]** unless there is reasonable justification for this. I must warn you that you may receive a fixed penalty fine from the local authority if your child is found in a public place during normal school hours on the dates specified.

The school will continue to set work for **[child's name]** to complete during the first five days of the exclusion. Please ensure that any work set is completed and returned for marking. This work must be completed during the day's specified for **[child's name]** exclusion and he/she must not be found in a public place without reasonable justification.

From the sixth school day until the final day of his/her exclusion, suitable full time education will be provided. On **[date]** he/she should attend **[give name and address of alternative provision if not home school and start time]** and report to **[staff members name]**.

If you wish to see **[child's name*]**'s school record, due to confidentiality restrictions you must notify me in writing. You are entitled to a copy of the record if you request it. There may be a charge for photocopying.

If you require any advice on the exclusions process, you should contact the Exclusion's Officer on 01226 291133, or alternatively The Children's Legal Centre they can be contacted on 0808802008 or <http://www.childrenslegalcentre.com/>.

Please fill in the reply slip attached and return it to me acknowledging receipt of this letter and the attached exclusion details.

Yours sincerely

Headteacher

TO BE RETURNED TO THE HEADTEACHER, [insert school details]

Fixed term exclusion of [child's name]

I parent/guardian of **[child's name]** acknowledge receipt of your letter and attached exclusion details, dated, notifying me of my **[son / daughter's]** exclusion from school and that [child's name] must not be found in a public place during the first five days of the exclusion without reasonable justification. I also understand that from the sixth school day he/she must attend **[insert details]**.

Signed

Date

Fixed Term Exclusion

Pupil Details

School: Year group:

Name of pupil: Date of birth:

Name of parent/guardian: Telephone:

Address:

Gender:

Ethnic origin: Asian/Asian British, Black/African/Caribbean/Black British, Mixed/Multiple ethnic groups
If you have circled 'Mixed/Multiple ethnic groups' – please specify

SEN status? K EHCP None (~~please tick~~)

Does the pupil have a statement of special educational needs? YES/NO Range:

Is the pupil looked after by the local authority? YES/NO

Details of Fixed Term Exclusion

Reason for exclusion *(please tick as appropriate)*

Physical assault against a pupil	Sexual misconduct
Physical assault against adult	Drug or alcohol related
Verbal abuse / threatening behaviour against pupil	Damage
Verbal abuse / threatening behaviour against adult	Theft
Bullying	Persistent disruptive behaviour
Racist abuse	Other

Details of incident:

.....

.....

.....

Length of exclusion: school days (inclusive)

Date of exclusion: From: To:

Time of exclusion:

Date and time pupil should return to school:

Signature of headteacher: Date:

Copies sent to: Parents / Guardians

The Exclusions Officer, Springwell Learning Community, St Helens Boulevard,
 Carlton Barnsley. S71 2AY

Governing Body's Pupil Discipline Committee (Chairperson)

3 March 2018

SPECIMEN

Mr and Mrs J Smith
4 Wood Lane
*BARNSLEY**

Dear *Mr and Mrs Smith**

FIXED TERM EXCLUSION OF *JOHN SMITH**
PUPIL DISCIPLINE COMMITTEE
MEETING TO BE HELD ON *20 MARCH 2016* AT 4.30 PM**

I am writing to invite you to a meeting of the above committee to be held at the school on *Thursday 20 March* at 4.30 pm**. The purpose of the meeting will be to consider *your son's** exclusion and to allow you to express your views on the matter.

It would be helpful if you could let me know if you intend to be present at the meeting. If, however, you intend to submit your views to the committee in writing, you should send them to me at the school a few days before the meeting.

I'm enclosing, for your information, a copy of 'the procedure and guidance for exclusion meetings' of which I would draw particular attention to Section 3 – important notes.

Yours sincerely

Clerk to the Pupil Discipline Committee

** substitute words in italics with appropriate details*

Questions to the headteacher, through the chairperson.

Written representations or letter submitted by the parents will be presented to the governing body by the clerk, LEA representative, or by the chairperson or his/her nominee.

Headteacher summarises their case (if necessary).

LEA's representations received (if applicable).

Headteacher leaves meeting.

Governors determine what action should be taken and place a note of the Pupil Discipline Committee's views on the exclusion on the pupil's record with a copy of the headteacher's exclusion letter, and:

RESOLVE either: that the pupil be reinstated
or: that the pupil not be reinstated
(if the pupil is still excluded)

RESOLVE either: that the headteacher's decision to exclude be upheld
or: that the headteacher's decision to exclude not be upheld
(if the pupil has returned to school before the meeting takes place)

Important notes

The term 'parents' includes a person who is not a parent but who has parental responsibility for, or care of, the child.

Parents are entitled to be accompanied by a 'friend'.

The 'friend' can either attend the meeting to help the parents put their case forward, or attend on behalf of the parents.

The 'friend' may be any person nominated by the parent.

The excluded pupil may be represented by a social worker, with the agreement of the parents, who may represent them in a professional capacity.

The excluded pupil may attend the meeting with the agreement of the chairperson.

With the consent of the pupils' parents, the pupil may respond to questions from governors or the headteacher.

The chairperson will have the discretion to exclude any person from the meeting who does not abide by the rules of the meeting.

Parents will be notified by letter of the decision of the meeting.

No procedure adopted by the governing body can deny a pupil the statutory provisions as detailed in the Children Act 1989.

3 March 2018

SPECIMEN

Mr A Black
10 Wood Lane
*BARNSELEY**

Dear *Governor*

PUPIL DISCIPLINE COMMITTEE
MEETING TO BE HELD ON 20 MARCH 2016* AT 4.30 PM*

I am writing to invite you to a meeting of the above committee to be held at the school on *Thursday 20 March at 4.30 pm**.

The purpose of the meeting will be to consider the fixed term exclusion of a pupil.

The parents/guardians of the pupil(s) have been invited to the meeting in order to express their views on the exclusion to the committee.

The agenda will be as follows:

- Apologies for absence.
- Consideration of the fixed term exclusion of the above pupil(s).

I hope you will be able to attend.

Yours sincerely

Clerk to the Pupil Discipline Committee

** substitute words in italics with appropriate details*

20 March 2018

SPECIMEN

Mr and Mrs J Smith
4 Wood Lane
BARNSELY*

Dear *Mr and Mrs Smith**

FIXED TERM EXCLUSION OF *JOHN SMITH**
DECISION OF THE PUPIL DISCIPLINE COMMITTEE

I am writing to confirm the decision made by the Governing Body Pupil Discipline Committee. After consideration of the case, and taking into account your views, the fixed term exclusion was upheld.

The reason for the governors' decision is given overleaf.

Yours sincerely

Clerk to the Pupil Discipline Committee

* *substitute words in italics with appropriate details*

20 March 2018

SPECIMEN

Mr and Mrs J Smith
4 Wood Lane
*BARNSELY**

Dear *Mr and Mrs Smith**

FIXED TERM EXCLUSION OF *JOHN SMITH**
DECISION OF THE PUPIL DISCIPLINE COMMITTEE

I am writing to confirm the decision made by the Governing Body Pupil Discipline Committee. After consideration of the case, and taking into account your views on the exclusion, the decision to reinstate *John** was agreed.

The reason for the governors' decision is given overleaf.

Yours sincerely

Clerk to the Pupil Discipline Committee

** substitute words in italics with appropriate details*

GAWBER PRIMARY SCHOOL SCHOOL GOVERNING BODY PUPIL DISCIPLINE COMMITTEE

Chair:

Constitution

The committee shall consist of three/five members* of the governing body, excluding the headteacher. (*delete as appropriate*)

The chairperson of the committee shall be

The quorum shall consist of three members of the committee.

The members of the committee shall be selected from the governing body eg

- any three or five named governors;

In the absence of the chairperson of the committee, the committee shall elect a chairperson for the meeting from among their number.

Where there is an equal division of votes, the chairperson shall have a second or casting vote.

The clerk to the committee shall be appointed by the governing body. No member of the governing body or the committee or headteacher shall serve as clerk to the committee. Where the clerk fails to attend a meeting, the committee may appoint one of their number to act as clerk for the purposes of that meeting.

The meetings of the committee shall be convened by the clerk in accordance with the regulations currently in force.

Terms of Reference

Having regard to the current statutory regulations in force, to hear representations from parents/guardians/carers/headteacher/LA representative.

- relating to permanent and fixed term exclusion over more than five school days;
- if an exclusion for fewer than five school days should cause the pupil to miss sitting a public examination;
- to place a note of the pupil discipline committee's views on the exclusion on the pupils' record with a copy of the headteacher's exclusion letter; and

Fixed term exclusion

RESOLVE	either: that the pupil be reinstated; or: that the pupil not be reinstated.	<i>If the pupil is still excluded</i>
RESOLVE	either: the headteacher's decision to exclude be upheld or: the headteacher's decision to exclude not be upheld	<i>If the pupil has returned to school before the meeting takes place</i>

NB *If an exclusion is fewer than five days, the Pupil Discipline Committee cannot direct reinstatement, but shall consider any statement from the parent.*

GAWBER PRIMARY SCHOOL GOVERNING BODY

Minutes of the Pupil Discipline Committee meeting held on 20 March 2018 at 4.30 pm

PRESENT

IN ATTENDANCE

APOLOGIES FOR ABSENCE

Resolved

That apologies for absence be received and accepted from

or

That no apologies for absence were received.

PROCEDURE FOR THE MEETING

Resolved

That the committee adopt the procedure for hearing the case for the exclusion as advised by the authority.

Resolved

That the clerk to the meeting be authorised to write to the parents informing them of the committee's decision.

CONSIDERATION OF THE FIXED TERM EXCLUSION OF JOHN SMITH

The chairperson invited the headteacher/parents/friend/pupil/LA representative (*delete as appropriate*) into the meeting. Copies of the procedure and guidance had been sent previously to all present. However, the procedure to be followed was explained.

Copies of the case for exclusion were circulated and time allowed for reading. The case for exclusion was then outlined by the headteacher.

The case for the fixed term exclusion of *John Smith* was presented and questions asked.

The parents were invited to respond to the case for exclusion and questions were asked.

or

Written representations submitted by the parents were considered.

or

The parents did not attend the meeting and no written representations were submitted.

The LA representative was invited to present a view on the exclusion and questions were asked.

Chairperson

Representatives of all parties concerned gave individual summaries of the case and governors were asked to put forward any questions. The headteacher, parents, friend, pupil and LA representative then withdrew from the meeting.

After listening and considering the case presented for the fixed term exclusion of *John Smith*, and the response, if any, from the parents, the pupil discipline committee:

Resolved

That the pupil should be reinstated.

or

That the pupil should not be reinstated.

if the pupil is still excluded

OR

That the headteacher's decision to exclude be upheld.

or

That the headteacher's decision to exclude not be upheld

if the pupil has returned to school before the meeting takes place

All copies of the headteacher's case were collected, except one copy, which was sent to the authority.

REASON FOR THE PUPIL DISCIPLINE COMMITTEE'S DECISION

Chairperson

FIXED TERM EXCLUSION

PUPIL DISCIPLINE COMMITTEE MEETING

Significant points from the case presented by the parent/guardian/friend

School:

Date of meeting:

Name of pupil:

I/we have read the notes taken by the clerk and agree that they are a true record of the significant points made in the representation on behalf of the pupil.

Signed: Date:
Parent/guardian/friend

FIXED TERM EXCLUSION

PUPIL DISCIPLINE COMMITTEE MEETING

Reason for governors' decision

School:

Date of meeting:

Name of pupil:

The reason for the governors' decision in respect of the above named pupil is agreed as detailed below and will be included in the minutes of the meeting. The clerk to the disciplinary committee will inform the parents, in writing, of the reason for the decision.

Signed: Date:
Chairperson

Appendix 3

Exclusion Pack - documentation to support the process:

Lunchtime Exclusion

LUNCHTIME EXCLUSION PROCESS

DOCUMENTS REQUIRED TO SUPPORT THE PROCESS

Information to parents

- initial contact letter to inform them of the exclusion
- details of pupil's exclusion

3 March 2018

SPECIMEN

Parent/Guardian of
John Smith
4 Wood Lane
BARNSELEY*

Dear *Mr and Mrs Smith**

LUNCHTIME EXCLUSION OF *JOHN SMITH**

I regret to inform you that I have had to exclude your child from lunchtime sessions for the period *4 to 11 March**. He may return to school lunchtime sessions on *Wednesday 12 March**. Full details of the exclusion are included on the attached sheet.

You are entitled to make representations to the governing body's disciplinary committee [*or if cumulative total adds to more than 5 days adapt accordingly*]. To do this you should contact the clerk to the committee, at the school on *745321**, who will let you know the latest date you may make a written statement to the committee.

*** As John is entitled to free school meals, the following arrangements will be made for the duration of the exclusion. (detail arrangements) or*

*** As you are responsible for John during the lunch break, could you please make arrangements to take him home at the end of the morning session and return him at the start of the afternoon session.*

If you require any advice on the exclusions process, you should contact the Exclusions Officer on 01226 291133, or alternatively The Children's Legal Centre they can be contacted on 0808802008 or <http://www.childrenslegalcentre.com/>

Please fill in the tear off slip below and return it to me acknowledging receipt of this letter and the attached exclusion details.

Yours sincerely

Headteacher

TO BE RETURNED TO THE HEADTEACHER, GAWBER PRIMARY SCHOOL

Lunchtime exclusion of *John Smith**

I parent/guardian of *John Smith** acknowledge receipt of your letter and attached exclusion details, dated *3 September 2018* notifying me of my son's* exclusion from school lunchtime sessions.

Signed Date

* ***Substitute words in italics with the relevant details***

** ***Use whichever paragraph is applicable to the individual pupil***

Lunchtime Exclusion

Pupil Details

School: Year group:

Name of pupil: Date of birth:

Name of parent/guardian: Telephone:

Address :

Gender:

Ethnic origin: Asian/Asian British, Black/African/Caribbean/Black British, Mixed/Multiple ethnic groups
If you have circled 'Mixed/Multiple ethnic groups' – please specify:

SEN status K EHCP None (please circle)

Does the pupil have a statement of special educational needs? YES/NO

Is the pupil looked after by the local authority? YES/NO

Details of Lunchtime Exclusion

Time: Date:

Reason for exclusion (please tick as appropriate)

Physical assault against a pupil	Sexual misconduct	
Physical assault against adult	Drug or alcohol related	
Verbal abuse / threatening behaviour against pupil	Damage	
Verbal abuse / threatening behaviour against adult	Theft	
Bullying	Persistent disruptive behaviour	
Racist abuse	Other	

Details of incident:

.....

.....

.....

Length of exclusion:

Period of exclusion: From: To:

Date and time pupil should resume school lunch:

Signature of headteacher: Date:

Copies sent to: Parents

Exclusions Officer, Springwell Learning Community. St Helens Boulevard,
 Carlton, Barnsley S712AY