



Exclusion Policy

'A community that gives each child an outstanding spiritual, academic and practical education and instils an awareness of the overflowing joy, love and peace that comes from God's love for us, so that they are able to achieve their potential and truly experience, John 10:10, 'life in all its fulness.'

Governors' Committee Responsibility:	Children, Family and Community
Staff Member:	Senior Leadership Team
Review Period:	5 years
Date policy accepted by the Governing Body:	Summer 2021
Date for review:	Summer 2026
Signed by:	
Headteacher / Date:	<i>Rachel Blake - September 2021</i>
Chair of Governors / Date	

Contents

- *Introduction*
- *Reasons for exclusion*
- *Fixed term (temporary) exclusions*
- *Procedure for making a fixed period exclusion*
- *Permanent exclusions*
- *Procedure for making a permanent exclusion*
- *Behaviour outside school*

- *Pupils with special educational needs and disabled pupils*
- *Temporary reduced timetable*
- *Marking attendance registers following exclusion*
- *Appendices 1-5*

Introduction

Bishop Winnington Ingram (BWI) Church of England Primary School is an inclusive school which aims to promote equality in all aspects of school life. This policy is to be read alongside the schools Behaviour Policy, Single Equality Policy and the DofE guidance 'Exclusion from maintained schools, Academies and pupil referral units in England '(DofE 2017). Where relevant this policy references other school policies, but is not intended to provide detailed information, however the policies referenced can be found on the school website.

The school takes a positive approach to encouraging good behaviour, however recognises that discipline in the school is essential to ensure that all pupils can benefit from the opportunities provided by education. The Government supports head teachers in using exclusion as a sanction where it is warranted. Nevertheless, it is important to say that the exclusion of a pupil, either for a fixed period or permanently, from BWI Primary School will only be used as a last resort. The school recognises that it is responsible for communicating to pupils, staff and parents, its 'expectations for standards of behaviour. The school has a range of policies and procedures in place to promote good behaviour and appropriate conduct and strives to foster good parental engagement.

Within Hillingdon borough, there are a range of services available to support pupils who are at risk of exclusion. Services available are:

- ❖ Early Intervention Hubs (West Drayton)
- ❖ Vulnerable Learner Support Manager – 0189555870
- ❖ Educational Psychologists
- ❖ Attendance and Engagement Officers (Participation Team)
- ❖ SEND (Special Educational Needs and Disabilities) Advisory Services - 01895 277653 or SASinclusion@hillingdon.gov.uk
- ❖ Virtual Schools (LAC) - 01895556264 or
- ❖ virtualschooladmin@hillingdon.gov.uk
- ❖ SENDIASS

Our Local Authority (LA) has an expectation that schools will have employed a range of measures to prevent the need for exclusion. It is the responsibility of all individuals working with pupils within the school to ensure that no exclusion will be initiated without first exhausting other strategies or in the case of a serious incident, a thorough investigation. Whilst exclusion may still be an appropriate sanction, the head teacher should investigate whether any contributing factors may have led to the incident of poor behaviour e.g. pupil has suffered bereavement, has mental health issues or has been subject to bullying. With this in mind, BWI School has encouraged a range of strategies to be employed within the school and the full range of in-class strategies can be found detailed in the schools Behaviour Policy.

Within the school environment there are a range of resources available that can assist in the assessment and management of behavioural issues some of which are listed below:

- ❖ Individual Pastoral Support Plans (or PSP)
- ❖ Team Teach training
- ❖ Early Help Assessment (EHA)
- ❖ Stronger Families
- ❖ Support for Mental Health assessments (i.e. Anna Freud - <https://www.annafreud.org/>)

Reasons for Exclusion

- ❖ Peer on Peer Violence
- ❖ Physical assault against an adult
- ❖ Offensive Weapons and Prohibited items
- ❖ Persistent Disruptive behaviour
- ❖ Drug/alcohol offences
- ❖ Damage to Property
- ❖ Verbal Abuse/Threatening behaviour
- ❖ Theft
- ❖ Inappropriate use of social media
- ❖ Bullying
- ❖ Racist Abuse
- ❖ Sexual Misconduct

Occasionally unacceptable behaviour may prove to be persistent and this is where a Fixed Term Exclusion may be actioned, in which case will be drawn up with the parents to support that child in school.

Fixed Term (temporary) Exclusions

Although the law allows for a Head teacher to exclude a pupil for up to 45 days in a school year, exclusions should be for the shortest time necessary.

A fixed term exclusion will be for the shortest time necessary. An exclusion for a period of time from half a day to 5 days for persistent or cumulative problems will be imposed only when the school has offered and implemented a range of support and management strategies. Any exclusion of a pupil, even for a short period of time, must be formally and accurately recorded.

Examples of some of the strategies used are:

- ❖ *Discussion with the pupil*
- ❖ *Support from the Pastoral Support Worker*
- ❖ *Discussions with parents*
- ❖ *Development of a pastoral support plan*
- ❖ *Internal inclusion*
- ❖ *Factors affecting behaviour such as bereavement, mental health or home environment*
- ❖ *Range of resources i.e. assess, plan, do, review process.*

- ❖ *Referral to outside support agencies*
- ❖ *Use of a solid reintegration plan following a period of fixed term exclusion*

It is important to note that exclusion will not be used for minor incidents such as academic performance or lateness.

A fixed term exclusion may be used in response to a serious breach of school rules or behaviour policies. In such a case, the head teacher will investigate the incident thoroughly and consider all the evidence to support the allegation, taking account of all the school policies. The child will be encouraged to give their version of events and the head teacher will check whether the incident may have been provoked e.g. by bullying or racial harassment.

For any fixed term exclusion up to the maximum of 5 days, the school must send homework for the pupil and arrange to have this homework marked. For fixed-term exclusions of more than 5 days, the school is responsible for arranging suitable alternative full-time education from the 6th day until the end of the exclusion.

The school is also aware of its duty to provide a strategy for reintegrating pupils that return to school following fixed term exclusion, and for managing their future behaviour. If a pupil has received numerous exclusions or is approaching the legal limit of 45 school days of fixed-period exclusion in an academic year, the school has a duty to consider whether exclusion is considered to be an effective sanction.

Procedure for a Fixed Term Exclusion

- ❖ Head teacher takes the decision to exclude a pupil for a fixed period.
- ❖ Contact the parent/carer ideally by telephone to arrange the collection and supervision of the pupil. The child's welfare must **ALWAYS** be the prime consideration.
- ❖ The Head teacher must give written notice to the parents informing them of:
 - *The precise period and the reasons for the exclusion*
 - *The parents' duties during the first 1 - 5 days*
 - *The parents right to make a representation to the governing body*
 - *The person the parent should contact if they wish to make such representations*
 - *The arrangement to set and mark work for the pupil during the initial 1 - 5-day period.*
 - *If relevant the school day on which they will be provided with full time education.*
 - *Details of the reintegration meeting.*

A BWI model letter for this process can be found in [Appendix 1 and 1a](#).

The Head teacher must inform the governing body and Social Exclusions Officer within the Local Authority if a pupil is excluded for more than 15 days in any one term. Information will also be included around exclusions on the returns data, which gets sent to the local authority monthly.

Children can be excluded for 1 or more fixed periods, up to a maximum of 45 school days in any one school year. A fixed period exclusion does not have to be for a continuous period. A fixed period may be

extended to or converted to a permanent exclusion in exceptional cases, usually where further evidence has been uncovered.

The school has a duty to arrange full time education from and including day 6 of the exclusion (see model letter in [Appendix 2](#)) and has a duty to provide full time education for a looked after child from day 1.

When returning back to school an interview will be arranged with the Head teacher or a senior member of staff and the parent and child on the school premises. If the parent fails to attend, this must not act as a factor in the future reintegration of the young person, following the period of exclusion.

Parents have the right to make a representation to the governing body for any fixed term exclusion.

The school is also aware that sending children home from school during lunchtime will also be considered a temporary exclusion. Informal exclusions such as sending a child home to “cool off” are unlawful, regardless of whether they occur with the agreement of parents. Any exclusion of a pupil must be formally recorded (DfE 2017)

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/921405/20170831_Exclusion_Stat_guidance_Web_version.pdf

The procedure for this is the same as above and there is a model letter to parents from the LA in [Appendix 2](#).

Permanent Exclusions

The school considers permanent exclusion to be a very serious step and the head teacher will need to investigate the incident thoroughly before this decision is made. As with fixed term exclusion, permanent exclusion will follow a range of strategies set out by the school which is detailed within the Behaviour Policy and will be seen as an ultimate last resort, or a response to a very serious breach to school rules and policies such as:

- ❖ Serious actual or threatened violence against another pupil or a member of staff.
- ❖ Sexual abuse or assault.
- ❖ Supplying an illegal Substance
- ❖ Carrying an offensive or prohibited item, with intent to harm

Procedure for Making a Permanent Exclusion

- ❖ Ensure that a thorough investigation has been carried out.
- ❖ Consider all the evidence available to support the allegations, considering the school’s behaviour and equal opportunities policies, and where applicable the Equality Act 2010 as amended.
- ❖ Be satisfied that, *on the balance of probabilities, the pupil did what he/she is alleged to have done.
- ❖ Allow and encourage the pupil to give their version of events.
- ❖ Check whether an incident may have been provoked, for example by bullying (including homophobic bullying) or by racial/sexual harassment (this is part of the new DfE guidance codes, as a reason for school exclusions)
- ❖ Consider whether the proposed sanction is proportionate and considering the treatment of any others involved in the incident.
- ❖ Consult others if necessary (being careful not to involve anyone who may later take part in the statutory review of their decision e.g., a member of the Governors Review Meeting).

- ❖ Keep a written record of the actions taken (and copies of written records made by other members of staff), including any interview with the pupil concerned. Witness statements must be dated and should be signed, wherever possible.
- ❖ Trauma informed practice considerations have been considered and all necessary support options have been explored
- ❖ Involved agencies have been considered as a contact, to understand reasons behind displayed behaviours and be able to understand support that can be included
- ❖ Be satisfied that the decision to exclude the pupil was lawful, reasonable and procedurally fair, taking account of their legal duties.
- ❖ There is no alternative that can be found by the school or Hillingdon LA to the exclusion. (All options have been exhausted)
- ❖ Schools should consider contacting the LA Vulnerable Support Manager on 01895 558670 or admission@hillingdon.gov.uk when they feel they have exhausted all options for support, before they make the decision to permanently exclude
- ❖ The head teacher must give written notice to the parents informing them of specific information found in the LA guidance (LEAP)
- ❖ The Head teacher must inform the governing body and LA within 1 day on the appropriate form
- ❖ The school has a duty to arrange full time education from and including day 6 of the exclusion.
- ❖ The school has a duty to provide full time education for a looked after child from day 1.
- ❖ On receiving notice of the exclusion, the governing body must convene a meeting within 15 school days to review the exclusion and to consider reinstatement. They must invite the parent, the head teacher and a LA Social Inclusion officer. Papers including written statements must be circulated at least 5 days before the meeting.
- ❖ The governing body may ask for advice from the LA officer, but must make the decision alone, asking other parties to withdraw. The clerk may remain.
- ❖ The governing body must inform the parent, Head teacher and LA officer of their decision in writing within 1 day of the hearing stating reasons.
- ❖ LA to contact parent within 3 working days indicating the latest date by which a review can be lodged.
- ❖ The child to be removed from the register only when the review process is complete.
- ❖ Where parents dispute the decision of a governing body not to reinstate an excluded pupil, they can ask for this decision to be reviewed by an independent review panel.

* It is the Chair of Governors responsibility to direct the governing body of the school to details of their responsibilities when considering exclusions. Details of Governor responsibilities regarding exclusions can be found in DoE Exclusions from maintained schools, Academies and pupil referral units in England: <https://www.gov.uk/government/publications/school-exclusion>

The procedure for this is the same as above and there is a model letter to parents from the LA in [Appendix 3](#).

Behaviour Outside School

Pupils 'behaviour outside school on school trips or at sports fixtures etc, is subject to the school's behaviour policy. Poor behaviour in such circumstances will be dealt with as if it has taken place in school.

For behaviour outside school, not on school business, it is at the discretion of the head teacher whether or not to exclude a pupil if there is a clear link between that behaviour and maintaining good

behaviour and discipline among the pupils as a whole, or if it is deemed to be damaging to the reputation of the school

Pupils with Special Educational Needs and Disabled pupils

The school must take account of any special educational needs when considering whether or not to exclude a pupil. We have a duty under the Equality Act 2010 not to discriminate against disabled pupils by excluding them from school for behaviour related to their disability. Head teachers and the governing body must take into account their statutory duties in relation to SEN when administering the exclusion process. This includes having regard to the SEN Code of Practice and a Duty of Care.

The Head teacher will take reasonable steps to ensure that the school responds to a pupil's disability so that the pupil is not treated less favourably, this includes a duty to make reasonable adjustments to policies and practices.

Reasonable steps could include:

- ❖ Differentiation in the school's behaviour policy
- ❖ Developing strategies to prevent the pupil's behaviour
- ❖ Contacting the LA SEND team for guidance
- ❖ Using the graduated responses to SEND within the [ordinarily available provision](#)
- ❖ Requesting external support for the child
- ❖ Staff training

BWI recognises that it should engage proactively with parents in supporting the behaviour of its pupils with additional needs and is aware that whether or not a school recognises that a pupil has SEN, all parents have a right to request the presence of a SEN expert if their case is to be reviewed by an independent panel.

If the school has concerns about the behaviour, or risk of exclusion, of a child with additional needs such as a pupil with an EHC plan or a looked after child, it is aware that it should consider what additional support may be required. Where a pupil has an EHC plan, schools should consider requesting an early annual review or interim/emergency review.

The LA's checklist below would help schools to assess and mitigate the risk can be found in [Appendix 4](#).

Temporary Reduced Timetable

In some cases, the school may consider it appropriate to the needs of a particular child, to offer a reduced timetable for a limited period.

In this situation, paramount consideration would be given to safeguarding the child and a thorough risk assessment would be carried out. The creation of a timetable would be time-limited with a clear plan to increase attendance back to full time, involve professionals working with the child/family, and ensure that parents have given their full consent.

A proforma for a temporary reduced timetable can be found in [Appendix 5](#). This must be completed, signed and then sent to the LA. The documents below should be read when considering a reduced timetable. The Hillingdon 'Pupils Missing Out on Education' can be found at this link:

https://www.proceduresonline.com/hillingdon/childcare/user_controlled_lcms_area/uploaded_files/CM E%20Policy%202019.pdf

Marking Attendance Registers Following Exclusion

When a pupil is excluded, he/she should be marked absent using the updated DFE Exclusion codes below:

Updated DFE Exclusion Codes	Description
	<i>Pupil exclusion reason (not for nursery schools) 2020 to 2021 academic year – valid for exclusions with a start date on or after 01 August 2020</i>
Code	
PP	Physical assault against a pupil
PA	Physical assault against an adult
VP	Verbal abuse / threatening behaviour against a pupil
VA	Verbal abuse / threatening behaviour against an adult
OW	Use or threat of use of an offensive weapon or prohibited item
BU	Bullying
RA	Racist abuse
LG	Abuse against sexual orientation and gender identity
DS	Abuse relating to disability
SM	Sexual misconduct
DA	Drug and alcohol related
DM	Damage
TH	Theft
DB	Persistent disruptive behaviour
MT	Inappropriate use of social media or online technology
PH	Wilful and repeated transgression of protective measures in place to protect public health

Appendix 1

Model Letter 1

FROM HEADTEACHER

Dear **[Parents Name]**

I am writing to inform you of my decision to exclude **[Child's Name]** for a fixed period of **[period of exclusion]**. This means that **[he/she]** will not be allowed in school for this period.

The exclusion begins 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 **[Child's Name]** has not been taken lightly. **[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 reasonable justification.

We will set work for **[Name of child]** during the **[..... days]** of the exclusion **[detail the arrangements for this]**. Please ensure that work set by the school is completed and returned to us promptly for marking.

You have the right to present your case about this decision to exclude **[Name of child]** to the school's governing body. If you wish to do so please contact **[Name of Contact]** on/at **[Contact Details-Address, Phone Number, email]** as soon as possible. Whilst the governing body has no power to direct reinstatement, they must consider any existing evidence presented by yourself and may place a copy of their findings on your child's school record.

You should also be aware that if you think this exclusion relates to a disability your child has, and you think disability discrimination has occurred, you have the right to appeal and/or make a claim to First-tier Tribunal (Special Educational Needs and Disability). If your child has a Special Educational Need or Disability, you can seek advice from SENDIASS by calling 01895 277001.

You also have the right to see and have a copy of **[Name of Child]**'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 **[Name of Child]**'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 School Placement and Admissions Team can provide further information if you require it, regarding the exclusion. Contact the Vulnerable Learner Support Manager by calling 01895 558670 or emailing admissions@hillingdon.gov.uk.

You may also find it useful to contact: Coram Children's Legal Centre. They aim to provide free legal advice and information to parents on state education matters. They can be contacted at www.childrenslegalcentre.com 08088 020 008

Further information may be accessed via the Department for Education (DfE) guidance on exclusions at: www.gov.uk/government/publications/school-exclusion. Communities Empowerment Network, which aims to advise, support and represent pupils excluded from school, and support parents to play an empowered role of the successful education and progress of their children by visiting www.cenlive.org or calling 020 7733 0297.

The statutory exclusions guidance 'Exclusion from maintained schools, Academies and pupil referral units in England 2017' can be found at:
https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/921405/20170831_Exclusion_Stat_guidance_Web_version.pdf

Along with information and advice for parents:
<https://www.gov.uk/school-discipline-exclusions/exclusions>

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

Yours sincerely

[Name]

Headteacher

Appendix 2

Model Letter 1a

Half-day exclusion totalling a fixed period exclusion of less than 6 days per term.

Dear **[Parents Name]**

I am writing to inform you of my decision to exclude **[Child's Name]** during lunchtimes for **[number of days]** days from **[date]** to **[date]**. **[Child's Name]** can return for lunchtime as from **[date]**.

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

This exclusion covers the lunch period only from **[time]** to **[time]** and you are asked to please make arrangements for your child's supervision away from school during this period.

As **[Child's Name]** is eligible to receive a free school meal, I have made arrangements for **him/her** to be provided with a packed lunch for the period of the exclusion.

Each lunchtime exclusion will count as a half-day exclusion and will be added to your child's record of exclusions.

The total number of days of exclusion from this period of lunchtime exclusion is **[number of days]**.

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 reasonable justification.

You have the right to challenge this decision before the **[Governing Body/Academy Trust]**.

If you wish make representations please contact **[Name of Contact]** on/at **[Contact Details-Address, Phone Number, email]** as soon as possible. Whilst the governing body has no power to direct reinstatement, they must consider any submissions 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 exclusion relates to a disability your child has, and you think disability discrimination has occurred, you have the right to appeal and/or make a claim to First-tier Tribunal (Special Educational Needs and Disability). If your child has a Special Educational Need or Disability, you can seek advice from SENDIASS by calling 01895 277001, (<http://www.justice.gov.uk/guidance/courts-andtribunals/tribunals/send/index.htm>) or the 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 excluded. Making a claim would not affect your right to make representations to the governing body. You also have the right to see and have a copy of **[Name of Child]**'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 **[Name of Child]**'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 School Placement and Admissions Team can provide further information if you require it, regarding the permanent exclusion. Contact the Vulnerable Learner Support Manager by calling 01895 558670 or emailing admissions@hillingdon.gov.uk.

You may also find it useful to contact: Coram Children's Legal Centre. They aim to provide free legal advice and information to parents on state education matters. They can be contacted at www.childrenslegalcentre.com 08088 020 008

Further information may be accessed via the Department for Education (DfE) guidance on exclusions at: www.gov.uk/government/publications/school-exclusion. Communities Empowerment Network, which aims to advise, support and represent pupils excluded from school, and support parents to play an empowered role of the successful education and progress of their children by visiting www.cenlive.org or calling 020 7733 0297.

The statutory exclusions guidance 'Exclusion from maintained schools, Academies and pupil referral units in England 2017' can be found at: https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/921405/20170831_Exclusion_Stat_guidance_Web_version.pdf

Along with information and advice for parents: <https://www.gov.uk/school-discipline-exclusions/exclusions>

The statutory exclusions guidance 'Exclusion from maintained schools, Academies and pupil referral units in England 2017' can be found at: https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/921405/20170831_Exclusion_Stat_guidance_Web_version.pdf

Along with information and advice for parents: <https://www.gov.uk/school-discipline-exclusions/exclusions>

[Child's Name] exclusion expires on **[Date]** and we expect **[Child's Name]** to be back at lunchtimes on **[Date]** at **[Time]**.

Yours sincerely

[Name]
Head teacher

Appendix 2

Model Letter 2

Fixed term exclusion of 6-15 days or where cumulative exclusions in the same term fall within this range

Dear **[Parents Name]**

I am writing to inform you of my decision to exclude **[Child's Name]** for a fixed period of **[period of exclusion]**. This means that **[Child's Name]** will not be allowed in school for this period. The exclusion begins on **[date]** and ends on **[date]**. Your child should return to school on **[date]**.

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

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, that is on **[specify dates]**. It will be for you to show that there is reasonable justification for this. I must advise you that you may be prosecuted or receive a penalty notice from the local authority if your child is present in a public place on the specified dates without reasonable justification.

We will set work for **[Name of Child]** during the **[first 5]** school days of his **[or her]** exclusion **[specify the arrangements for this]**. Please ensure that work set by the school is completed and returned to us promptly for marking.

(Delete the following paragraph if this exclusion is less than 6 days)

From the **[6th school day of the pupil's exclusion [specify date]** until the expiry of his exclusion we will provide suitable full-time education. On **[date]** he should attend **[give name and address of the alternative provider if not the home school]** at **[specify the time – this may not be identical to the start time of the home school]** and report to **[staff member's name]**. (If applicable – say something about transport arrangements from home to the alternative provider). If not known, say the arrangements for suitable full time education will be notified by a further letter.

You have the right to request a meeting of the **[governing body/Academy Trust]** to whom representations and my decision to exclude can be reviewed. As the period of this exclusion is more than 5 school days in a term the **[governing body/Academy Trust]** must meet if you request it to do so.

The latest date by which the **[governing body/Academy Trust]** must meet, if you request a meeting is **[insert date – no later than 50 school days after the date on which the governing body were notified of this exclusion]**. If you do wish to challenge the decision to exclude before 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.

You should also be aware that if you think this exclusion relates to a disability your child has, and you think disability discrimination has occurred, you may make a claim to *First-tier Tribunal (Special Educational Needs and Disability)*. The address to which appeals should be sent is (<http://www.justice.gov.uk/guidance/courts-and-tribunals/tribunals/send/index.htm>) or the 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 excluded. Making a claim would not affect your right to make representations to the governing body. If your child has a Special Educational Need or Disability, you can seek advice from SENDIASS by calling 01895 277001.

You also have the right to see and have a copy of [Name of Child]'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 [Name of Child]'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 School Placement and Admissions Team can provide further information if you require it, regarding the permanent exclusion. Contact the Vulnerable Learner Support Manager by calling 01895 558670 or emailing admissions@hillington.gov.uk.

You may also find it useful to contact: Coram Children's Legal Centre. They aim to provide free legal advice and information to parents on state education matters. They can be contacted at www.childrenslegalcentre.com 08088 020 008

Further information may be accessed via the Department for Education (DfE) guidance on exclusions at: www.gov.uk/government/publications/school-exclusion. Communities Empowerment Network, which aims to advise, support and represent pupils excluded from school, and support parents to play an empowered role of the successful education and progress of their children by visiting www.cenlive.org or calling 020 7733 0297.

The statutory exclusions guidance 'Exclusion from maintained schools, Academies and pupil referral units in England 2017' can be found at: https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/921405/20170831_Exclusion_Stat_guidance_Web_version.pdf

Along with information and advice for parents: <https://www.gov.uk/school-discipline-exclusions/exclusions>

[Name of Child]'s exclusion expires on [Date] and we expect [Name of Child] to be back in school on [Date] at [Time].

Yours sincerely

[Name]
Head teacher

cc Exclusion & Reintegration Team Hillingdon Borough

Appendix 3

FROM HEADTEACHER

For Permanent Exclusion

Dear [Parent's Name]

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

I realise that this exclusion may well be upsetting for you and your family but the decision to exclude [Child's Name] has not been taken lightly. [Child's Name] has been excluded permanently because [Reason for Exclusion – also include any relevant previous history here].

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, that is on [specify precise dates] unless there is reasonable justification for this. I must advise you that you may be prosecuted or receive a penalty notice from the local authority if your child is present in a public place on the specified dates. 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 set work for [child'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] will provide suitable full-time education. [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].

The School Placement and Admissions Team can provide further information if you require it, regarding the permanent exclusion. Contact the Vulnerable Learner Support Manager by calling 01895 558670 or emailing admissions@hillingdon.gov.uk.

You may also find it useful to contact: Coram Children's Legal Centre. They aim to provide free legal advice and information to parents on state education matters. They can be contacted at www.childrenslegalcentre.com 08088 020 008

Further information may be accessed via the Department for Education (DfE) guidance on exclusions at: www.gov.uk/government/publications/school-exclusion. Communities Empowerment Network, which aims to advise, support and represent pupils excluded from school, and support parents to play an empowered role of the successful education and progress of their children by visiting www.cenlive.org or calling 020 7733 0297.

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

As this is a permanent exclusion the governing body must meet to consider it. The meeting must consist of at least 3 Governors, unless the exclusion results in your child missing a public examination or national curriculum test. At the meeting you may make representations to the governing body if you wish and ask

them to reinstate your child in school. The **[Governing Body/Academy Trust]** committee have the power to reinstate your child immediately or from a specified date; or, alternatively, they have the power to uphold the exclusion in which case you may appeal against their decision to an independent review panel. The latest date on which the governing body must meet is **[dateno later than 15 school days after the date on which the governing body were notified of this 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 chose 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 or take part in the meeting. 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 exclusion relates to a disability your child has, and you think disability discrimination has occurred, you have the right to appeal to First-tier Tribunal (Special Educational Needs and Disability). The address to which appeals should be sent can be found in the link (<http://www.justice.gov.uk/guidance/courts-and-tribunals/tribunals/send/index.htm>) or the 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 excluded. Making a claim would not affect your right to make representations to the **[governing body/Academy Trust]**. If your child has a Special Educational Need or Disability, you can seek advice from SENDIASS by calling 01895 277001.

You also have the right to see and have a copy of **[Name of Child]**'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 **[Name of Child]**'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 School Placement and Admissions Team can provide further information if you require it, regarding the permanent exclusion. Contact the Vulnerable Learner Support Manager by calling 01895 558670 or emailing admissions@hillindon.gov.uk.

You may also find it useful to contact: Coram Children's Legal Centre. They aim to provide free legal advice and information to parents on state education matters. They can be contacted at www.childrenslegalcentre.com 08088 020 008. If your child has a Special Educational Need or Disability, you can seek advice from SENDIASS by calling 01895 277001.

Further information may be accessed via the Department for Education (DfE) guidance on exclusions at: www.gov.uk/government/publications/school-exclusion. Communities Empowerment Network, which aims to advise, support and represent pupils excluded from school, and support parents to play an empowered role of the successful education and progress of their children by visiting www.cenlive.org or calling 020 7733 0297.

The statutory exclusions guidance 'Exclusion from maintained schools, Academies and pupil referral units in England 2017' can be found at: https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/921405/20170831_Exclusion_Stat_guidance_Web_version.pdf

Along with information and advice for parents: <https://www.gov.uk/school-discipline-exclusions/exclusions>

Yours sincerely

[Name]
Headteacher

cc Exclusion & Reintegration Team Hillingdon Borough
Headteacher, Pupil Referral Unit

Appendix 4

The LA’s checklist below would help schools to assess and mitigate the risk.

Head teacher’s checklist for pupils with SEN / disability		No
<p>Does the pupil have an EHCP?</p> <ul style="list-style-type: none"> • Has the Special Needs Officer been contacted? • Has an emergency annual review been called? <p>Not all pupils with EHCPs will have a disability but there is a significant overlap.</p>		
<p>Is this pupil at the stage of SEN Support?</p> <ul style="list-style-type: none"> • Has extra assistance from the LA been explored? 		
<p>Does the pupil have a disability?</p> <p>For example, do they have a mental or physical impairment which has a substantial, adverse effect on their ability to carry out normal day to day activities?</p> <p>In law “substantial” means more than minor or trivial in law “long term” means at least a year</p> <p>Not all pupils with a disability will have an EHCP, but many will. “Disability” includes physical disabilities, speech and language needs, memory and ability to concentrate, perception of the risk of danger when these are adverse, long term and substantial</p>		
<p>Has the pupil been treated less favourably?</p> <p>Would a pupil without a disability have been dealt with in the same way?</p> <p>You will need to consider:</p> <ul style="list-style-type: none"> • What is less favourable treatment? • What is the reason for less favourable treatment? • Is the reason directly related to their disability? • Can less favourable treatment be justified? • Is the justification material and substantial? 		

<p>Have reasonable adjustments been made for this pupil? You will need to consider:</p> <ul style="list-style-type: none"> • Would failure to make reasonable adjustments place the pupil at a substantial disadvantage? • Could the need to make reasonable adjustments have been anticipated? • Has the school reviewed policies, practices and procedures (continuing responsibility)? • Does reasonable adjustment involve removal/alteration of physical features? • Does reasonable adjustment involve provision of auxiliary aids/services (SEN framework)? <p>Have relevant factors been explored and balanced?</p> <ul style="list-style-type: none"> • Need to maintain standards? • Financial resources available? • Cost of taking a particular step. • Extent to which it is practical to take a particular step. • Extent to which auxiliary aid/services will be provided under SEN framework? • Health and safety requirements? • Interests of other pupils/prospective pupils? • Could the school have been reasonably expected to know about the disability (confidentiality; lack of knowledge)? • Can actions or omissions be materially and substantially justified? 		
--	--	--

Appendix 5

Please do not send originals. It is important you retain the original signed copy for your records.

<p>Part-Time Timetable Proforma</p> <p>This cannot be agreed without the proforma and plan being agreed and signed by parent - though this does not give it legal basis</p>			
Pupil Name:		NCY:	
School:		DOB:	
SEN Status:		LAC:	

Plan on which part-time timetable arrangement is to be monitored and reviewed (PEP, PSP, IBP, IEP etc.)						Date of the mtg where proposals for part-time timetable were discussed:		
Plan attached	Y E S		N O		If No - please advise reason			
Review date of plan	Plan							

Start Date of Part-time Timetable	
Reason for Part-time Timetable - <i>Delete/highlight as applicable</i>	<ol style="list-style-type: none"> 1. Part of in school support package 2. Medical Reasons (this has been agreed in line with medical professionals) 3. Reintegration
If 'Other' - please state reason	

Attendance Coding - Please mark as C the times pupil is not expected to be in school

Weekly Timetable - No of Teaching Hours Allocated

(Week 1 for schools operating a 2 week timetable)

Please state number of hours/minutes teaching time per morning/afternoon session per day		Monday	Tuesday	Wednesday	Thursday	Friday
	AM					
	PM					

Weekly Timetable - No of Teaching Hours Allocated

(Week 2 for schools operating a 2 week timetable or where timetable changes)

Please state number of hours/minutes teaching time per morning/afternoon session per day		Monday	Tuesday	Wednesday	Thursday	Friday
	AM					
	PM					

This form should be sent in each time the allocated teaching hours change as a result of a review

Review Date of Part-time Timetable:

Date to return to Full Time:

Parental Agreement - I hereby agree to the part-time timetable as outlined in the attached plan and supporting proforma

Parental Signature

School Contact

Young Persons views (if applicable)	
Send to the Participation Team Officer: Participation Team: Direct Line Tel: 01895 250858 or Participationteam@hillingdon.gov.uk	

Guidance on reduced timetables can be found on the following link:

<https://leap.hillingdon.gov.uk/article/7334/Part-time-Timetable>