



# St Nicholas' Primary School Exclusion Policy

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## Introduction

St Nicholas' 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 Positive Behaviour Policy, Single Equality Policy and the DoFE guidance 'Exclusion from maintained schools, Academies and pupil referral units in England' (DoFE 2012). 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 St Nicholas' 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 Oxfordshire, there are a range of services available to support pupils who are at risk of exclusion. Services available in Oxfordshire are:

- ❖ Early Intervention Hubs
- ❖ Behaviour Support Service
- ❖ Educational Psychologists
- ❖ Attendance and Engagement Officers



- ❖ Anti-bullying
- ❖ SENSS

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 behavior e.g. pupil has suffered bereavement, has mental health issues or has been subject to bullying. With this in mind, St Nicholas' 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 Good 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:

- ❖ Pupil/student behaviour risk assessments
- ❖ Individual Pupil Profiles (reviewed termly)
- ❖ Pastoral Support Plans
- ❖ OCC Positive Handling Policy
- ❖ Common Assessment Framework (CAF)
- ❖ Team Around the Child
- ❖ Early intervention to address underlying causes of potentially disruptive behaviour
- ❖ Assessments of appropriate provision of support within the school

N.B In this policy the word 'Term' pays reference to three terms in one year (Autumn, Spring or Summer)

## Reasons for Exclusion

- ❖ A serious breach of the school's values, rules or policies.
- ❖ A risk of harm to the education or welfare of the pupil or others in the school.
- ❖ Physical or verbal assault against a pupil, member of staff or others in the school.
- ❖ Serious damage to school property
- ❖ Theft
- ❖ Weapons in school
- ❖ Persistent disruptive behaviour
- ❖ Persistent bullying
- ❖ Indecent behaviour
- ❖ Unacceptable behaviour which has previously been reported and for which school sanctions and other interventions have not been successful in modifying the student's behaviour.

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



## Fixed Term (temporary) Exclusions

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. Examples of some of the strategies used are:

- ❖ Discussion with the pupil
- ❖ Support from the schools Family Liaison Officer
- ❖ Discussions with parents
- ❖ Sanctions (consequences) in school (see the Positive Behaviour Policy for details)
- ❖ Checking on any possible provocation
- ❖ Internal exclusions
- ❖ Referral to outside support agencies

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 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 the first 5 days of a fixed-term exclusion, 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 Making 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 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 5 day period.
  - If relevant the school day on which they will be provided with full time education.
  - Details of the reintegration interview.



An OCC model letter for this process can be found in [Appendix 1](#).

The Head teacher must inform the governing body and Social Inclusion Officer if a pupil is excluded for more than 15 days in any one term.

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 LA letter in [Appendix 3](#)) 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, the school must keep a record of the failure as this could be taken into account at court in deciding whether to impose a parenting order.

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 (DoE 2012).

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 and detailed in the Positive Behaviour Policy and will be seen as a last resort, or it will be in 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.
- ❖ Carrying an offensive weapon
- ❖ Persistent bullying
- ❖ Racial harassment

## Procedure for Making a Permanent Exclusion

- ❖ Head teacher takes the decision to exclude a pupil permanently
- ❖ Contact the parent/carer immediately ideally by telephone.
- ❖ The head teacher must give written notice to the parents informing them of specific information found in the LA guidance (see LA template letter in [appendix 5](#))



- ❖ The Head teacher must inform the governing body and LA within 1 day on the appropriate form (found on OCC Schools website)
- ❖ 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.

N.B 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 (2012).

## Behaviour Outside School

Pupils' behaviour outside school on school trips or at sports fixtures etc , is subject to the school's positive 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
- ❖ Requesting external support for the child
- ❖ Staff training

St Nicholas School 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 an 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.

## 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. Any reduced timetable would be planned within a pastoral support plan (PSP). The 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 4](#). This must be completed, signed and then sent to the LA.

The documents below should be read when considering a reduced timetable.

The documents relating to Oxfordshire Exclusion Guidance can be found at this link:  
<http://schools.oxfordshire.gov.uk/cms/content/exclusion-guidance>

And the Ofsted 'Pupils Missing Out on Education' can be found at this link:  
<http://schools.oxfordshire.gov.uk/cms/content/pupils-missing-out>

## Marking Attendance Registers Following Exclusion

When a pupil is excluded, he/she should be marked absent using Code E. Where alternative provision is made, and pupils attend it, they will be marked using either code B (education off site) or code D (dual registration)



## Appendix 1

### Model Letter 1

#### FROM HEADTEACHER

#### Fixed period exclusion of less than 6 days in one term

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

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

Dear **[Parents Name]**

I am writing to inform you of my decision to 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)**.

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

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

#### **[Use this paragraph for pupils of compulsory school age]**

You have a duty to ensure that your child is not present in a public place in school hours during this 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). The address to which appeals should be sent is First-tier Tribunal (Special Educational Needs and Disability), Mowden Hall, Staindrop Road, Darlington, DL3 9BG (<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. Making a claim would not affect your right present your case to the governing body. 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.

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.

You may wish to contact the local authority's Exclusion & Reintegration Team if you have any questions about the exclusion procedures at [ERT@oxfordshire.gov.uk](mailto:ERT@oxfordshire.gov.uk).

Your area Exclusion & Reintegration Officer is [**insert name and contact number**].

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](http://www.childrenslegalcentre.com) 08088 020 008

[Insert reference to Local Sources of independent advice if known].

The statutory exclusions guidance 'Exclusion from maintained schools, Academies and pupil referral units in England 2012' can be found at:

<https://www.gov.uk/government/publications/school-exclusion>

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

#### FROM HEADTEACHER

#### Lunchtime half-day exclusion totalling a fixed period exclusion of less than 6 days per term.

\*\*\* Delete as appropriate

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]**.

**[Use this paragraph for pupils of compulsory school age]**

You have a duty to ensure that your child is not present in a public place in school hours during this 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). The address to which appeals should be sent is First-tier Tribunal (Special Educational Needs and Disability), Mowden Hall, Staindrop Road, Darlington, DL3 9BG. (<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.

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.

You may wish to contact the local authority's Exclusion & Reintegration Team if you have any questions about the exclusion procedures at [ERT@oxfordshire.gov.uk](mailto:ERT@oxfordshire.gov.uk).

Your area Exclusion & Reintegration Officer is **[insert name and contact number]**.

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](http://www.childrenslegalcentre.com) 08088 020 008

**[Insert reference to Local Sources of independent advice if known].**

The statutory exclusions guidance 'Exclusion from maintained schools, Academies and pupil referral units in England 2012' can be found at:

<https://www.gov.uk/government/publications/school-exclusion>

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 3

### Model Letter 2

#### FROM HEADTEACHER

Fixed term exclusion of 6-15 days

Or where cumulative exclusions in the same term fall within this range

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

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

Dear [Parents Name]

I am writing to inform you of my decision to 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].

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

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

**[Use this paragraph for pupils of compulsory school age]**

You have a duty to ensure that your child is not present in a public place in school hours during the first 5 school days of this 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 First-tier Tribunal (Special Educational Needs and Disability), Mowden Hall, Staindrop Road, Darlington, DL3 9BG. (<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.

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.

You may wish to contact the local authority's Exclusion & Reintegration Team if you have any questions about the exclusion procedures at [ERT@oxfordshire.gov.uk](mailto:ERT@oxfordshire.gov.uk).

Your area Exclusion & Reintegration Officer is [insert name and contact number].

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](http://www.childrenslegalcentre.com) 08088 020 008

[Insert reference to Local Sources of independent advice if known].

The statutory exclusions guidance 'Exclusion from maintained schools, Academies and pupil referral units in England 2012' can be found at:

<https://www.gov.uk/government/publications/school-exclusion>

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 ERT@oxfordshire.gov.uk



## Appendix 4

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

<http://schools.oxfordshire.gov.uk/cms/sites/schools/files/folders/folders/documents/socialinclusion/GuidanceforSchoolsonReducedTimetables.pdf>

### Reduced Timetable Proforma

The Oxfordshire Safeguarding Children Board (OSCB) have agreed that a top priority in its 2017/18 Business Plan will be to support every child in Oxfordshire to secure their legal full-time entitlement to education. Despite the challenging financial environment, the OSCB will expect schools to focus on addressing safeguarding risks of part-time or non-attendance at school.

**A reduced timetable can only proceed with parents' signed consent to both the plan and proforma**

<b>Pupil Name</b>		<b>NCY</b>	
<b>School</b>		<b>DOB</b>	
<b>SEN Status</b>		<b>LAC (Y/N)</b>	

<b>Plan under which reduced timetable is monitored/reviewed (e.g. CAF, PEP, PSP, IBP, IEP)</b>				<b>Date of meeting where reduced timetable discussed</b>	
<b>Plan attached (please tick)</b>	<b>YES</b>	<b>NO</b>	<b>If No, why?</b>		
<b>Reduced Timetable Start Date</b>			<b>Plan Review Date</b>		
<b>Reason for Reduced Timetable (please tick)</b>	1. Part of in school support package				
	2. Medical Reasons (supported by medical professionals)				
	3. Reintegration				
	4. Other				
<b>If 'Other', state reason</b>					

Weekly Timetable - Number of Teaching Hours Allocated						
<i>Please state</i>		Monday	Tuesday	Wednesday	Thursday	Friday



<b>number of hours teaching time per morning/afternoon session each day</b>	<b>AM</b>					
	<b>PM</b>					
<b>Please state the total number of hours teaching time per week (Attendance Code C should be used for times pupil not expected in school/alternative provision)</b>						

<b>This form should be sent in each time the allocated teaching hours change following review</b>	
<b>Review date of reduced timetable</b>	
<b>Date pupil will return to full time provision</b>	

<b>Parental Agreement - I hereby confirm that the school has a copy of this agreement that is signed by the parent(s) to consent to the reduced timetable as outlined in the attached plan</b>	
<b>Name of school contact</b>	
<b>Parental consent: (Original must be signed)</b>	

Please scan a signed copy of this pro forma and the plan and send to us via email with the Pupil's name and date of birth in the subject to: [pupilsmissingout@oxfordshire.gov.uk](mailto:pupilsmissingout@oxfordshire.gov.uk)

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



## Appendix 5

### Model Letter 4

#### FROM HEADTEACHER

#### For Permanent Exclusion

Where a public examination would be missed, please insert the following text into the letter at \*\*

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

Dear [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].

**[Add this paragraph where a pupil lives in a local authority other than the excluding school’s local authority]**

I have also today informed [name of officer] at [name of local authority] of your child’s exclusion and they will be in touch with you about arrangements for his/her



education from the sixth school day of exclusion. You can contact them 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 **[date .....no 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.

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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 is First-tier Tribunal (Special Educational Needs and Disability), Mowden Hall, Staindrop Road, Darlington, DL3 9BG. (<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]**.

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.

You may wish to contact the local authority's Exclusion & Reintegration Team if you have any questions about the exclusion procedures at [ERT@oxfordshire.gov.uk](mailto:ERT@oxfordshire.gov.uk).

Your area Exclusion & Reintegration Officer is **[insert name and contact number]**.

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](http://www.childrenslegalcentre.com) 08088 020 008

**[Insert reference to Local Sources of independent advice if known].**

The statutory exclusions guidance 'Exclusion from maintained schools, Academies and pupil referral units in England 2012' can be found at:

<https://www.gov.uk/government/publications/school-exclusion>

Along with information and advice for parents:

<https://www.gov.uk/school-discipline-exclusions/exclusions>



Yours sincerely

**[Name]**  
**Headteacher**

cc Exclusion & Reintegration Team [pex@oxfordshire.gov.uk](mailto:pex@oxfordshire.gov.uk)  
Headteacher, Pupil Referral Unit

