

**Sept 2019**

**EXCLUSIONS**  
**THURROCK PROCEDURE**  
**and BEST PRACTICE**

  
**Access and Inclusion Officer**

  
  
**Access and Inclusion Support**

  
**To be read in conjunction with**  
**the current DfE Exclusion**  
**guidance Sept 2017**

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

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# Section 1

## Exclusions

### Things to Consider

Head Teachers and Governors MUST refer to the latest DfE Exclusion Guidance.

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

#### Taking the decision

**The Head Teacher must take the decision whether to exclude (this cannot be delegated).**

- Have you investigated specific incidents with all parties in a sensitive and fair way?
- Did you consider factors that could have contributed to the pupil's behaviour (e.g. SEND or bereavement, bullying) and have you taken these factors sufficiently into account?
- Is exclusion the most appropriate and reasonable sanction, and consistent with the school's behaviour policy?
- Are all the exclusion reasons clearly recorded, including the impact on others? Are they robust?
- Is relevant evidence properly recorded/retained/documented? (e.g. summaries of interviews, past behaviour, sanctions and support provided.)
- **Have you considered alternatives to exclusion?**

**A decision to exclude a pupil permanently should only be taken:**

- In response to a serious breach or persistent breaches of the school's behaviour policy;

**and**

- Where allowing the pupil to remain in school would seriously harm the education or welfare of the pupil or others in the school.

**The threat of exclusion must never be used to influence parents to remove their child from the school to pursue EHE (Elective Home Education) or an alternative school placement.**

## Things to Consider

- Does the school behaviour policy clearly set out behaviour expectations and sanctions and reflect the requirements of the Equality Act 2010?
- Are your policies (in relation to the exclusion i.e. Behaviour, SEND) up to date?
- Is the behaviour policy understood by pupils and parents?
- Are your Policies assessable to all stake holders, particularly parents?
- Are sanctions monitored to identify any inconsistency or potential discrimination (e.g. Special Educational Needs and Disability (SEND) or ethnicity)?
- Are governors/staff clear about their roles and when to escalate issues/involve parents?
- Are systems in place to identify pupils showing persistent poor behaviour and if there are any underlying causes?
- Are underlying factors (for example SEND, family issues or bullying) or specific triggers (for example the time of day or specific lessons) affecting behaviour?
- Are staff working with the pupil aware of any behavioural trigger points, relevant issues and the ways in which they should be managed?
- Are staff aware of mechanisms for escalation and referral routes to access external support?
- Have you ensured that this pupil's parents are aware of their behaviour issues?
- Avoid wherever possible the permanent exclusion of those with Education, Health and Care plans or Statements of SEN and looked after children (LAC/CLA).
- **Pupils with Statements or EHCP's**; An emergency annual review should be held if the pupil is at risk of permanent exclusion.
- Did you consider if the pupil was a looked after child? (e.g. did you engage with foster carers or children's home workers, the local authority that looks after the child and the local authority's virtual school head?)
- **LAC Pupils**; The Virtual School for LAC must be informed if a pupil is at risk of permanent exclusion.
- Should you request a special educational needs (SEN) assessment, a multi-agency assessment or external support (e.g. counsellors or alternative provision)?
- Is the use and effectiveness of any support and sanctions properly recorded and regularly reviewed?

## **Have you considered alternatives to permanent exclusion?**

- Managed Moves
- Alternative Provision (KS4)
- Support/Time out request at BIP, St Cleres, Olive Academy (where available)
- Have you considered hosting a Risk of Permanent Exclusion meeting (ROPE Meeting) to seek additional support from all professionals involved, for example; Social Care, PASS, EWMHS, EP, LA Inclusion Officer, Olive Academy etc.

## **Are there clear processes and templates in place to:**

- monitor the 45 day exclusion rule, including exclusions received from other schools?
- manage serious behavioural incidents when the Headteacher is not available?
- inform the parents, governing board and local authority (depending on length of exclusion), clearly setting out all reasons for the exclusion?
- give up-to-date links to sources of impartial advice for parents?
- reintegrate excluded pupils after a fixed period exclusion and support pupils' future behaviour?
- arrange, at short notice, suitable full-time alternative education for pupils receiving exclusions over five days?
- Do governors have an understanding of the exclusion process to enable a review within deadlines?
- Would governors benefit from additional training, including on the Equality Act 2010 and/or the SEND Code of Practice?
- Is there a clear and timely system in place to enable parents to make representations?

## **You MUST inform parents of the exclusion**

Things to consider.

- Has the school spoken to the parents to ensure they fully understand the type/scale of the incident?
- Have I provided sufficient details in the exclusion notice letter on the reasons for the exclusion?
- Does the notice contain all the required information as set out in section 4 of the statutory exclusion guidance?
- Have I informed parents whether their child will be able to sit any national curriculum test(s) or public examination(s) occurring during the exclusion?
- When several fixed-period exclusions have been issued in a term, have I informed parents of their right of representation to the governing board?

## **Governors Hearings**

**You should ask the chair of the governing board whether there are clear processes in place for considering exclusions.**

- You are confident that the parents are aware of their right to a consideration by the governing board?
- Has the governing board been appropriately involved?
- Has the governing board taken steps to find a convenient date that the parent, the local authority representative (if relevant) and the Head Teacher can attend, within the legal time limits? ***NB – Best practice- It has to be a convenient date for ALL therefore all parties should be consulted with before the meeting is confirmed.***
- Where practicable, has the governing board given thought as to how to involve the pupil in the consideration process?
- Have all the relevant documents been collected, anonymised if required, and provided to all parties, within at least 5 days before the hearing?

**Where applicable, the governing board must consider whether the pupil should be reinstated**

- Have you presented all of the details of the case and the full rationale for the exclusion?
- Does the governing board have all of the relevant information that you have?

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**BEST PRACTICE**  
**EXAMPLE DOCUMENTATION FOR SUBMISSION TO A  
PUPIL DISCIPLINE COMMITTEE MEETING OR  
INDEPENDENT REVIEW PANEL HEARING (EXCLUSIONS)**

*All those involved in the hearing need to have access to the following:*

**Documents relating to specific incident: (MUSTS)**

- The Head teacher's written account of the reasoning of the decision to exclude
- Witness statements (signed and dated, anonymised if necessary)
- Physical evidence that will be presented including videos / photographs, where appropriate
- Head teacher's notice of exclusion letter to parents (which must contain the reasons for the exclusion)
- Invite letters from the Clerk to Governors hearing or the Independent Panel \*

Reports should be factual and should never include subjective opinion or speculation. It should be borne in mind that the report may potentially be scrutinized by external, independent bodies should the case be appealed, and should therefore be objective and evidence-based. Witness statements should be signed and attributed, unless there is good reason to protect the anonymity of witnesses.

**BEST PRACTICE**

**Pupil-specific documents (or equivalent): e.g**

- Pupil Behaviour Log
- PSP - Pupil / Pastoral Support Plan and any other supporting documents
- PEP -Personal Education Plan
- IEP – Individual Education Plan
- Behavioural Support Plan
- SEN record and / or Statement
- Attendance record
- Recent report
- Record of rewards and successes

**School documents:**

**(only those relevant to exclusion - Should any papers quote specific items in the Policy these should be included in the Head teachers report as a "quote" or reference to an appendix for instance.) e.g.**

- Discipline / Behaviour Policy
- SEND Policy
- Home-School Agreement
- Any other policies relevant to the case, e.g. drugs, equal opportunities, anti-racist, anti-bullying policies, etc.

**Home-School documents:**

**(not all copies of communication are required, a chronology can be given)**

- Letters to and from the parent concerning the pupil's behaviour,
- Minutes of meetings
- Internal and home behaviour report card (or similar documents if this system is not used)
- Clerk to Governors' letters (invitation, notification of hearing and outcome letters) \*
- Pupil Discipline Committee Minutes \*

## Outside agencies:

- Knowledge that a CAF – Common Assessment Form, has been undertaken

***(A CAF and/or associated CAF papers should never be placed in the papers, unless parents have given their permission. Proof of that permission must be seen by the committee / panel DATA PROTECTION)***

- Evidence/list of involvement with any outside agencies:
- EWO - Education Welfare Officer
- Pupil Referral Unit / Short Stay School / Time Out Facility / Inclusion Unit / Alternative Provision
- EP - Educational Psychologist
- Police / Youth Offending Team
- CFCS/EWMHS/NELFT
- Parent Partnership
- GP referrals / Medical reports
- Other Local Authority correspondence.
- *(This list is not exhaustive)*

Section 68, School Standards and Framework Act 1998, requires Governing Bodies, as well as Headteacher, LAs and Appeal Panels, in discharging of their functions under the Act, to have regard to any guidance given from time to time by the Secretary of State.

That guidance is given in the following document:

**Exclusion from schools, Academies and pupil referral units in England. A guide for those with legal responsibilities in relation to exclusion. DfE, in force from 1 September 2017.**

Governing Panels and Independent Panels should also refer to the following, so please ensure that you are compliant.

**Special Educational Needs Code of Practice, DfES/581/2001, issued November 2001.**

**Code of Practice for Schools, Disability Discrimination Act 1995: Part 4, Disability Rights Commission, COPSH, issued July 2002.**

**Drugs: Guidance for Schools, DFES/0092/2004, issued February 2004.**

**The Duty to Promote Race Equality: A Guide for Schools, Commission for Racial Equality, published May 2002.**

**Exclusion for School and Racial equality: A Good Practice Guide, Commission for Racial Equality, published 1997.**

**Equality Act 2010**



## Section 2

# LOCAL AUTHORITY EXCLUSION NOTIFICATION PROCEDURE AND FORM

### **In cases of Permanent Exclusions:**

The Local Authority should be informed within 1 day.

The excluding school must complete an Inclusion Referral Form, within 2 working days in order for the 6<sup>th</sup> Day provision to be arranged by the Local Authority.

### **In cases of Fixed Term Exclusions:**

The Local Authority should be informed within 5 days of exclusion (within 3 days if over 5 day exclusion within 1 for LAC).

Pupils excluded for over 5 days must be referred to the available 6<sup>th</sup> Day Provision services at BIP or St Cleres by the school. Referral and funding of this provision is the responsibility of the Governing body of the School excluding.

### **Notifications and Permanent Exclusion Referrals must be sent securely;**

**Electronically via AVCO to Access and Inclusion Or**

**Electronically via your own secure systems Or**

**Password protected and sent via email to [CME@thurrock.gov.uk](mailto:CME@thurrock.gov.uk).**

(Please do not password protect files sent via AVCO – please use “**THURROCK**” as the password for documents sent via email).

The form of notification to the Local Authority should be by way of a copy of the exclusion letter **and** a copy of the “Notification to Thurrock Council of Exclusion” form on page 10. **All documents MUST be titled with the pupils name and date of exclusion.**

### **FIXED TERM EXCLUSIONS ONLY – 6<sup>th</sup> Day Provision**

#### **EXCELLENCE TRUST INCLUSION CENTRE**

Referrals can be made by contacting the Centre on 01375 850400

#### **ST CLERES INCLUSION CENTRE**

Referrals can be made by contacting the School on 01375 641001

**NOTIFICATION TO THURROCK COUNCIL OF EXCLUSION**  
**(To be completed for all Permanent and Fixed Term Exclusions)**

School \_\_\_\_\_

Name of Student \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Year Group: \_\_\_\_\_

Male / Female: \_\_\_\_\_ Ethnic Origin: \_\_\_\_\_

Parent/ Guardian's Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone number: \_\_\_\_\_

Type of Exclusion \_\_\_\_\_ (Fixed Term/Permanent)

***In cases of Permanent Exclusions:** please advise the Local Authority within **1 day** of issue.*

***In cases of Fixed Term Exclusions:** please send a copy of this form, and exclusion letter, to Local Authority within 5 days of exclusion.*

Start Date of Exclusion \_\_\_\_\_ End date of Exclusion \_\_\_\_\_

Number of days \_\_\_\_\_ Referred for day 6 provision YES / NO

**(IF THE FIXED TERM EXCLUSION IS OVER 5 DAYS A REFERRAL TO BIP INCLUSION CENTRE MUST BE MADE, IF THE PUPIL IS A LAC REFERRAL SHOULD BE FROM THE FIRST DAY)**

Reason for Exclusion: \_\_\_\_\_

Reason code Used: \_\_\_\_\_

SEN Support YES / NO      EHCP YES / NO

EP Involvement YES / NO      Name of EP \_\_\_\_\_

Education Welfare Involvement YES / NO      Name of EWO \_\_\_\_\_

Social Services involvement YES / NO      Name of Social Worker \_\_\_\_\_

Accommodated by Social Services YES/ NO

**(IF YES - REFER FROM DAY 1 OF EXCLUSION IN ADDITION PLEASE INFORM [gpage@thurrock.gov.uk](mailto:gpage@thurrock.gov.uk))**

Any other Agencies involved (Please specify) \_\_\_\_\_

Form completed by: \_\_\_\_\_

# Section 3

## DFE EXCLUSION REASON AND CODING

<p><b>Physical assault against pupil</b> <b>Code PP</b></p> <p>Fighting Violent behaviour Wounding Obstruction and jostling</p>	<p><b>Physical assault against adult</b> <b>Code PA</b></p> <p>Fighting Violent behaviour Wounding Obstruction and jostling</p>
<p><b>Verbal abuse / threatening behaviour against pupil</b> <b>Code VP</b></p> <p>Threatened violence Aggressive behaviour Swearing Homophobic abuse and harassment Verbal intimidation Carrying an offensive weapon</p>	<p><b>Verbal abuse / threatening behaviour against adult</b> <b>Code VA</b></p> <p>Threatened violence Aggressive behaviour Swearing Homophobic abuse and harassment Verbal intimidation Carrying an offensive weapon</p>
<p><b>Damage</b> <b>Code DM</b></p> <p>Damage to school or personal property belonging to any member of the school community: Vandalism Arson Graffiti</p>	<p><b>Theft</b> <b>Code TH</b></p> <p>Stealing school property Stealing personal property (pupil and adult) Stealing from local shops on a school outing Selling and dealing in stolen property</p>
<p><b>Persistent disruptive behaviour</b> <b>Code DB</b></p> <p>Challenging behaviour Disobedience Persistent violation of school rules Failure to attend detention Health and safety Setting off fire alarms/extinguishers</p>	<p><b>Bullying</b> <b>Code BU</b></p> <p>Verbal bullying Physical bullying Homophobic bullying</p>
<p><b>Racist abuse</b> <b>Code RA</b></p> <p>Racist taunting and harassment Derogatory racist statements Swearing that can be attributed to racist characteristics Racist Bullying Racist graffiti</p>	<p><b>Sexual misconduct</b> <b>Code SM</b></p> <p>Sexual abuse Sexual assault Sexual harassment Lewd behaviour Sexual bullying Sexual graffiti</p>
<p><b>Drug and alcohol related</b> <b>Code DA</b></p> <p>Possession of illegal drugs Inappropriate use of prescribed drugs Drug dealing Smoking Alcohol abuse Substance abuse</p>	<p><b>Other</b> <b>Code OT</b></p> <p>Includes incidents which are not covered by the categories above, but this category should be used sparingly</p>

# Section 4

## REGISTER CODING

### REGISTRATION CODE: E

<b>Brief Description</b>	Excluded (No alternative provision made)
<b>Statistical Meaning</b>	Authorised Absence
<b>Legal Meaning</b>	Absent
<b>Physical Meaning</b>	Out for whole session
<b>DCSF Definition</b>	A pupil who is excluded for a fixed period remains on the school roll but cannot attend the school. A pupil who is permanently excluded remains on the school roll until the appeal process has been completed.

This code is used to record pupils' absence because:

- they have been excluded; and
- no provision has been made for them to continue their education whilst excluded. (*i.e. first five days*)

If the alternative provision made is attendance at any other provider (agreed by the local authority\*), the pupil should be recorded under **Code B** as the pupil is being educated off site. (for example Inclusion Centres or Olive Academy) until the return of the pupil or until the permanent exclusion procedures have been followed. (See below)

If the pupil is "internally excluded" or is attending a shared exclusion unit within the school then the attendance should be recorded using the normal marks for present.

In all cases where alternative provision is made and the pupil is absent, the absence should be recorded using the appropriate code, 0, for that activity and not Code E.

Permanent exclusion; the pupil's name can be removed from the school roll on the school day:

- after the Independent review panel's confirmation of permanent exclusion;
- on expiry of the time allowed for reviews to be made;
- after the parent confirms in writing that they do not intend to request a review;

or

- if the pupil takes up a place elsewhere (not including Olive).

# Section 5

## EXCLUSION LETTERS TEMPLATE EXAMPLES

(Contains all statutory information)

**Model Letter 1 - Fixed period exclusion of 5 school days or fewer in one term and where a public examination is not missed.**

**Model letter 2 - Fixed period exclusion of 5 school days or fewer in one term but where the number of school days has accumulated to 6 to 15 school days in one term.**

**Model letter 3 - Fixed period exclusion of 6 to 15 school days in one term.**

**Model letter 4 - Fixed period exclusion of 16 school days or more in one term. (Individual exclusion or accumulation)**

**Model letter 5 - From the clerk to the governing body to parent upholding a fixed period exclusion.**

**Model letter 6 – Notifying parent of a permanent exclusion.**

**Model letter 7 - Notifying parent of the date of the governors' meeting.**

**Model letter 8 - Notifying parent of the decision to withdraw an exclusion**

**Model letter 9 - From the clerk to the governing body - upholding a permanent exclusion and Independent review request application.**

**Model letter 10 - From clerk to the governors' notifying the parent - exclusion not upheld**

Outcome letters from the Independent Review will be an edited copy of model letter 9 or 10. This notification must include:

- the panel's decision and the reasons for it;
- where relevant, details of any financial readjustment/payment to be made if a governing board subsequently decides not to offer to reinstate a pupil; and
- any information that the panel has directed the governing board to place on the pupil's educational record.

In the case of either a recommended or directed reconsideration, the governing board must notify their reconsidered decision (model letter 9 or 10), and the reasons for it, in writing and without delay.

## Model letter 1

**From head teacher (or teacher in charge of PRU) notifying parent of a fixed period exclusion of 5 school days or fewer in one term and where a public examination is not missed.**

Dear [parent's name]

[child's name] [date of birth]

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

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 be prosecuted or receive a penalty notice from the local authority if your child is present in a public place during school hours on the specified dates. It will be for you to show reasonable justification.

We will set work for [child's name] during this exclusion and would ask you to ensure that the work is completed and returned promptly to school for marking. [Specify the arrangements for this].

You have the right to make representations about this exclusion to the [governing body/PRU management committee]. If you wish to make representations please contact [name of contact] on/at [contact details — address, phone number, email], as soon as possible. Whilst the [governing body/PRU management committee] is not required to meet and has no power to direct reinstatement, they must consider any representations you make and may place a copy of their findings on your child's school record.

At the meeting you have the right to be accompanied by a friend or representative. Taking into account your child's age and understanding, [he/she] may also attend the meeting to speak on [his/her] own behalf and is entitled to bring a friend. Alternatively your child may wish to communicate [his/her] views by other means.

The Parent Advisory Team Thurrock (PATT), provides free, confidential and impartial support, information and representations to parents and carers of children with SEN (special educational needs), this may include children with behaviour difficulties as well as those who are at risk of, or who have been excluded from school. They can be contacted via Tel: 01375 389894 – email: [exclusions@patt.org.uk](mailto:exclusions@patt.org.uk) website: <http://www.patt.org.uk>

You should also be aware that 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/or make a claim, to the First Tier Tribunal <http://www.justice.gov.uk/tribunals/send/appeals> Making a claim would not affect your right to make representations to the governing body/PRU management committee.

**[Paragraph below is optional – reintegration interviews are no longer a MUST but are best practice]**

You and [child's name] are requested to attend a reintegration interview with me at [time] on [date] at [place]. The purpose of the reintegration interview is to discuss how best your child's return to school can be managed.

You have the right to see and have a copy of your child's school record. I will be happy to supply you with a copy if you request it but due to confidentiality restrictions, you must notify me in writing if you wish to be supplied with a copy. There may be a charge for photocopying.

For your information the following sources of advice are available to you.

- An LEA Officer: Mrs Emma Johnson, Senior Access and Inclusion Support Officer, Tel: 01375 652078/652188.
- You may also find it useful to contact the Coram Children's Legal Centre. They aim to provide free legal advice and information to parents on education matters. They can be contacted on 0300 330 5485 or at <http://www.childrenslegalcentre.com> and <https://childlawadvice.org.uk>
- Statutory guidance on exclusion can be found here:  
<http://www.education.gov.uk/schools/pupilsupport/behaviour/exclusion>

**[child's name]**'s exclusion expires on **[date]** and we expect **[child's name]** to be back in school at **[time]** on **[date]**.

Yours sincerely

**[Name]**

Headteacher (or teacher in charge of PRU)

cc. Child's school file  
LA Inclusion Officer

Thurrock Council  
Released under FOI

## Model letter 2

**From head teacher (or teacher in charge of PRU) notifying parent of a fixed period exclusion of 5 school days or fewer in one term but where the number of school days has accumulated to 6 to 15 school days in one term.**

Dear [parent's name]

[child's name] [date of birth]

I am writing to inform you of my decision to exclude **[child's name]** for a fixed period of **[specify period]**. This means that **[he/she]** will not be allowed in school for this period. The exclusion starts 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 my 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 be prosecuted or receive a penalty notice from the local authority if your child is present in a public place during school hours on the specified dates. It will be for you to show reasonable justification.

We will set work for **[child's name]** during this exclusion and would ask you to ensure that the work is completed and returned promptly to school for marking. **[specify the arrangements for this]**.

You have the right to make representations about this exclusion to the **[governing body/PRU management committee]**. As the number of school days **[child's name]** has been excluded has accumulated to more than five school days in a term, the **[governing body/PRU management committee]** must meet if you request it to do so. The latest date by which the **[governing body/PRU management committee]** must meet, if you request a meeting, is **[specify date — no later than the 50th school day after the date on which the governing body were notified of this exclusion]**. If you do wish to make representations to the **[governing body/PRU management committee]** please contact **[name of contact]** on/at **[contact details — address, phone number, email]**, as soon as possible.

At the meeting you have the right to be accompanied by a friend or representative. Taking into account your child's age and understanding, **[he/she]** may also attend the meeting to speak on **[his/her]** own behalf and is entitled to bring a friend. Alternatively your child may wish to communicate **[his/her]** views by other means.

The Parent Advisory Team Thurrock (PATT), provides free, confidential and impartial support, information and representations to parents and carers of children with SEN (special educational needs), this may include children with behaviour difficulties as well as those who are at risk of, or who have been excluded from school. They can be contacted via Tel: 01375 389894 – email: [exclusions@patt.org.uk](mailto:exclusions@patt.org.uk) website: <http://www.patt.org.uk>

You should also be aware that 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/or make a claim, to the First Tier Tribunal <http://www.justice.gov.uk/tribunals/send/appeals> Making a claim would not affect your right to make representations to the governing body/PRU management committee.

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.



**[paragraph below is optional – reintegration interviews are no longer a MUST but are best practice]**

You and **[child's name]** are requested to attend a reintegration interview with me at **[time]** on **[date]** at **[place]**. The purpose of the reintegration interview is to discuss how best your child's return to school can be managed.

You have the right to see and have a copy of your child's school record. I will be happy to supply you with a copy if you request it but due to confidentiality restrictions, you must notify me in writing if you wish to be supplied with a copy. There may be a charge for photocopying.

For your information the following sources of advice are available to you.

- An LEA Officer: Mrs Emma Johnson, Senior Access and Inclusion Support Officer, Tel: 01375 652078 / 652188.
- You may also find it useful to contact the Coram Children's Legal Centre. They aim to provide free legal advice and information to parents on education matters. They can be contacted on 0300 330 5485 or at <http://www.childrenslegalcentre.com> and <https://childlawadvice.org.uk>
- Statutory guidance on exclusion can be found here: <http://www.education.gov.uk/schools/pupilsupport/behaviour/exclusion>

**[child's name]**'s exclusion expires on **[date]** and we expect **[child's name]** to be back in school at **[time]** on **[date]**.

Yours sincerely

**[Name]**

Headteacher (or teacher in charge of PRU)

cc. Clerk to governors' committee (clerk to PRU management committee)  
LA Inclusion Officer  
Child's school file

### Model letter 3

**From head teacher (or teacher in charge of PRU) notifying parent of a fixed period exclusion of 6 to 15 school days in one term.**

Dear [parent's name]

[child's name] [date of birth]

I am writing to inform you of my decision to exclude [child's name] for a fixed period of [specify period]. This means that [he/she] will not be allowed in school for this period. The exclusion starts 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 my 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 the first five school days of this exclusion, that is on [specify 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 during school hours on the specified dates. It will be for you to show that there is reasonable justification.

For the first five school days of the exclusion we will set work for [child's name] and would ask you to ensure that the work is completed and returned promptly to school for marking. [specify the arrangements for this]

From the [sixth school day of the pupil's exclusion] [specify date] until the expiry of this exclusion we [For PRUs the local authority] will provide suitable full-time education. [Set out the arrangements if known at the time of writing. Please note that full time education can be provided from the first day of the exclusion]. On [date] [child's name] should attend [give name and address of the alternative provider] 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 that the arrangements for suitable full time education will be notified shortly by a further letter]

You have the right to make representations about this exclusion to the [governing body/PRU management committee]. As the period of this exclusion is more than five school days in a term the [governing body/PRU management committee] must meet if you request it to do so. The latest date by which the [governing body/PRU management committee] must meet, if you request a meeting, is [specify date — no later than the 50th school day after the date on which the discipline committee were notified of this exclusion]. If you do wish to make representations to the [governing body/PRU management committee] please contact [name of contact] on/at [contact details — address, phone number, email], as soon as possible.

At the meeting you have the right to be accompanied by a friend or representative. Taking into account your child's age and understanding, [he/she] may also attend the meeting to speak on [his/her] own behalf and is entitled to bring a friend. Alternatively your child may wish to communicate [his/her] views by other means.

The Parent Advisory Team Thurrock (PATT), provides free, confidential and impartial support, information and representations to parents and carers of children with SEN (special educational needs), this may include children with behaviour difficulties as well as those who are at risk of, or who have been excluded from school. They can be contacted via Tel: 01375 389894 – email: [exclusions@patt.org.uk](mailto:exclusions@patt.org.uk) website: <http://www.patt.org.uk>

You should also be aware that 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/or make a claim, to the First Tier Tribunal <http://www.justice.gov.uk/tribunals/send/appeals> Making a claim would not affect your right to make representations to the governing body/PRU management committee.

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.

**[paragraph below is optional – reintegration interviews are no longer a MUST but are best practice]**

You and **[child's name]** are requested to attend a reintegration interview with me at **[time]** on **[date]** at **[place]**. The purpose of the reintegration interview is to discuss how best your child's return to school can be managed.

You have the right to see and have a copy of your child's school record. I will be happy to supply you with a copy if you request it but due to confidentiality restrictions, you must notify me in writing if you wish to be supplied with a copy. There may be a charge for photocopying.

For your information the following sources of advice are available to you.

- An LEA Officer: Mrs Emma Johnson, Senior Access and Inclusion Support Officer, Tel: 01375 652/078 / 652188.
- You may also find it useful to contact the Coram Children's Legal Centre. They aim to provide free legal advice and information to parents on education matters. They can be contacted on 0300 330 5485 or at <http://www.childrenslegalcentre.com> and <https://childlawadvice.org.uk>
- Statutory guidance on exclusion can be found here: <http://www.education.gov.uk/schools/pupilsupport/behaviour/exclusion>

**[child's name]**'s exclusion expires on **[date]** and we expect **[child's name]** to be back in school at **[time]** on **[date]**.

Yours sincerely

**[Name]**  
Headteacher (or teacher in charge of PRU)

cc. Clerk to governors' committee (clerk to PRU management committee)  
LA Inclusion Officer  
Child's school file

**Model letter 4**

**From head teacher (or teacher in charge of PRU) notifying parent of a fixed period exclusion of 16 school days or more in one term. (Individual exclusion or accumulation)**

Dear **[parent's name]**

**[child's name] [date of birth]**

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

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

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. **[specify the arrangements for this]**

**[if the individual exclusion is for more than five days]**

From the **[sixth school day of the pupil's exclusion] [specify date]** until the expiry of this exclusion we **[For PRUs the local authority]** will provide suitable full-time education. **[Set out the arrangements if known at the time of writing. Please note that full time education can be provided from the first day of the exclusion].** On **[date]** **[child's name]** should attend **[give name and address of the alternative provider]** 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 that the arrangements for suitable full time education will be notified shortly by a further letter]**

You have the right to make representations about this exclusion to the **[governing body/PRU management committee]**. As the length of the exclusion is more than 15 school days **(or)** **[As the number of school days [child's name] has been excluded has accumulated to more than 15 school days in one term]**, the **[governing body/PRU management committee]** must meet to consider the exclusion. The latest date on which the **[governing body/PRU management committee]** must meet is **[insert date — no later than 15 school days from the date the governing body is notified]**. If you wish to make representations to the **[governing body/PRU management committee]** please contact **[name of contact]** on/at **[contact details — address, phone number, email]**, as soon as possible. You will, whether you choose to make representations or not, be notified by the Clerk to the **[governing body/PRU management committee]** of the time, date and location of the meeting.

At the meeting you have the right to be accompanied by a friend or representative. Taking into account your child's age and understanding, **[he/she]** may also attend the meeting to speak on **[his/her]** own behalf and is entitled to bring a friend. Alternatively your child may wish to communicate **[his/her]** views by other means.

The Parent Advisory Team Thurrock (PATT), provides free, confidential and impartial support, information and representations to parents and carers of children with SEN (special educational needs), this may include children with behaviour difficulties as well as those who are at risk of, or who have been excluded from school. They can be contacted via Tel: 01375 389894 – email: [exclusions@patt.org.uk](mailto:exclusions@patt.org.uk) website: <http://www.patt.org.uk>

You should also be aware that 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/or make a claim, to the First Tier Tribunal <http://www.justice.gov.uk/tribunals/send/appeals> Making a claim would not affect your right to make representations to the governing body/PRU management committee.

**[Academies only] – (LA rep. present at all maintained/PRU Perm Ex's)**

If you wish for a Local Authority representative to be present at the governing body meeting, to observe the proceedings, **you must request them to do so.** You must contact the Clerk advising

that you would like the Local Authority to be in attendance and you must contact the Local Authority on the number provided below. A Local Authority representative may be present if the Academy has invited independently.

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.

**[paragraph below is optional – reintegration interviews are no longer a MUST but are best practice]**

You and **[child's name]** are requested to attend a reintegration interview with me at **[time]** on **[date]** at **[place]**. The purpose of the reintegration interview is to discuss how best your child's return to school can be managed.

You have the right to see and have a copy of your child's school record. I will be happy to supply you with a copy if you request it but due to confidentiality restrictions, you must notify me in writing if you wish to be supplied with a copy. There may be a charge for photocopying.

For your information the following sources of advice are available to you.

- An LEA Officer: Mrs Emma Johnson, Senior Access and Inclusion Support Officer, Tel: 01375 652078 / 652188.
- You may also find it useful to contact the Coram Children's Legal Centre. They aim to provide free legal advice and information to parents on education matters. They can be contacted on 0300 330 5485 or at <http://www.childrenslegalcentre.com> and <https://childlawadvice.org.uk>
- Statutory guidance on exclusion can be found here: <http://www.education.gov.uk/schools/pupilsupport/behaviour/exclusion>

**[child's name]**'s exclusion expires on **[date]** and we expect **[child's name]** to be back in school at **[time]** on **[date]**.

Yours sincerely

**[Name]**

Headteacher (or teacher in charge of PRU)

cc. Clerk to governors' committee (clerk to PRU management committee)  
LA Inclusion Officer  
Child's school file

## Model letter 5

**From the clerk to the governing body (clerk to PRU management committee) to parent upholding a fixed period exclusion.**

Dear [parent's name]

**Re: [child's name] [date of birth]**

The meeting of the [governing body/PRU management committee] at [school] on [date] considered the decision by [head teacher/teacher in charge] to exclude [child's name]. The governing body, after carefully considering the representations made and all the available evidence, has decided to uphold [child's name]'s exclusion.

The reasons for the [governing body's/PRU management committee's] decision are as follows: **[give the reasons in as much detail as possible, explaining how they were arrived at]**

There is no further right of representation about this exclusion and a copy of this letter will be placed on your child's curriculum record.

For your information the following sources of advice are available to you.

- An LEA Officer: Mrs Emma Johnson, Senior Access and Inclusion Support Officer, Tel: 01375 652078 / 652188.
- Parent Advisory Team Thurrock (PATT) provides support and information to parents and carers of children with SEN (special educational needs), this may include children with behaviour difficulties as well as those who are at risk of, or who have been excluded from school. They can be contacted via Tel: 01375 389894 – email: [exclusions@patt.org.uk](mailto:exclusions@patt.org.uk) website: <http://www.patt.org.uk>
- You may also find it useful to contact the Coram Children's Legal Centre. They aim to provide free legal advice and information to parents on education matters. They can be contacted on 0300 330 5485 or at <http://www.childrenslegalcentre.com> and <https://childlawadvice.org.uk>
- Statutory guidance on exclusion can be found here: <http://www.education.gov.uk/schools/pupilsupport/behaviour/exclusion>

Yours sincerely,

**[Name]**

Clerk to the governors' committee (or clerk to PRU management committee)

cc. Headteacher (or teacher in charge of PRU)  
LA Inclusion Officer  
Child's school file



## Model letter 6

From head teacher (or teacher in charge of PRU) notifying parent of a permanent exclusion.

Dear [parent's name]

[child's name] [date of birth]

I regret to inform you of my decision to permanently exclude **[child's name]** with effect from **[date]**. This means that **[child's name]** will not be allowed in **[this school/this PRU]** unless **[he/she]** is reinstated by the governing body/the discipline committee **[or PRU management committee]**.

I realise that this exclusion may well be upsetting for you and your family, but the decision to permanently exclude **[child's name]** has not been taken lightly. **[child's name]** has been excluded because **[reasons for the exclusion]**.

You have a duty to ensure that your child is not present in a public place in school hours during the first five school days of this exclusion, that is on **[specify 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 during school hours 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. From the sixth school day of the exclusion onwards — i.e. from **[specify the date]** the local authority will provide suitable full-time education.

**[Where 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]**.

You have the right to make representations about this decision to the **[governing body/PRU management committee]** and ask them to reinstate your child. As this is a permanent exclusion the **[governing body /PRU management committee]** must meet to consider it. The **[governing body/PRU management 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 ask for the decision to be reviewed by an Independent Review Panel. The latest date by which the **[governing body/PRU management committee]** must meet is **[specify the date — the 15th school day after the date on which the governing body/PRU management committee was notified of the exclusion]**. If you wish to make representations to the **[governing body/PRU management committee]** please contact **[name of contact]** on/at **[contact details — address, phone number, email]**, as soon as possible. You will, whether you choose to make representations or not, be contacted by the Clerk to the **[governing body/PRU management committee]** to discuss the time, date and location of the meeting.

At the meeting you have the right to be accompanied by a friend or representative. Taking into account your child's age and understanding, **[he/she]** may also attend the meeting to speak on **[his/her]** own behalf and is entitled to bring a friend. Alternatively your child may wish to communicate **[his/her]** views by other means.

The Parent Advisory Team Thurrock (PATT), provides free, confidential and impartial support, information and representations to parents and carers of children with SEN (special educational needs), this may include children with behaviour difficulties as well as those who are at risk of, or who have been excluded from school. They can be contacted via Tel: 01375 389894 – email: [exclusions@patt.org.uk](mailto:exclusions@patt.org.uk) website: <http://www.patt.org.uk>

You should also be aware that 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/or make a claim, to the First Tier Tribunal <http://www.justice.gov.uk/tribunals/send/appeals> Making a claim would not affect your right to make representations to the governing body/PRU management committee.

**[Academies only] – (LA rep. present at all maintained/PRU Perm Ex's)**

If you wish for a Local Authority representative to be present at the governing body meeting, to observe the proceedings, **you must** request them to do so. You must contact the Clerk advising that you would like the Local Authority to be in attendance and you must contact the Local Authority on the number provided below. A Local Authority representative may be present if the Academy has invited independently.

You have the right to see and have a copy of your child's school record. I will be happy to supply you with a copy if you request it but due to confidentiality restrictions, you must notify me in writing if you wish to be supplied with a copy. There may be a charge for photocopying.

Please let us know if you have a disability or special needs which would affect your ability to attend the meeting. Also, please inform **[contact]** if it would be helpful for you to have an interpreter present at the meeting.

For your information the following sources of advice are available to you.

- An LEA Officer: Mrs Emma Johnson, Senior Access and Inclusion Support Officer, Tel: 01375 652078/652188.
- You may also find it useful to contact the Coram Children's Legal Centre. They aim to provide free legal advice and information to parents on education matters. They can be contacted on 0300 330 5485 or at <http://www.childrenslegalcentre.com> and <https://childlawadvice.org.uk>
- Statutory guidance on exclusion can be found here: <http://www.education.gov.uk/schools/pupilsupport/behaviour/exclusion>

Yours sincerely

**[Name]**

Headteacher (or teacher in charge of PRU)

cc. Clerk to governors' committee (clerk to PRU management committee)  
LA Inclusion Officer  
Child's school file



**Model letter 7**

**From head teacher (or teacher in charge of PRU) notifying parent of the date of the governors' meeting.**

Dear [parent's name]

[child's name] [date of birth]

I refer to my letter dated [date of letter informing parent of exclusion] and wish to inform you that the [governors/management committee] will meet to review my decision on [time and date] at [location].

You are invited to attend this meeting and you may bring a friend or representative with you. Taking into account your child's age and understanding, [he/she] may also attend the meeting to speak on [his/her] own behalf and is entitled to bring a friend. Alternatively your child may wish to communicate [his/her] views by other means.

The Parent Advisory Team Thurrock (PATT), provides free, confidential and impartial support, information and representations to parents and carers of children with SEN (special educational needs), this may include children with behaviour difficulties as well as those who are at risk of, or who have been excluded from school. They can be contacted via Tel: 01375 389894 – email: [exclusions@patt.org.uk](mailto:exclusions@patt.org.uk) website: <http://www.patt.org.uk>

**[Academies only] – (LA rep. present at all maintained/PRU Perm Ex's)**

If you wish for a Local Authority representative to be present at the governing body meeting, to observe the proceedings, **you must** request them to do so. You must contact the Clerk advising that you would like the Local Authority to be in attendance and you must contact the Local Authority on 01375 652078 / 652188 to invite them to the meeting. A Local Authority representative may be present if the Academy has invited independently.

If you wish to attend please contact [name of contact] on/at [contact details — address, phone number, email] or alternatively please complete and return the reply slip at the bottom of this letter.

Yours sincerely

[Name]

Headteacher (or teacher in charge of PRU)

-----  
To: Headteacher [name and address of school/PRU]

[child's name] [date of birth]

Meeting of [governing body/PRU management committee] on [insert time and date] to review headteacher's decision to exclude [child's name] from school

I wish/ do not wish\* to attend the meeting to review my child's exclusion.

I will/ will not be\* accompanied by a friend and/or representative.  
if applicable please provide Name and those attending:

I do/do not\* require the presence of the LA representative.  
My child will/will not be\* attending. (if applicable)

\* please delete as applicable

Signed: ..... Date: .....

**Model letter 8**

**From head teacher (or teacher in charge of PRU) notifying parent of the decision to withdraw an exclusion**

Dear [parent's name]

[child's name] [date of birth]

I am writing to inform you of my decision to withdraw your child's permanent exclusion.

This decision is based on discussion with **(The local Authority representatives NAME)**, and is on the understanding that **[child's name]** will receive education at **[name of provision/new school etc]** and will not return to **[name of excluding school]**.

This will mean that the permanent exclusion will be removed from **[child's name]**'s school record.

I would be grateful if you could complete the attached acknowledgement form and return it to me. I would like to wish you and **[child's name]** best wishes for the future.

Yours sincerely,  
**[name]**

Headteacher (or teacher in charge of PRU)

Copy to:  
Chair of governors/PRU management committee  
LA Inclusion Officer  
Child's school file

-----  
To: Headteacher [name and address of school/PRU]

[child's name] [date of birth]

I acknowledge receipt of your letter regarding your decision to withdraw the exclusion

Name: ..... Date: .....

## Model letter 9

**From the clerk to the governing body (clerk to PRU management committee) to parent upholding a permanent exclusion**

Dear [parent's name]

[child's name] [date of birth]

The meeting of the [governing body/ PRU management committee] at [school] on [date] considered the decision by [head teacher/teacher in charge] to permanently exclude your son/daughter [child's name]. The [governing body/PRU management committee], after carefully considering the representations made and all the available evidence, has decided to uphold [child's name]'s exclusion.

The reasons for the [governing body/PRU management committee]'s decision are as follows: [give the reasons in as much detail as possible, explaining how the governors arrived at that decision.]

You have the right to request a review of this decision. If you wish to request a review, please notify [Clark to the Gov body(academy)/Democratic Services (Maintained/PRU)]. You must set out the reasons for your request in writing, either by letter or by completing the enclosed form and send the request to: [Appropriate address]

Please note that your letter/form informing the Review Panel of your request must be delivered by no later than [specify the latest date - 15th school day after receipt of this letter].

If you have not lodged a request for a review by [repeat latest date], you will lose your right to a review.

Regardless of whether your child has recognised special educational needs, you have a right to require the local authority / academy trust to appoint an SEN expert to attend the review. There would be no cost to you and the SEN expert is there to provide impartial advice to the panel on how special educational needs might be relevant to the exclusion. Please indicate on your letter/form whether or not you wish for an SEN expert to be appointed.

Also, please inform the review panel, by including in your letter/form, if it would be helpful for you to have an interpreter present at the hearing. You must also advise if you will be attending with representations; a friend or relative, PATT or the Local Authority.

The review will be heard by an Independent Review Panel (IRP). The IRP will rehear all the facts of the case and if you have fresh evidence, which you have not previously provided to the school or the governing body, you may present it to the review panel. Any additional evidence that you wish to submit must be presented with your application for review prior to the meeting.

The IRP must meet no later than the 15th school day after the date on which you made your request. In exceptional circumstances the IRP may adjourn the hearing until a later date.

In determining your review, the IRP can make one of three decisions.

- they may uphold exclusion decision;
- they may recommend that the **[governing body/PRU management committee]** reconsiders their decision; or
- they may quash the **[governing body/PRU management committee]**'s decision and direct that the **[governing body/PRU management committee]** considers the exclusion again.

In addition to the right to apply for a review by an IRP, if you believe that the exclusion has occurred as a result of discrimination, you may make a claim under the Equality Act 2010 to the First-tier Tribunal (Special Educational Needs and Disability), in the case of disability discrimination, or the County Court, in the case of other forms of discrimination. 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 your child was excluded. The First-tier Tribunal or County Court has the power to direct that your child should be reinstated.

Please advise the Review Panel if you have a disability or any needs which would affect your ability to attend the hearing.

For your information the following sources of advice are available to you.

- An LEA Officer: Mrs Emma Johnson, Senior Access and Inclusion Support Officer, Tel: 01375 652078 / 652188.
- Parent Advisory Team Thurrock (PATT) provides support and information to parents and carers of children with SEN (special educational needs), this may include children with behaviour difficulties as well as those who are at risk of, or who have been excluded from school. They can be contacted via Tel: 01375 389894 – email: [exclusions@patt.org.uk](mailto:exclusions@patt.org.uk) website: <http://www.patt.org.uk>
- You may also find it useful to contact the Coram Children's Legal Centre. They aim to provide free legal advice and information to parents on education matters. They can be contacted on 0300 330 5485 or at <http://www.childrenslegalcentre.com> and <https://childlawadvice.org.uk>
- Statutory guidance on exclusion can be found here: <http://www.education.gov.uk/schools/pupilsupport/behaviour/exclusion>

The arrangements currently being made for **[pupil's name]**'s education will continue. **[specify details here if known]**.

Yours sincerely

**[name]**

Clerk to the governing body (or clerk to PRU management committee)

cc. Headteacher (or teacher in charge of PRU)  
LA Inclusion Officer  
Child's school file

## APPLICATION FOR INDEPENDENT EXCLUSION REVIEW PANEL HEARING

DETAILS OF THE EXCLUDED PUPIL	
Name:	
Date of birth:	
Address:	
DETAILS OF THE PERSON REQUESTING THE REVIEW – PARENT/CARER	
Name:	
Address:	
Relationship to the pupil:	
<p><b>PLEASE NOTE:</b> All parents of a child are entitled to attend and make representations at an exclusion review panel hearing. Please therefore provide below details (including name, address and relationship to the pupil) of any other person with whom we should correspond regarding the review.</p>	
DETAILS OF THE EXCLUDING SCHOOL	
Name:	
Address or general location:	
Date of permanent exclusion (if known):	
ATTENDANCE AT THE REVIEW HEARING	
Will you be attending the hearing in person? <span style="float: right;">YES/NO</span>	
<p>If "YES"</p> <ul style="list-style-type: none"> <li>Please provide a telephone number below on which we can contact you to make arrangements. <u>If you fail to turn up when we are expecting you and we don't know how to contact you to find out why you can no longer attend, it is likely that the hearing will go ahead in your absence.</u></li> </ul> <p>Tel:</p>	<p>If "NO"</p> <ul style="list-style-type: none"> <li>Will someone be attending on your behalf? If so, please provide details, including a daytime contact telephone number:</li> </ul>
<p>You are entitled to bring a friend or representative along with you to the hearing. If you do intend to bring someone with you then please provide details (e.g. PATT, Legal representative, Local Authority)(Please note that the Panel's permission will be required if you intend to bring more than one person):</p>	
<p>The excluded pupil is entitled to attend the review hearing in person, or to make a statement to be read out at the hearing. Please indicate below whether or not the excluded pupil will be attending</p> <p>YES <span style="margin-left: 300px;">NO</span></p>	
SPECIAL EDUCATIONAL NEEDS	
<p>You are entitled to request a Special Educational Needs (SEN) expert to attend the review panel hearing. The SEN expert is there to provide impartial advice to the Independent Review Panel.</p> <p>Would you like to request a SEN expert to attend the review panel hearing?</p> <p>YES <span style="margin-left: 300px;">NO</span></p>	

**REASONS FOR REQUESTING THE REVIEW**

(Please note that you will have the opportunity to explain your reasons in greater detail at a later date)

Thurrock Council  
Released under FOI

**Send to:**

**Model letter 10**

**From clerk to the governors' committee (clerk to PRU management committee) notifying the parent - exclusion not upheld**

Dear **[parent's name]**

**[child's name] [date of birth]**

The meeting of the **[governing body/ PRU management committee]** at **[school]** on **[date]** considered the decision by **[head teacher]** to exclude **[child's name]**. The **[governing body/PRU management committee]**, after carefully considering the representations made and all the available evidence, has decided not to uphold **[child's name]**'s exclusion.

The reasons for the **[governing body's/ PRU management committee's decision]** are as follows: **[give the reasons in as much detail as possible, explaining how they were arrived at]**

Your child may therefore return to school on **[time & date] [if applicable]**. A copy of this letter will be placed on **[his/her]** curriculum record. Please note that it is not possible to delete all records of this exclusion having been imposed, but the child's file will make it clear that it was subsequently overturned by the governors.

Yours sincerely,

**[Name]**

Clerk to the governors' committee (or clerk to PRU management committee)

cc. Headteacher (or teacher in charge of PRU)  
LA Inclusion Officer  
Child's school file

Thurrock Council  
Released under FOI