



## EXCLUSION POLICY

Committee:	<b>Governing Body</b>
Author:	<b>Kate Miller</b>
Last reviewed:	<b>March 2019</b>
Review cycle:	<b>Three years</b>
Required to publish on website?	<b>No</b>
Statutory:	<b>No</b>

### 1. Introduction

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1.1 The St Marylebone CE Bridge School (“the School”) is committed to encouraging behaviour for learning in an atmosphere of mutual respect and shared values. This is outlined in the School’s Policy for Behaviour and Code of Conduct.

1.2 All students are expected to follow the School’s Policy for Behaviour and Code of Conduct. Where there are serious breaches of the Code of Conduct and the procedures within the Policy for Positive Behaviour have been exhausted, it is necessary to apply further sanctions. These include:

- Internal Exclusion
- Fixed-Term Exclusion
- Use of the Pupil Referral Unit (PRU)
- Managed Move (see Policy for Positive Behaviour)
- Permanent Exclusion

For the purpose of this policy these sanctions will be termed “serious sanctions”.

1.3 The School’s Policy for Behaviour applies to all students’ behaviour while in school, travelling between home and school, on school journeys and trips and any behaviour outside of school that is clearly linked to the School.

1.4 The authority to implement these serious sanctions rests with the following:

- Internal Exclusion: SLT, KS3 and KS4 lead
- Fixed-Term Exclusion: Head of School (in the Head of School’s absence the next most senior member of staff)

- Managed Move and referral to PRU: Head of School (in the Head of School's absence the next most senior member of staff)
- Permanent Exclusion: Head of School

In all cases of Fixed-Term and Permanent Exclusion, the Head of School will adhere to the DfE Guidance 2017.<sup>1</sup>

See below for procedures. For Managed Move details please see the School's Policy for Behaviour.

## **2. Principles**

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2.1 This policy is based on the premise that:

- every student has the right to learn in a safe, positive, challenging and inspiring environment, without disruption
- students are encouraged to learn from their mistakes and be supported in dealing with the consequences of their behaviour
- every teacher has the right to teach without disruption
- when serious sanctions apply parents should be informed
- the decision to impose a serious sanction must be lawful, reasonable and fair, in line with the DfE Guidance 2017 and the School's Behaviour for Learning Policy
- the School seeks to avoid exclusion for any period of time as far as is reasonably possible, in accordance with the DfE Guidance 2017 and the School's Behaviour for Learning Policy and Equality Information and Objectives Policy

## **3. Internal Exclusion**

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### **3.1 Definition**

- i. In an Internal Exclusion, the student is housed in the School's Referral Room and completes work in isolation from peers and is supervised at all times, including break and lunchtimes.
- ii. The decision to apply an Internal Exclusion can be made by the SLT, KS3 and KS4 lead.
- iii. See the Policy for Behaviour for details of the behaviours which would incur an Internal Exclusion.

### **3.2 Procedures**

- i. The relevant members of the School Leadership Team (SLT) and the Behaviour Lead investigate the breach of the School's Code of Conduct thoroughly by gathering accounts from all students, members of staff or other relevant individuals.
- ii. When establishing the facts relating to the Internal Exclusion decision, the members of SLT /KS3/KS4/Behaviour Lead will apply the civil standard of proof, i.e. "on the balance of probabilities" rather than the criminal standard of "beyond reasonable doubt".
- iii. The length of the Internal Exclusion is decided; in making this decision, the Code of Conduct, and the Policy for Behaviour are referred to.
- iv. The members of SLT /KS3/KS4/Behaviour Lead meet with the student to explain the reasons for the Internal Exclusion.

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<sup>1</sup> DfE Guidance: Exclusion from maintained schools, academies and pupil referral units in England (September 2017. See Appendix A).

- v. At the earliest possible opportunity after the decision is made, the parent(s)/carer(s) are informed by telephone.
- vi. A letter is written to the parent(s) / carer(s), including (1) the nature of the incident; (2) the reasons for the Internal Exclusion; and (3) the decision taken by the School.
- vii. A copy of this letter is: (1) kept on the student's file in school; (2) sent home to the parent(s)/carer(s); and (3) copied to the relevant members of the Pupil Achievement team.
- viii. Where possible, a copy of the letter will also be emailed to all relevant parties.
- ix. The incident and Internal Exclusion is logged on SIMS ("Student Information Management System"), the data system used in school as well as the Behaviour Spreadsheet.
- x. See Appendix B: Internal Exclusion template letter.
- xi. The Internal Exclusion takes place in the Referral Room.
- xii. The student is supervised at all times, including break and lunchtime.
- xiii. The student completes school work in order to keep up with the lessons on his/her timetable during the Internal Exclusion.
- xiv. If appropriate, during the Internal Exclusion, the student may have an appointment arranged with his/her Head of KS, SALT or mentor.

#### **4. Fixed-Term Exclusions**

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##### **4.1 Definition:**

- i. A Fixed-Term Exclusion is completed by the student off-site. The number of days of the Fixed-Term Exclusion is decided according to the nature of the breach of the School's Code of Conduct.
- ii. This decision is made by the Head of School. In the absence of the Head of School, the decision is made by the next most senior teacher on site. The Head of School must take into account their legal duty of care when sending a student home for a Fixed-Term Exclusion.
- iii. If the period of Fixed-Term Exclusion exceeds five days, the School must provide appropriate alternative educational provision on the sixth day and the remaining days of the Fixed-Term Exclusion. This alternative educational provision is usually the PRU (Pupil Referral Unit).
- iv. The total number of days of a Fixed-Term Exclusion served by a student in one academic year must not exceed 45 days (see DfE Guidance 2017).
- v. See the Policy for Behaviour for further information on incidents or behaviour which would incur a Fixed-Term Exclusion.

##### **4.2 Procedures:**

###### **In issuing a Fixed-Term Exclusion:**

- i. The School will follow the guidance issued by the DfE (Appendix A) at all times.
- ii. The relevant members of the SLT/Behaviour Lead consider the breach of the School's Code of Conduct thoroughly by gathering accounts from all students, members of staff or other relevant individuals.
- iii. When establishing the facts relating to the exclusion decision, the Head of School must apply the civil standard of proof, i.e. "on the balance of probabilities" rather than the criminal standard of "beyond reasonable doubt".
- iv. The Code of Conduct and the Policy for Behaviour are referred to.
- v. The Head of School takes the decision and decides the number of days of the Fixed-Term Exclusion.
- vi. In the absence of the Head of School, the decision is made by the next most senior member of staff.
- vii. Telephone contact is made with the parent(s)/carer(s) immediately.
- viii. If telephone contact cannot be made, the student is housed in the Referral Room until the end of the school day or until telephone contact can be made.

- ix. A letter is written to the parent(s)/carer(s) which includes: (1) the nature of the incident; (2) the reasons for the Fixed-Term Exclusion; (3) the decision taken by the School; (4) the number of days of the Fixed-Term Exclusion; (5) the parents' right to appeal; and (6) the date and time of the readmission meeting.
- x. A copy of this letter is: (1) kept on the student's file in school; (2) sent home with the student; (3) sent to the Chair of Governors; and (4) sent home to the parent(s)/carer(s)
- xi. Where possible, a copy of the letter will also be emailed to all relevant parties (Chair of Governors, parent(s)/carer(s)).
- xii. When the letter has been written and telephone contact has been made, the student is sent home.
- xiii. See Appendix C: Fixed-Term Exclusion template letter: 5 days or fewer.
- xiv. See Appendix D: Fixed-Term Exclusion template letter: between 6 and 15 days.
- xv. See Appendix E: Fixed-Term Exclusion template letter: more than 15 days in one term.
- xvi. In instances when the Fixed-Term Exclusion is more than one day, the School provides work for the student to complete off-site.
- xvii. In instances when the Fixed-Term Exclusion exceeds five days, the School contacts the Pupil Referral Unit (PRU) or The St Marylebone CE School (SMS) to arrange provision for the sixth day and any further days to be served as part of the Fixed-Term Exclusion. This arrangement is made at the earliest possible convenience.
- xviii. In these instances, information about the PRU (location, staff contact, supervision and times of the school day) is given to the parent(s)/carer(s) at the earliest possible convenience.
- xix. On return to school the student will be readmitted following a readmission meeting.
- xx. The readmission meeting includes: student, parent(s)/carer(s), relevant member of SLT.
- xxi. The meeting will address the terms of readmission. A contract is signed by the student and parent(s)/carer(s) to agree these terms. A copy is kept in school on the student's file and a copy is taken home by the parent(s)/carer(s). Further support for the student, such as intervention in school and/or referral to outside agencies is discussed.

#### 4.3 The student serving a Fixed-Term Exclusion is expected to:

- remain off-site for the duration of the Fixed-Term Exclusion
- remain out of the vicinity of the School grounds for the duration of the Fixed-Term Exclusion
- ensure that he/she is not present unaccompanied by an adult in a public place during school hours without reasonable justification
- complete school work sent home, if the Fixed-Term Exclusion is longer than one day
- reflect on the incident and refrain from repeating this behaviour in order to avoid further sanctions
- attend the readmission meeting and sign the readmission contract.

#### 4.4 The parent(s)/carer(s) of a student serving a Fixed-Term Exclusion are expected to:

- ensure that the student is not present unaccompanied by an adult in a public place during school hours without reasonable justification
- inform the Clerk to the Governors if they wish to make representations about an exclusion
- inform the School if they cannot attend the readmission meeting and to suggest an alternative time
- attend the readmission meeting and sign the readmission contract.

#### 4.5 Fixed-Term Exclusions for 6-15 days successively or more than 5 but fewer than 15 in a term (two half-terms e.g. September to Christmas):

- i. In instances where a Fixed-Term Exclusion of 6-15 days is applied, or when the application of a Fixed-Term Exclusion would take the pupil's total days of exclusion above 5, but not more than 15 days, in one term (two half-terms) the Head of School will notify the Governing Body without delay.

- ii. In this instance, and if requested to do so by the parent(s)/carer(s), the Governing Body must convene a meeting to consider reinstatement of the excluded pupil within 50 school days of receiving notice of the exclusion.
- iii. Parent(s)/carer(s) are notified of this in the letter from the Head of School (see Appendix D: Fixed-Term Exclusion template letter: between 6 and 15 days).
- iv. Pupils excluded from the School for more than 5 consecutive days (and between 6 and 15 successive days) must have arrangements made for them for suitable full-time education for the duration of the exclusion. On the sixth day of the Fixed Term-Exclusion, an alternative provision will be notified (Appendix D: Fixed-Term Exclusion template letter: between 6 and 15 days).
- v. Where possible and appropriate, the provision at the PRU/SMS can start before the sixth day of the exclusion.

4.6 Fixed-Term Exclusions which take the pupil's total days of exclusion above 15 in one school term (two half-terms, e.g. September to Christmas):

- i. In instances in which a Fixed-Term Exclusion will take the pupil's total number of days of Fixed-Term Exclusion that term (two half-terms) above 15 days, the Head of School will notify the Governing Body without delay.
- ii. The Governing Body will convene a meeting to consider reinstatement of the pupil within 15 days of receiving notification of the exclusion by the Head of School.
- iii. The parent(s)/carer(s) are notified of their right to attend and make representations to this meeting (see Appendix E: Fixed-Term Exclusion template letter: more than 15 days in one term).
- iv. In considering the reinstatement of an excluded pupil, the Governing Body will follow the DfE Guidance (see Appendix A, page 18).
- v. Where parent(s)/carer(s) dispute the decision of the Governing Body to reinstate an excluded pupil, they can ask for the decision to be reviewed by an independent review panel. For guidance on this, see DfE Guidance (Appendix A, pages 6, 22, 27 - 40).

## 5. Permanent Exclusion

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### 5.1 Definition:

- i. A Permanent Exclusion is a last resort when all other avenues have been exhausted. It may be used in response to a single serious breach or persistent serious breaches of the School's Code of Conduct and where allowing the student to remain in school would seriously harm the education or welfare of the student or others in the school.
- ii. A student who is permanently excluded from the School will no longer attend the school nor appear on the School's roll.
- iii. The decision to exclude permanently is taken only by the Executive Headteacher or the Head of School, who will take into consideration evidence presented by members of staff and other involved parties.
- iv. The Executive Headteacher/Head of School must take into account their legal duty of care when sending a student home for Permanent Exclusion.
- v. In applying a Permanent Exclusion, the DfE Guidance 2017 (see Appendix A) will be adhered to by the Executive Headteacher and/or the Head of School and Governors.

### 5.2 Procedures

Only the Executive Headteacher or the Head of School can exclude a student permanently and this must be on disciplinary grounds. In such cases, the Head of School will follow the guidance set out by the DfE.

- i. The decision to permanently exclude is taken by the Executive Headteacher or the Head of School.
- ii. The decision must be made in line with the principles of administrative law, ie, it is lawful, rational, reasonable, fair and proportionate.
- iii. In reaching this decision, the Executive Headteacher or the Head of School will take into account his/her statutory duties in regard to the SEN Code of Practice, the Equalities Act 2010 and the School's wider legal duties, including the European Convention of Human Rights. See page 8 of the DfE Guidance (Appendix A) for further details.
- iv. When establishing the facts in relation to an exclusion decision the Head of School must apply the civil standard of proof, i.e. "on the balance of probabilities" rather than the criminal standard of "beyond reasonable doubt".
- v. The Head of School should give the pupil an opportunity to present his/her case before taking the decision to exclude.
- vi. When the decision is taken to exclude permanently, the Head of School must, without delay, notify parent(s)/carer(s) of the exclusion and the reasons for it.
- vii. The Head of School will write to the parent(s)/carer(s). Where appropriate, this letter can also be emailed to the parent(s)/carer(s). See Appendix F: Permanent Exclusion template letter.
- viii. See DfE Guidance (Appendix A, page 12) for guidance on this notification to parent(s)/carer(s).
- ix. The Head of School must also, without delay, notify the Governing Body (in the first instance, the Chair of Governors and the Clerk to Governors).
- x. See DfE Guidance (Appendix A, page 15) and Section 6 below for the information the Head of School must supply to the Governing Body.
- xi. The Governing Body will convene a meeting to consider reinstatement within 15 days of receiving notice of the exclusion (Appendix A, page 47).
- xii. When considering the reinstatement of an excluded pupil, the Governing Body will follow the guidance set out in the DfE Guidance (Appendix A, page 18).
- xiii. Where parent(s)/carer(s) dispute the decision of the Governing Body on reinstatement of an excluded pupil, they can ask for the decision to be reviewed by an independent review panel. For guidance on this, see DfE Guidance (Appendix A, pages 6, 22, 27 - 40).

## **6. Informing the Governing Body – a summary:**

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6.1 If the Executive Headteacher or Head of School is considering a Permanent Exclusion, the Governors' involvement will be as set out in the DfE Guidance (Appendix A, page 19, Section 6.1.61) notably:

- Where the governing body is legally required to consider the decision of the Executive Headteacher or the Head of School to exclude a pupil they should not discuss the exclusion with any party outside of the meeting.

6.2 The Head of School will, without delay, notify the Governing Body (as per section 5.2.x) and the local authority of:

- a permanent exclusion (including where a fixed period exclusion is followed by a decision to permanently exclude the pupil)
- any exclusion which would result in the pupil being excluded for more than 5 school days (or more than 10 lunchtimes) in a term
- any exclusion which would result in the pupil missing a public examination

6.3 For all other exclusions the Head of School will notify the Governing Board and the Local Authority once a term.

6.4 These notifications must include the reasons for the exclusion(s) and the duration of any fixed-term exclusions.

6.5 In addition, within 14 days of a request, the Governing Body must provide the Secretary of State with information about any exclusions within the last 12 months.

7. As a Special Free and Church of England School, the School Exclusion Policy is guided by the DfE Guidance 2017: Exclusion from maintained schools, academies and pupil referral units in England – a guide for those with legal responsibilities (see Appendix A); and the Diocesan Board for Schools' regulations on exclusions from Church Schools. These are both available for consultation from the Head of School or the Clerk to Governors.

## **8. This policy links to the School's:**

- Policy for Behaviour
- SEN Policy
- Anti-Bullying Policy
- Equality Information and Objectives
- Code of Conduct

## **9. Appendices:**

### **Appendix A:**

DfE Guidance 2017: Exclusion from maintained schools, academies and pupil referral units in England.

### **Appendix B:**

Template letter: Internal Exclusion

### **Appendix C:**

Template letter:

Fixed-Term Exclusion: 5 days or fewer

### **Appendix D:**

Template letter:

Fixed-Term Exclusion: between 6 and 15 days

### **Appendix E:**

Template letter:

Fixed-Term Exclusion: more than 15 days in one term

### **Appendix F:**

Template letter: Permanent Exclusion

## **Appendix A:**

Please see DfE Guidance 2017: Exclusion from maintained schools, academies and pupil referral units in England:

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/641418/20170831 Exclusion Stat guidance Web version.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/641418/20170831_Exclusion_Stat_guidance_Web_version.pdf)



**Appendix B:**

Template letter: Internal Exclusion

**ADDRESS**

**DATE**

**Student:**

**Form:**

Dear **SALUTATION**

**Referral Room visit/Internal Exclusion**

Regrettably, **NAME** was internally excluded for DURATION today.

**REASON FOR INTERNAL EXCLUSION**

**CONSEQUENCES**

**EXPECTATIONS ON RETURN TO SCHOOL**

This is the [INSERT NUMBER] time that NAME has been referred from a lesson (received a Third Warning) or internally excluded this academic year.

All students at the St Marylebone CE Bridge School are aware of the school rules and our behaviour expectations. All students have the right to learn in a calm and orderly environment, so that they can achieve their best.

It is hoped that your child will not be referred or internally excluded again. Please be aware of the following sanctions should this happen again, under the school's Behaviour Policy: Your child would be at risk of external exclusion at The St Marylebone CE Girls school, exclusion at home or in extreme cases a permanent exclusion.

If you would like to discuss this further please do not hesitate to contact NAME OF KEY STAGE, Head of Year \_\_\_\_.

Yours sincerely,

Kate Miller  
Head of School

**Appendix C:**

Template letter: Fixed-Term Exclusion: 5 days or fewer

**ADDRESS****DATE**

**Name:**

**D.o.B:**

**Fixed-Term Exclusion: DAYS AND DATES - FIVE DAYS OR FEWER**

Dear SALUTATION,

I am writing to inform you of our decision to exclude NAME for a fixed period of SPECIFY PERIOD. This means that he/she will not be allowed in school for this period. The exclusion begins/began on DATE and ends on DATE.

I realise that this exclusion may well be upsetting for you and your family, but the decision to exclude NAME has not been taken lightly. NAME has been excluded for this fixed period because REASON FOR EXCLUSION.

You have a duty to ensure that your child is not present in a public place in school hours during this exclusion on SPECIFY DATES unless there is reasonable justification for this. I must advise you that you may receive a penalty notice from the local authority if your child is present in a public place during school hours during the days of the exclusion. In this instance, it will be for you to show reasonable justification.

(IF EXCLUSION = 2 or MORE DAYS) We will set work for NAME to be completed during the period of his/her exclusion. Please ensure that the work set by the school is completed and brought with you when you and NAME return to school.

You have the right to make representations about this decision to the Governing Body. If you wish to make representations please write to the Chair of Governors, via the Clerk to the Governors, at the school address, as soon as possible. Please mark the envelope 'Appeal'. Whilst the Governing Body has no power to direct reinstatement, they must consider any representations you make and may place a copy of their findings on your child's school record.

You 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 Special Educational Needs and Disability Tribunal (SENDIST). The address to which appeals should be sent to is SENDIST, Mowden Hall, Staindrop Road, Darlington, DL3 9DN.

You and NAME are requested to attend a re-admission meeting with MEMBER OF STAFF at school on DATE at TIME. If this is not convenient, please contact the school to arrange a suitable alternative date and time. Failure to attend the re-admission meeting will be a factor taken into account by a magistrates' court if, on future application, they consider whether to impose a parenting order on you.

You also have a right to see a copy of NAME's school record. For confidentiality reasons, you will need to notify me in writing if you wish to be supplied with a copy of NAME's school record. I will be happy to supply you with a copy if you request it.

You may also find it useful to contact the Advisory Centre for Education (ACE) – an independent national advice centre for parents of children in state schools. The telephone number of the Advisory Centre for Education (ACE) helpline is 0300 0115 142. They offer information and support on state education in England and Wales, including exclusion from school. The Coram Children's Legal Centre also offers advice: [www.childrenslegalcentre.com](http://www.childrenslegalcentre.com) / 0300 330 5485.

Yours sincerely,

Kate Miller  
Head of School

## **Appendix D:**

Template letter: Fixed-Term Exclusion: between 6 and 15 days

### **ADDRESS**

### **DATE**

**Name:**

**D.o.B:**

### **Fixed – Term Exclusion: DAYS AND DATES BETWEEN 6 and 15 DAYS**

Dear SALUTATION,

I am writing to inform you of our decision to exclude NAME for a fixed-term of NUMBER OF DAYS. This means that NAME will not be allowed in school for this period. The exclusion begins/began on DATE and ends on DATE.

I realise that this exclusion may well be upsetting for you and your family. The decision to exclude NAME has not been taken lightly. NAME has been excluded for REASON FOR EXCLUSION.

You have the right to request a meeting of the Governing Body at which you may make representations and the decision to exclude can be reviewed. As the length of the Fixed-Term Exclusion is more than 5 school days in one term, the Governing Body must meet you if you request it to do so. The latest date by which the Governing Body can meet is DATE – NO LATER THAN 50 SCHOOL DAYS FROM THE DATE THE GOVERNING BODY IS NOTIFIED. If you wish to make representations to the Governing Body, please contact the Clerk to the Governors on/at the School address or on [smbclerk@stmaryleboneschool.com](mailto:smbclerk@stmaryleboneschool.com) as soon as possible. Please advise if you have a disability or special needs which would affect your ability to attend a meeting at the school. Also, please inform the Clerk to the Governors if it would be helpful for you to have an interpreter present at the meeting. You are entitled to bring a friend, relative or additional adult with you to the meeting.

The school will set work for NAME during the period of his/her exclusion. INSERT ARRANGEMENTS FOR THIS. Please ensure that the work set by the school is completed and brought with you when you and NAME return to school.

On the sixth day of the Fixed-Term Exclusion, DAY AND DATE, and for the remaining days of the Fixed-Term Exclusion alternative arrangements will be made and parents notified – NAME must arrive at 9am in full St Marylebone Bridge School uniform. The school day ends at TIME.

You have a duty to ensure that your child is not present in a public place in school hours during this Fixed-Term Exclusion 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 during the exclusion. In this instance, it will be for you to show reasonable justification.

If you think this exclusion relates to a disability your child has, and you think disability discrimination has occurred, you may raise this issue with the Governing Body. You can also make a claim of disability discrimination to the SEN and Disability Tribunal (SENDIST), Mowden Hall, Staindrop Road, Darlington DL3 9DN.

You also have a right to see a copy of NAME's school record. For confidentiality reasons, you will need to notify me in writing if you wish to be supplied with a copy of NAME's school record. I will be happy to supply you with a copy should you request it. There may be a charge for photocopying.

You may also find it useful to contact the Advisory Centre for Education (ACE: [www.ace-ed.org.uk](http://www.ace-ed.org.uk)) – an independent national advice centre for parents of children in state schools. It offers information and support on state education in England and Wales, including exclusion from school. ACE can be contacted on 0300 0115 142. The Coram Children's Legal Centre also offers advice: [www.childrenslegalcentre.com](http://www.childrenslegalcentre.com) 0300 330 5485.

You and NAME are requested to attend a re-admission meeting with MEMBER OF STAFF at school on DATE at TIME. If this is not convenient, please contact the school to arrange a suitable alternative date and time. Failure to attend the re-admission meeting will be a factor taken into account by a magistrates' court if, on future application, they consider whether to impose a parenting order on you.

Yours sincerely,

Kate Miller  
Head of School

## **Appendix E:**

Template letter: Fixed-Term Exclusion: more than 15 days in one term

ADDRESS

DATE

**Name:**

**D.o.B:**

**Fixed-Term Exclusion: DAYS AND DATES MORE THAN 15 DAYS TOTAL IN ONE TERM**

Dear SALUTATION,

I am writing to inform you of our decision to exclude NAME for a fixed-term of NUMBER OF DAYS. This means that NAME will not be allowed in school for this period. The exclusion begins/began on DATE and ends on DATE.

I realise that this exclusion may well be upsetting for you and your family. The decision to exclude NAME has not been taken lightly. NAME has been excluded for REASON FOR EXCLUSION.

This Fixed-Term Exclusion takes the total number of days NAME has been excluded from school this term to TOTAL NUMBER OF DAYS. Since this number is over 15 school days in one term, the Governing Body must meet to consider the exclusion. The Governing Body meeting will take place on DATE AND TIME AND LOCATION: NO LATER THAN 15 SCHOOL DAYS FROM THE DATE THE GOVERNING BODY IS NOTIFIED BY THE HEAD OF SCHOOL. If you wish to attend this meeting please contact the Clerk to the Governors on/at the School address or on [smbsclerk@stmaryleboneschool.com](mailto:smbsclerk@stmaryleboneschool.com) as soon as possible. You may also be accompanied by a friend or representative. Please advise if you have a disability or special needs which would affect your ability to attend a meeting at the school. Also, please inform the Clerk if it would be helpful for you to have an interpreter present at the meeting.

If you think this exclusion relates to a disability your child has, and you think disability discrimination has occurred, you may raise this issue with the Governing Body. You can also make a claim of disability discrimination to the SEN and Disability Tribunal (SENDIST), Mowden Hall, Staindrop Road, Darlington DL3 9DN.

You also have a right to see a copy of NAME's school record. For confidentiality reasons, you will need to notify me in writing if you wish to be supplied with a copy of NAME's school record. I will be happy to supply you with a copy should you request it. There may be a charge for photocopying.

You may also find it useful to contact the Advisory Centre for Education (ACE: [www.ace-ed.org.uk](http://www.ace-ed.org.uk)) – an independent national advice centre for parents of children in state schools. It offers information and support on state education in England and Wales, including exclusion from school. ACE can be contacted on 0300 0115 142. The Coram Children's Legal Centre also offers advice: [www.childrenslegalcentre.com](http://www.childrenslegalcentre.com) 0300 330 5485.

You and NAME are requested to attend a re-admission meeting with MEMBER OF STAFF at school on DATE at TIME. If this is not convenient, please contact the school to arrange a suitable alternative date and time. Failure to attend the re-admission meeting will be a factor taken into account by a magistrates' court if, on future application, they consider whether to impose a parenting order on you.

Yours sincerely,

Kate Miller  
Head of School

## Appendix F:

### Template letter: Permanent Exclusion

ADDRESS

DATE

**Name:**

**D.o.B:**

#### **PERMANENT EXCLUSION: Effective from DATE**

Dear SALUTATION,

I regret to inform you of my decision to exclude NAME permanently from DATE. This means that NAME will not be allowed back into this school, pending a meeting of the Governing Body. Alternative arrangements for NAME's education will need to be made.

I realise that this exclusion may well be upsetting for you and your family, but the decision to exclude NAME has not been taken lightly. NAME has been excluded permanently because REASON FOR EXCLUSION – INCLUDE ALL RELEVANT HISTORY HERE.

As this is a Permanent Exclusion, the Governing Body will meet to consider it. The **latest** date on which the Governing Body can meet is DATE – NO LONGER THAN 15 SCHOOL DAYS FROM THE DATE THE GOVERNING BODY IS NOTIFIED. The date chosen for this meeting of the Governing Body is DATE, TIME and LOCATION. If you wish to attend this meeting and/or make representations to the Governing Body, please contact the Clerk to the Governors on/at the School address or on [smbclsclerk@stmaryleboneschool.com](mailto:smbclsclerk@stmaryleboneschool.com) as soon as possible.

Please advise if you have a disability or special needs which would affect your ability to attend this meeting at the school. Also, please inform the Clerk to the Governors if it would be helpful for you to have an interpreter present at the meeting. You are entitled to bring a friend, relative or additional adult with you to the meeting. NAME may also attend. If you think this exclusion relates to a disability your child has, and you think disability discrimination has occurred, you may raise this issue with the Governing Body.

If the decision to exclude is upheld by the Governing Body, you have the right to appeal to an independent review panel. Should this be the case, the Governing Body will inform you of the process after the meeting on DATE at TIME.

If the Governing Body decides not to reinstate NAME, you have the right to appeal to an independent review panel. Should this be the case, the Governing Body will inform you of the process after the meeting on DATE, TIME.

For the first five school days of the exclusion (or until the start date of any alternative provision where this is earlier), you are legally required to ensure that NAME is not present in a public place during school hours without reasonable justification. You may be given a fixed penalty notice or prosecuted if you fail to ensure this. From the the sixth day of the exclusion, the Local Authority will arrange alternative provision for NAME.



(DELETE AS APPROPRIATE TO INDIVIDUAL CASE) In the first instance / Until alternative educational provision for NAME) has been arranged / For the first four weeks of the Permanent Exclusion, the school will set work for NAME and will send this home. Please ensure that this school work is completed and ARRANGEMENTS FOR WORK TO BE RETURNED TO SCHOOL FOR MARKING.

You also have a right to see a copy of NAME's school record. For confidentiality restrictions, you will need to notify me in writing if you wish to be supplied with a copy of NAME'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 Paul Worts at Westminster Council on 0207 745 6614 or by emailing [paul.worts@rbkc.gov.uk](mailto:paul.worts@rbkc.gov.uk) who can provide advice. Additionally, you may find it useful to contact the Advisory Centre for Education (ACE), an independent national advice centre for parents of children in state schools. ACE offers information and support on state education in England and Wales, including exclusion from school. You can contact ACE on 0300 0115 142 on Monday to Wednesday from 10am to 1pm during term time or at [www.ace-ed.org.uk](http://www.ace-ed.org.uk) . The Coram Children's Legal Centre also offers advice: [www.childrenslegalcentre.com](http://www.childrenslegalcentre.com), telephone 0300 330 5485.

Yours sincerely,

Kate Miller

Head of School