



Exclusions Policy



The Stour Federation

1. INTRODUCTION

This policy must be read alongside the following documents:

- 'Exclusion from maintained schools, academies and pupil referral units in England: Statutory guidance for those with legal responsibilities in relation to exclusion, <https://www.gov.uk/government/publications/school-exclusion>.
- Positive Behaviours, Relationships and Wellbeing Policy.
- Child Protection and Safeguarding Policy.
- Online Safety Policy
- Anti-Bullying Policy
- SEND Policy
- Attendance Policy

Our vision is for all staff, children and families to learn, grow and succeed together.

Good discipline in schools is essential to ensure that all children can benefit from the opportunities provided by education. The Government supports headteachers in using suspension as a sanction where it is warranted. However, permanent exclusion should only be used as a last resort, in response to a serious breach or persistent breaches of the school's Positive Behaviours, Relationships and Wellbeing Policy; and where allowing the child to remain in school would seriously harm the education or welfare of the child or others in school.

We believe that in order for our children to achieve their maximum potential, and to enable effective teaching and learning to take place, the highest standard of behaviour in all aspects of school life is essential. Each member of staff has responsibility for upholding standards of behaviour in our schools, both within their classroom, around our school sites and whilst supervising children outside of our academies, as well as implementing each school's individual positive behaviour and well being policy and procedure both fairly and consistently.

Our expected standards of behaviour are clearly communicated to children, staff and parents in the relevant sections of behaviour policies and home-school agreements for individual schools.

We always consider whether the behaviour under review gives cause to suspect that a child is suffering from, or is likely to suffer, significant harm. Where this may be the case, staff follow our safeguarding policy.

We take a graduated response to a child whose behaviour may be the result of educational, mental health or other needs or vulnerabilities. This response is individualised to meet the needs of the child and includes:

- An assessment to establish a clear analysis of the child's needs.
- A plan setting out how the child will be supported.
- The required action to provide the support.
- Regular reviews to assess the effectiveness of the provision and identify any necessary changes.

We consider a child's special educational needs when dealing with their behaviours and the need for multi-agency assessments will be considered where necessary.

2. USE OF EXCLUSIONS

The Head of School / Headteacher or, in the absence of the Head of School / Headteacher, the member of the Senior Leadership Team (SLT) who is acting in that role can exclude a child from school.

The Head of School / Headteacher is able to rescind an exclusion up to the time it is put before the relevant committee. An example of where this would be appropriate is where a managed move is brokered after a permanent exclusion has been given.

We are aware that off-rolling is unlawful. Ofsted defines off-rolling as “the practice of removing a child from the school roll without a formal, permanent exclusion or by encouraging a parent to remove their child from the school roll, when the removal is primarily in the interests of the school rather than in the best interests of the child.”

We are committed to following all statutory exclusions procedures to ensure that every child receives an education in a safe and caring environment.

The decision to suspend or exclude a child is a serious one and will only be taken in response to serious or persistent breaches of the school's behaviour policy, and if allowing the child to remain in the school would seriously harm the education or welfare of the child or others in the school.

Where a child breaches a school's behaviour policy, the Head of School / Headteacher may decide that it is appropriate to suspend them for a fixed period of time. A suspension is a serious sanction.

Early intervention to address underlying causes of disruptive behaviour should include an assessment of whether appropriate provision is in place to support any special educational need or disability that a pupil may have. The Headteacher should also consider the use of a multi-agency assessment for a pupil who demonstrates persistent disruptive behaviour. Such assessments may pick up unidentified SEND but the scope of the assessment could go further, for example, by seeking to identify mental health or family problems.

With regards to persistent breaches of this policy, any decision to exclude permanently will be the final step in a process where a wide range of other strategies have been tried, without success. It is an acknowledgement that we have exhausted all available strategies for dealing with the child and will only be used as a last resort.

A child may be permanently excluded for committing a single serious breach of the school's behaviour policy, even if they have never been in trouble before. Examples of behaviour that constitutes a single serious breach includes, but is not restricted to, assault on another child or a member of staff, threat of violence against a member of staff, bringing a knife or other weapon onto school premises, bringing an illegal substance onto school premises, whether for personal use or intended for distribution and being found in possession of “prohibited items” or banned items. Where a child is involved in breaking the law the Police will be informed.

Children can be suspended or permanently excluded, for behaviour outside of the school, where their behaviour brings a school in The Stour Federation Multi Academy Trust into disrepute or when there is a serious chance the incident may affect school order and discipline.

Before deciding whether to exclude a child, either permanently or for a fixed period, the Head of School / Headteacher will:

- Consider all the relevant facts and evidence, including whether the incident(s) leading to the exclusion were provoked.
- Allow the child to give their version of events.
- Consider if the child has special educational needs (SEN).

3. COMMUNICATING A DECISION TO EXCLUDE

Notification should be in person or by telephone in the first instance as this would give the parents an opportunity to ask any initial questions or raise concerns directly with the Headteacher.

There is a suite of model letters and must be used; they incorporate all the information the Head of School / Headteacher is required to provide to the parents and a list of people to send a copy of the letter to, to ensure that all relevant parties have been advised of the exclusion.

When notifying parents about an exclusion, the Head of School / Headteacher should set out what arrangements have been made to enable the child to continue their education prior to the start of any alternative provision or the child's return to school.

Effective methods for providing the information may include email or text message, giving the notice directly to the parents, and with the child, the Head of School / Headteacher must send a duplicate copy by an alternative method or confirming that the information has been received.

The Head of School / Headteacher should ensure that information provided to parents is clear and easily understood. Where the parents' first language is not English consideration should be given, where practical, to translating the letter or taking additional steps to ensure that the details of the exclusion and their right to make representations to the Local Academy Council have been understood.

4. SUSPENSIONS

A child may be suspended for one or more fixed periods (up to a maximum of 45 school days in a single academic year).

When a child is excluded, the Head of School / Headteacher must notify the parents, without delay, of the period of exclusion and reasons for it. This may be done in person or by telephone.

The Head of School / Headteacher will, without delay, provide the parents with the relevant information, in writing.

If the suspension is for more than 5 days, then parents will be advised of arrangements for the continuation of education for the child during the exclusion.

The law does not allow for extending a suspension or 'converting' a suspension into a permanent exclusion. In exceptional cases, usually where further evidence has come to light, a further suspension may be issued to begin immediately after the first period ends; or a permanent exclusion may be issued to begin immediately after the end of the fixed period.

Representation from Parents

Parents may make a representation to the Local Academy Council about a suspension. Details of how to make a representation are included in the suspension letter. If parents have any

disability, then adjustments must be made to assist their engagement in the process. Relevant and reasonable adjustments can be made in the whole process to assist both parents and children who have a disability either physical or learning.

Where a child has been suspended for more than 15 days in a term, the Local Academy Council must convene a meeting to consider reinstatement within 15 school days of receiving notification of the exclusion. This also applies when the child will miss a national test, however, in this case, the Local Academy Council must take reasonable steps to meet before the date of the test.

For all other suspensions, a panel is only convened if the suspension will take the child's total days of exclusion above 15 for a term or the exclusion will take the child's total days of exclusion above five for the term AND the child's parents have requested a meeting with the Local Academy Council. In this instance the Local Academy Council must convene a meeting to consider reinstatement within 50 days of receiving notice of the exclusion. For representations on exclusions of fewer than 5 days, the Local Academy Council must consider the representation but has no power to overturn the suspension.

Where requested/required the Governance Professional to the Local Academy Council will convene a panel of LAC governors (minimum of 3) to consider the reinstatement of a suspended child. The panel may consist of any three LAC governors with the exception of the Head of School / Headteacher; however, it is best practice for the panel to exclude staff LAC governors and parent LAC governors, where they have a child in the same year as the child that has been excluded. Any LAC governors with a conflict of interest must not be included on the panel (e.g. if they have had any involvement in the suspension or will benefit from the child being suspended). The Governance Professional should notify the parents in writing 5 days in advance of the meeting.

Local Academy Council Panel

The meeting will be attended by the following:

- Panel of LAC governors (minimum of 3).
- Local Academy Council Governance Professional.
- Head of School / Headteacher
- Suspended child (they may choose not to attend).
- Parents/carers of the suspended child (they may choose not to attend).
- Companion to parents/carers or child (where requested – each parent/carer and child in attendance may be accompanied by a friend or representative).

Parents may request that the local authority and/or home local authority attend a meeting of an Local Academy Council as an observer; that representative may only make representations with the Local Academy Council's consent.

The outcome of the panel meeting is either to decline to reinstate the child; or direct reinstatement of the child immediately or on a particular date. The Governance Professional will advise the parents in writing of the outcome.

5. PERMANENT EXCLUSIONS

When a child is permanently excluded the Head of School / Headteacher must notify the parents by telephone, without delay, that the exclusion is permanent and the reasons for it. The Head of School / Headteacher must then provide the relevant information in writing to the parents either directly or by posting it to the address held on file.

The Local Academy Council must convene a meeting to consider reinstatement within 15 school days of receiving notice of the exclusion.

The Local Academy Council Governance Professional will convene a panel of LAC governors (minimum of 3) to consider the reinstatement of an excluded child. The panel may consist of any three LAC governors with the exception of the Head of School / Headteacher; however, it is best practice for the panel to exclude staff LAC governors and parent LAC governors, where they have a child in the same year as the excluded child. Any LAC governors with a conflict of interest must not be included on the panel (e.g. if they have had any involvement in the exclusion or will benefit from the child being excluded). The Governance Professional should notify the parents in writing 5 days in advance of the meeting.

Local Academy Council Panel

The meeting will be attended by the following:

- Panel of LAC governors (minimum of 3).
- Governance Professional to the Local Academy Council.
- Head of School / Headteacher.
- Excluded child (they may choose not to attend).
- Parents/carers of the excluded child (they may choose not to attend).
- Witness (where required).
- Companion to parents/carers or child (where requested – each parent/carer and child in attendance may be accompanied by a friend or representative).

Parents may request that the local authority and/or home local authority attend a meeting of an Local Academy Council as an observer; that representative may only make representations with the Local Academy Council's consent.

The outcome of the panel meeting is either to decline to reinstate the child; or direct reinstatement of the child immediately or on a particular date. The Clerk will advise the parents in writing of the outcome.

Appeals Panel

Parents have the right to ask that an Appeals Panel be arranged to review the decision taken by the Local Academy Council not to reinstate their child, following their permanent exclusion.

The request must be made in writing within 15 school days from the date on which notice in writing of the Local Academy Council's decision was given. Details of how to make a representation are included in the letter sent following the Local Academy Council meeting.

The role of the panel is to review the Local Academy Council's decision not to reinstate the excluded child balancing the interests of the child against the interests of other children and people working within the school.

The Governance Professional, with the support of the CEO will convene an independent Appeals Panel in accordance with statutory guidance and will ensure that parents are notified of the date, time and venue in writing 5 days in advance of the meeting.

The panel will consist of:

- A lay member to chair the panel who has not worked in any school in a paid capacity, disregarding any experience as a school governor or volunteer.
- A current or former school governor (including members of LACs and Trust Board directors) who have served as a governor for at least 12 consecutive months in the last five years, provided they have not been teachers or headteachers during that time.

- A Headteacher/Head of School / Headteacher or someone who has been a Headteacher/Head of School / Headteacher within the last 5 years.

Members/directors/employees of the Trust and LAC governors of the excluding school must not sit on the Panel.

All panel members and independent clerks must have received the relevant training within the two years prior to the date of the review.

The meeting will be clerked by an independent Clerk.

Parents have a right to request the attendance of an SEN expert at a review, regardless of whether the school recognises that their child has SEN. If requested, the Trust must appoint an SEN expert to attend the panel and must cover the associated costs of this appointment.

The meeting may be attended by:

- Head of School / Headteacher of the school which excluded the child.
- Chair of the Local Academy Council panel (this may be delegated to another member of the panel).
- Excluded child (they may choose not to attend).
- Parents/carers (they may choose not to attend).
- SEN Expert (where required).
- Interpreter (where required).
- Companion to parents/carers and child (where requested – each parent/carer and child in attendance may be accompanied by a friend or representative).

Parents may request the attendance of a Local Authority or Home Local Authority representative at the meeting. Their representations are at the discretion of the Appeals panel.

The possible outcomes of the independent Appeals Panel meeting are:

1. To uphold the Local Academy Council's decision.
2. To recommend that the Local Academy Council reconsiders reinstatement; or
3. To quash the decision and direct that the Local Academy Council considers reinstatement.

The Clerk to the independent Appeals Panel will advise the parents, the school and the Local Authority in writing of the outcome.

Reconsidering the Exclusion

Where the panel directs or recommends that the Local Academy Council reconsider whether a child should be reinstated, the Local Academy Council must reconvene to do so within 10 school days of being given notice of the panel's decision. Reconsidering reinstatement provides an opportunity for the same Local Academy Council panel to look at its decision afresh, in light of the independent Appeals panel's findings. There is no requirement to seek further representations for either the school or the parents or to invite them to the reconsideration meeting.

The Local Academy Council should ensure that clear minutes are taken of the meeting as a record of the evidence that was considered by them.

The Local Academy Council's decision should demonstrate how they have addressed the concerns raised by the independent review panel and this should be communicated, in writing, to parents/carers, the Head of School / Headteacher and the local authority by letter without

delay.

MODEL LETTER 1: SUSPENSION OF 5 SCHOOL DAYS OR LESS IN ONE TERM

Dear [Parent's name],

I am writing to inform you of my decision to suspend [Child's name] for a fixed period of [specify period]. This means that they will not be allowed in school for this period. The suspension begins on [date] and ends on [date].

I realise that this suspension 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 suspended for this fixed period because [reason for suspension].

You have a duty to ensure that your child is not present in a public place in school hours during this suspension unless there is reasonable justification for this. I must advise you that you may receive a penalty notice from the local authority if your child is present in a public place during school hours on the specified dates. If so, it will be for you to show reasonable justification.

We will set work for [Child's name] to be completed on the days specified in the previous paragraph as school days during the period of their suspension [detail the arrangements for this]. Please ensure that work set by the school is completed and returned to us promptly for marking.

You have the right to make representations about this decision to the Local Academy Council (LAC). 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 LAC 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 suspension 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>.

You [and name of child] are invited to attend a reintegration interview with me [alternatively, specify the name of another staff member] at [place] on [date] at [time]. If that is not convenient, please contact the school before your child is due to return to arrange a suitable alternative date and time. The purpose of the reintegration interview is to discuss how best your child's return to the school can be managed.

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

For your information the following sources of information are available to you:

For general advice on the exclusions process you may contact the Admissions Service at Warwickshire County Council by telephone: 01926 738353, by email: exclusions@warwickshire.gov.uk or view the website at www.warwickshire.gov.uk/exclusions.

You may also find it useful to view the Coram Children's Legal Centre website www.childlawadvice.org.uk. The website can offer advice and information on child, family and education law.

The Department for Education statutory exclusions guidance can be found at www.gov.uk/government/publications/school-exclusion

[Child's name]'s suspension expires on [date] and we expect [Child's name] to be back in school on [date] at [time].

Yours sincerely

[Name]
Headteacher

MODEL LETTER 2: SUSPENSION OF MORE THAN 5 SCHOOL DAYS (UP TO AND INCLUDING 15 SCHOOL DAYS) IN ONE TERM

Dear [Parent's name],

I am writing to inform you of my decision to suspend [Child's name] for a fixed period of [specify period]. This means that they will not be allowed in school for this period. The suspension begins on [date] and ends on [date].

I realise that this suspension may well be upsetting for you and your family, but the decision to suspend [Child's name] has not been taken lightly. [Child's name] has been suspended for this fixed period because [reason for suspension].

You have a duty to ensure that your child is not present in a public place in school hours during the first 5 school days of this suspension, that is on [specify dates]. I must advise you that you may be prosecuted or receive a penalty notice from the local authority if your child is present in a public place on the specified dates without reasonable justification. It will be for you to show that there is reasonable justification for this.

We will set work for [Child's Name] during the [first 5 or specify other number as appropriate] school days of his/her suspension [specify the arrangements for this]. Please ensure that work set by the school is completed and returned to us promptly for marking.

From the [6th school day of the child's exclusion] [specify date] until the expiry of his suspension we [set out the arrangements if known at time of writing, if not known say that the arrangements will be notified shortly by a further letter.] will provide suitable full-time education.

[Set out the arrangements if known at the time of writing, e.g.] On [date] he 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 request a meeting of a Local Academy Council discipline panel to whom you may make representations, and my decision to suspend can be reviewed. As the period of this suspension is more than 5 school days in a term the panel must meet if you request it to do so. The latest date by which the panel must meet, if you request a meeting, is [specify date — no later than the 50th school day after the date on which the AGC were notified of this exclusion]. If you do wish to make representations to the panel, and wish to be accompanied by a friend or representative, please contact [name of contact] on/at [contact details — address, phone number, email], as soon as possible. Please advise if you have a disability or special needs which would affect your ability to attend or take part in a meeting at the school. Also, please inform [contact] if it would be helpful for you to have an interpreter present at the meeting.

You should also be aware that if you think the suspension 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>).

You [and name of child] are invited to attend a reintegration interview with me [alternatively, specify the name of another staff member] at [place] on [date] at [time]. If that is not convenient, please contact the school before your child is due to return to arrange a suitable

alternative date and time. The purpose of the reintegration interview is to discuss how best your child's return to the school can be managed.

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

For your information the following sources of information are available to you:

For general advice on the exclusions process you may contact the Admissions Service at Warwickshire County Council by telephone: 01926 738353, by email: exclusions@warwickshire.gov.uk or view the website at www.warwickshire.gov.uk/exclusions.

You may also find it useful to view the Coram Children's Legal Centre website www.childlawadvice.org.uk. The website can offer advice and information on child, family and education law.

The Department for Education statutory exclusions guidance can be found at www.gov.uk/government/publications/school-exclusion

[Child's Name]'s suspension expires on [date] and we expect [Child's Name] to be back in school on [date] at [time].

Yours sincerely

[Name]
Headteacher

MODEL LETTER 3: SUSPENSION OF MORE THAN 15 SCHOOL DAYS (UP TO AND INCLUDING 15 SCHOOL DAYS) IN ONE TERM

Dear [Parent's name],

I am writing to inform you of my decision to suspend [Child's name] for a fixed period of [specify period]. This means that they will not be allowed in the school for this period. The suspension begins on [date] and ends on [date]. I realise that this suspension may well be upsetting for you and your family, but the decision to suspend [Child's name] has not been taken lightly. [Child's Name] has been suspended for this fixed period because [reason for suspension].

You have a duty to ensure that your child is not present in a public place in school hours during the first 5 school days of this suspension, that is on [specify dates]. I must advise you that you may be prosecuted or receive a penalty notice from the local authority if your child is present in a public place on the specified dates without reasonable justification. It will be for you to show that there is reasonable justification for this.

We will set work for [Child's name] during the [first 5 or specify other number as appropriate] school days of his/her suspension [specify the arrangements for this]. Please ensure that work set by the school is completed and returned to us promptly for marking. From the [6th school day of the pupil's suspension] [specify date] until the expiry of the suspension we [set out the arrangements if known at time of writing, if not known say that the arrangements will be notified shortly by a further letter.] will provide suitable full-time education. [Set out the arrangements if known at the time of writing, e.g.] On [date] he 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].

As the length of the exclusion is more than 15 school days in total in one term the Local Academy Council (LAC) must meet to consider the suspension. At the review meeting you may make representations to the panel if you wish. The latest date on which the panel can meet is [date here — no later than 15 school days from the date the LAC is notified]. If you wish to make representations to the panel and wish to be accompanied by a friend or representative please contact [name of contact] on/at [contact details — address, phone number, email], as soon as possible. You will, whether you choose to make representations or not, be notified by the Governance Professional to the LAC of the time, date and location of the meeting. Please advise if you have a disability or special needs which would affect your ability to attend or take part in a meeting at the school. Also, please inform [contact] if it would be helpful for you to have an interpreter present at the meeting.

You should also be aware that if you think the suspension 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>.

You [and name of child] are invited to attend a reintegration interview with me [alternatively, specify the name of another staff member] at [place] on [date] at [time]. If that is not convenient, please contact the school before your child is due to return to arrange a suitable alternative date and time. The purpose of the reintegration interview is to discuss how best your child's return to the school can be managed.

You also have the right to see a copy of your child's school record. Due to confidentiality restrictions, you will need to notify me in writing if you wish to be supplied with a copy of your

child's record. I will be happy to supply you with a copy if you request it. There may be a charge for photocopying.

For your information the following sources of information are available to you:

For general advice on the exclusions process you may contact the Admissions Service at Warwickshire County Council by telephone: 01926 738353, by email: exclusions@warwickshire.gov.uk or view the website at www.warwickshire.gov.uk/exclusions.

You may also find it useful to view the Coram Children's Legal Centre website www.childlawadvice.org.uk. The website can offer advice and information on child, family and education law.

[Child's Name]'s suspension expires on [date] and we expect [Child's Name] to be back in school on [date] at [time].

Yours sincerely

[Name]
Head teacher

MODEL LETTER 4: PERMANENT EXCLUSION

Dear [Parent's name],

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 unless they are reinstated by the Local Academy Council discipline panel. 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 — include any other relevant previous history].

You have a duty to ensure that your child is not present in a public place in school hours during the first 5 school days of this exclusion, that is on [specify dates] unless there is reasonable justification. You could be prosecuted or receive a penalty notice if your child is present in a public place during school hours on those dates. It will be for you to show 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 the school for marking [this may be different if supervised education is being provided earlier than the sixth day]. From the sixth school day of the exclusion onwards — i.e. from [specify the date] the local authority [give the name of the authority] will provide suitable full-time education. [set out the arrangements if known at time of writing, if not known say that the arrangements will be notified shortly by a further letter.]

[For pupils of compulsory school age 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].

As this is a permanent exclusion the Local Academy Council (LAC) must meet to consider it. At the review meeting you may make representations to the panel if you wish and ask them to reinstate your child in the school. The LAC have the power to reinstate your child immediately or from a specified date, or, alternatively, they have the power to uphold the exclusion. The latest date by which the LAC must meet is [specify the date — the 15th school day after the date on which the LAC was notified of the exclusion]. If you wish to make representations to the LAC and wish to be accompanied by a friend or representative please contact [name of contact] on/at [contact details — address, phone number, email], as soon as possible. You will, whether you choose to make representations or not, be notified by the Governance Professional to the LAC of the time, date and location of the meeting. Please let us know if you have a disability or special needs which would affect your ability to attend the meeting. Also, please inform [contact] if it would be helpful for you to have an interpreter present at the meeting.

You should also be aware that if you think 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>.

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

For your information the following sources of information are available to you:

For general advice on the exclusions process you may contact the Admissions Service at Warwickshire County Council by telephone: 01926 738353, by email: exclusions@warwickshire.gov.uk or view the website at www.warwickshire.gov.uk/exclusions.

You may also find it useful to view the Coram Children's Legal Centre website www.childlawadvice.org.uk. The website can offer advice and information on child, family and education law.

The Department for Education statutory exclusions guidance can be found at www.gov.uk/government/publications/school-exclusion

Yours sincerely

[Name]

Headteacher

MODEL LETTER 5: MEETING OF THE EXCLUSION PANEL

Dear [Parent's name],

The meeting of the Local Academy Council Exclusion Panel at [Name of school] will take place at [time] on [date] at the school to consider the permanent exclusion of your [son/daughter], [Child's Name].

The panel will consist of three LAC governors [insert names]. The Head of School / Headteacher, [insert anyone else present], and [insert name of person clerking the meeting] (the Governance Professional) will also be present.

You may make representations to the Local Academy Council Exclusion Panel if you wish and ask them to reinstate your child into the school. The Local Academy Council Exclusion Panel has 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 request a review of the decision by an Independent Review Panel.

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

Please find enclosed the following written evidence and information:

[List enclosures including:

- Agenda.
- Policy that has been breached.
- Evidence of the breach of policy.
- Support provided prior to exclusion].

Please let me know on [contact details] if you will not be attending the meeting.

Yours sincerely,

[Name]
Clerk to LAC [School]