

# WEXHAM COURT PRIMARY SCHOOL

## Exclusion Policy

2021 - 2022



<b>Date Approved:</b>	<b>Autumn 2021</b>
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<b>Approved By:</b>	<b>Full Governing Body &amp; Head Teacher</b>

## WEXHAM COURT PRIMARY SCHOOL

### EXCLUSION POLICY

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## WEXHAM COURT PRIMARY SCHOOL

### EXCLUSION POLICY

This policy should be read in conjunction with the procedures adopted by the governing body for the management of pupil exclusion. It should also be read in conjunction with the following policies: SEND, Behaviour, Health and Safety, Safeguarding and Admissions. In all circumstances, we will follow the current DFE Statutory Guidance.

#### 1. OUR VISION

Wexham Court Primary School is an inclusive school and we aim to meet the needs of all learners. We aim to prepare *every child to become a successful individual in an ever evolving world*, through our school principles: do the right thing, strive for excellence and build belonging.

We will do everything possible to avoid the need for exclusion by:

- Carrying out early intervention strategies, especially in the case of a pupil with SEND needs in order to ascertain that the pupil is receiving the appropriate provision and support.
- Having a clear and consistent approach to behaviour.
- Building positive relationships between adults and children within the school.
- Consider the use of multi-agency assessment of pupils who demonstrate persistent disruptive behaviour.
- Ensure we have a full understanding of the child's background, barriers, health and educational needs.
- Requesting an early review of a pupil's education, health and care plan (EHCP); or we may ask for an interim/emergency review if appropriate.

#### 2. AIMS

Our school aims to ensure that:

- The exclusions process is applied fairly and consistently.
- The exclusions process is understood by governors, staff, parents and pupils.
- Pupils in school are safe and happy.

#### 3. LEGISLATION AND STATUTORY GUIDANCE

This policy is based on statutory guidance from the Department for Education: [Exclusion from maintained schools, academies and pupil referral units \(PRUs\) in England](#).

It is based on the following legislation, which outlines schools' powers to exclude pupils:

- Section 52 of the Education Act 2002, as amended by the Education Act 2011.
- The School Discipline (Pupil Exclusions and Reviews) (England) Regulations 2012.

In addition, the policy is based on:

- Part 7, chapter 2 of the [Education and Inspections Act 2006](#), which looks at parental responsibility for excluded pupils.
- Section 579 of the [Education Act 1996](#) which defines 'school day'.
- The [Education \(Provision of Full-Time Education for Excluded Pupils\) \(England\) Regulations 2007](#), as amended by [The Education \(Provision of Full-Time Education for Excluded Pupils\) \(England\) \(Amendment\) Regulations 2014](#).

#### 4. THE DECISION TO EXCLUDE

Only the Headteacher or acting headteacher, can exclude a pupil from school.

Our school is aware that off-rolling is unlawful. Ofsted defines off-rolling as: “...*the practice of removing a pupil for 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 pupil.*”

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

A decision to exclude a pupil will be taken only:

- For a major first offence, such as serious actual or threatened violence, sexual abuse or assault, supplying banned substances or carrying an offensive weapon. We need not postpone deciding on exclusion solely because a police investigation is underway.
- Where allowing a pupil to remain in school would be seriously detrimental to the education of other pupils, to the welfare of other pupils, staff or of the pupil themselves.
- On the grounds of Health and Safety where allowing the pupil to remain in school would be detrimental to the welfare of other pupils, staff or of the pupil themselves.
- For a series of breaches of the school’s behaviour policy and after an exhaustive range of strategies to resolve the pupil’s behaviour problems have been tried and have failed.
- When the behaviour of pupils outside school is such that it can be considered as grounds for exclusion.

Before deciding whether to exclude a pupil, either permanently or for a fixed period, the headteacher will:

- Consider all the relevant facts and evidence, including whether the incident(s) leading to the exclusion were provoked.
- Allow the pupil to give their version of events.
- Consider if the pupil is part of a particularly vulnerable group (for example pupils with special educational or disability (SEND) needs, free school meals (FSM) pupils, looked-after children, certain groups or a group with disproportionately high levels of exclusion such as traveller children).
- Consider whether a pupil has already had a number of fixed-term exclusions which appear to have been ineffective.
- The headteacher may exclude a pupil for one or more fixed periods not exceeding a total of 45 days in any one school year. If a pupil is excluded for lunchtimes only, each lunchtime counts as half a day.
- The headteacher may need time to consider what the school’s options are and there may be some delay in order for an adequate risk assessment to be carried out.

The decision to exclude a pupil will only every be on behaviour grounds and not used informally or unofficially. This power may not be delegated to anyone else. The headteacher may withdraw an exclusion that has not been reviewed by the governing board.

A fixed term exclusion cannot be extended or converted to a permanent exclusion. In exceptional cases, usually where further evidence has come to light, a further fixed-period exclusion 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.

## **5. DEFINITION**

For the purposes of exclusions, school day is defined as any day on which there is a school session. Therefore, INSET or staff training days do not count as a school day.

Each lunchtime exclusion is counted as half a day.

## **6. ROLES AND RESPONSIBILITIES**

### **6.1 The Headteacher**

#### **Informing parents**

The headteacher will immediately provide the following information, in writing, to the parents of an excluded pupil:

- The reason(s) for the exclusion.
- The length of a fixed-term exclusion or, for permanent exclusion, the fact that it is permanent.
- Information about parents' right to make representations about the exclusion to the governing board and how the pupil may be involved in this.
- How any representations should be made.
- Where there is a legal requirement for the governing board to meet to consider the reinstatement of a pupil, and that parents have a right to attend a meeting, be represented at a meeting (at their own expense) and to bring a friend.

The headteacher will also notify parents by the end of the afternoon session on the day their child is excluded, that for the first 5 school days of an exclusion, or until the start date of any alternative provision where this is earlier, parents are legally required to ensure that their child is not present in a public place during school hours without a good reason. Parents may be given a fixed penalty notice or prosecuted if they fail to do this.

If alternative provision is being arranged, the following information will be included when notifying parents of an exclusion:

- The start date for any provision of full-time education that has been arranged.
- The start and finish times of any such provision, including the times for morning and afternoon sessions, where relevant.
- The address at which the provision will take place.
- Any information required by the pupil to identify the person they should report to on the first day.

Where this information on alternative provision is not reasonably ascertainable by the end of the afternoon session, it may be provided in a subsequent notice, but it will be provided no later than 48 hours before the provision is due to start. The only exception to this is where alternative provision is to be provided before the sixth day of an exclusion, in which case the information can be provided with less than 48 hours' notice with parents' consent.

The information will be put in writing and will be sent either by email, text, delivering a letter directly to the parents, leaving it at their last known address, or by posting it to this address. The information can also be legally sent home with the excluded pupil, but in this case, the school will also send a duplication copy by a reliable alternative method.

#### **Informing the governing board and local authority**

The headteacher will immediately notify the governing board and the local authority (LA) of:

- A permanent exclusion, including when a fixed-period exclusion is followed by a decision to permanently exclude a pupil.

- Exclusions which would result in the pupil being excluded for more than 5 school days (or more than 10 lunchtimes) in a term.
- Exclusions which would result in the pupil missing a public examination.

For a permanent exclusion, if the pupil lives outside the LA in which the school is located, the headteacher will also immediately inform the pupil's 'home authority' of the exclusion and the reason(s) for it without delay.

For all other exclusions, the headteacher will notify the governing board and LA once a term.

## **6.2 The Governing Board**

Responsibilities regarding exclusions are delegated to a discipline committee consisting of at least three governors. This committee has a duty to consider the reinstatement of an excluded pupil (see Section 7).

Within 14 days of receipt of a request, the governing board will provide the secretary of state and the LA with information about any exclusions in the last 12 months.

For a fixed-period exclusion of more than 5 school days, the governing board will arrange suitable full-time education for the pupil. This provision will begin no later than the sixth day of the exclusion.

Detailed guidance to the governing board is found in Section 6 of the Department for Education: Exclusion from maintained schools, academies and pupil referral units (PRUs) in England.

## **6.3 The Local Authority**

For permanent exclusions, the LA is responsible for arranging suitable full-time education to begin no later than the sixth day of the exclusion.

## **7. CONSIDERING THE REINSTATEMENT OF A PUPIL**

The governing board will consider the reinstatement of an excluded pupil within 15 school days of receiving the notice of exclusion if:

- The exclusion is permanent.
- It is a fixed-term exclusion which would bring the pupil's total number of school days of exclusion to more than 15 in a term.
- It would result in a pupil missing a public examination or national curriculum test.

If requested to do so by parents, the governing board will consider the reinstatement of an excluded pupil within 50 school days of receiving the notice of the exclusion if the pupil would be excluded from school for more than 5 days, but less than 15, in a single term.

Where an exclusion would result in a pupil missing a public examination, the governing board will consider the reinstatement of the pupil before the date of the examination. If this is not practicable, the chair of the governing board (or the vice-chair where the chair is unable to make this consideration), will consider the exclusion independently and decide whether or not to reinstate the pupil.

The governing board can either:

- Decline to reinstate the pupil; or
- Direct the reinstatement of the pupil immediately, or on a particular date.

In reaching a decision, the governing board will consider whether the exclusion was lawful, reasonable and procedurally fair and whether the headteacher followed their legal duties. They will decide whether or not a fact is true 'on the balance of probabilities', which differs from the criminal standard of 'beyond reasonable doubt', as well as any evidence that was presented in relation to the decision to exclude.

Minutes will be taken of the meeting, and a record of evidence considered kept. The outcome will also be recorded on the pupil's educational record.

The governing board will notify, in writing, the headteacher, parents and the LA of its decision, along with reasons for its decision, without delay.

Where an exclusion is permanent, the governing board decision will also include the following:

- The fact that it is permanent.
- Notice of parents' right to ask for the decision to be reviewed by an independent review panel, and:
  - The date by which an application for an independent review must be made.
  - The name and address to whom an application for a review should be submitted.
  - That any application should set out the grounds on which it is being made and that, where appropriate, reference to how the pupil's SEND are considered to be relevant to the exclusion.
  - That, regardless of whether the excluded pupil has recognised SEND, parents have a right to require the LA to appoint a SEND expert to attend the review.
  - Details of the role of the SEND expert and that there would be no cost to parents for this appointment.
  - That parents must make clear if they wish for a SEND expert to be appointed in any application for a review.
  - That parents may, at their own expense, appoint someone to make written and/or oral representations to the panel, and parents may also bring a friend to the review.
- That if parents believe that the exclusion has occurred as a result of discrimination, they 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 6 months of the date on which the discrimination is alleged to have taken place.

## **8. AN INDEPENDENT REVIEW**

If parents apply for an independent review, the LA will arrange for an independent panel to review the decision of the governing board not to reinstate a permanently excluded pupil.

Applications for an independent review must be made within 15 school days of notice being given to the parents by the governing board, of its decision to not reinstate a pupil.

A panel of 3 or 5 members will be constituted with representatives from each of the categories below. Where a 5 member panel is constituted, 2 members will come from the school governors category and 2 members will come from the headteacher category.

- 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.
- School governors who have served as a governor for at least 12 consecutive months in the last 5 years, provided they have not been teachers or headteachers during this time.
- Headteachers or individuals who have been a headteacher within the last 5 years.

A person may not serve as a member of a review panel if they:

- Are a member of the LA, or governing board of the excluding school.
- Are the headteacher of the excluding school, or have held this position in the last 5 years.
- Are an employee of the LA, or the governing board, of the excluding school (unless they are employed as a headteacher at another school).

- Have, or at any time have had, any connection with the LA, school, governing board, parents or pupil, or the incident leading to the exclusion, which might reasonably be taken to raise doubts about their impartiality.
- Have not had the required training within the last 2 years (see appendix 1 for what training must cover).

A clerk will be appointed to the panel.

The independent panel will decide one of the following:

- Uphold the governing board's decision.
- Recommend that the governing board reconsiders the reinstatement.
- Quash the governing board's decision and direct that they reconsider reinstatement (only when the decision is judged to be flawed).

The panel's decision can be decided by a majority vote. In the case of a tied decision, the chair has the casting vote.

## **9. SCHOOL REGISTERS**

A pupil's name will be removed from the school admissions register if:

- 15 school days have passed since the parents were notified of the exclusion panel's decision to not reinstate the pupil and no application has been made for an independent review panel, or
- The parents have stated in writing that they will not be applying for an independent review panel.

Where an application for an independent review has been made, the governing board will wait until that review has concluded before removing a pupil's name from the register.

Where alternative provision has been made for an excluded pupil and they attend it, code B (education off-site) or code D (dual registration) will be used on the attendance register.

Where excluded pupils are not attending alternative provision, code E (absent) will be used.

## **10. RETURNING FROM A FIXED-TERM EXCLUSION**

Following a fixed-term exclusion, a re-integration meeting will be held involving the pupil, parents, a member of senior staff and other staff, where appropriate.

Appropriate measures will be implemented when a pupil returns from a fixed-term exclusion.

## **11. FINANCIAL IMPLICATIONS OF EXCLUSION**

Should a pupil be permanently excluded, the appropriate sum allotted for that child's education will be deducted immediately from the school budget. The money will remain in the school budget for a little longer if the parent chooses to appeal to a governors committee and then an independent review panel.

An independent review panel does not have the power to direct a governing board to reinstate an excluded pupil. However, where a panel decides that the a governing board's decision is flawed when considered in the light of the principles applicable on an application for judicial review, it can direct a governing board to reconsider its decision. The panel will then be expected to order that the school must make an additional payment of £4,000 to the LA, if it does not offer to reinstate the pupil.

## **12. PUPILS EXCLUDED FROM OTHER SCHOOLS**

Should the LA place an excluded pupil with us, we will not refuse to take such a pupil unless we are full. However, if the child has already been excluded from two or more schools, then our governing board may refuse to take him/her.

### **13. MONITORING ARRANGEMENTS**

The headteacher monitors the number of exclusions every term and reports back to the governors. They also liaise with the LA to ensure suitable full-time education for excluded pupils.

This policy will be reviewed by the headteacher and governing board on an annual basis.

Mr J. Reekie, Chair of Governors

Signed:

Date:

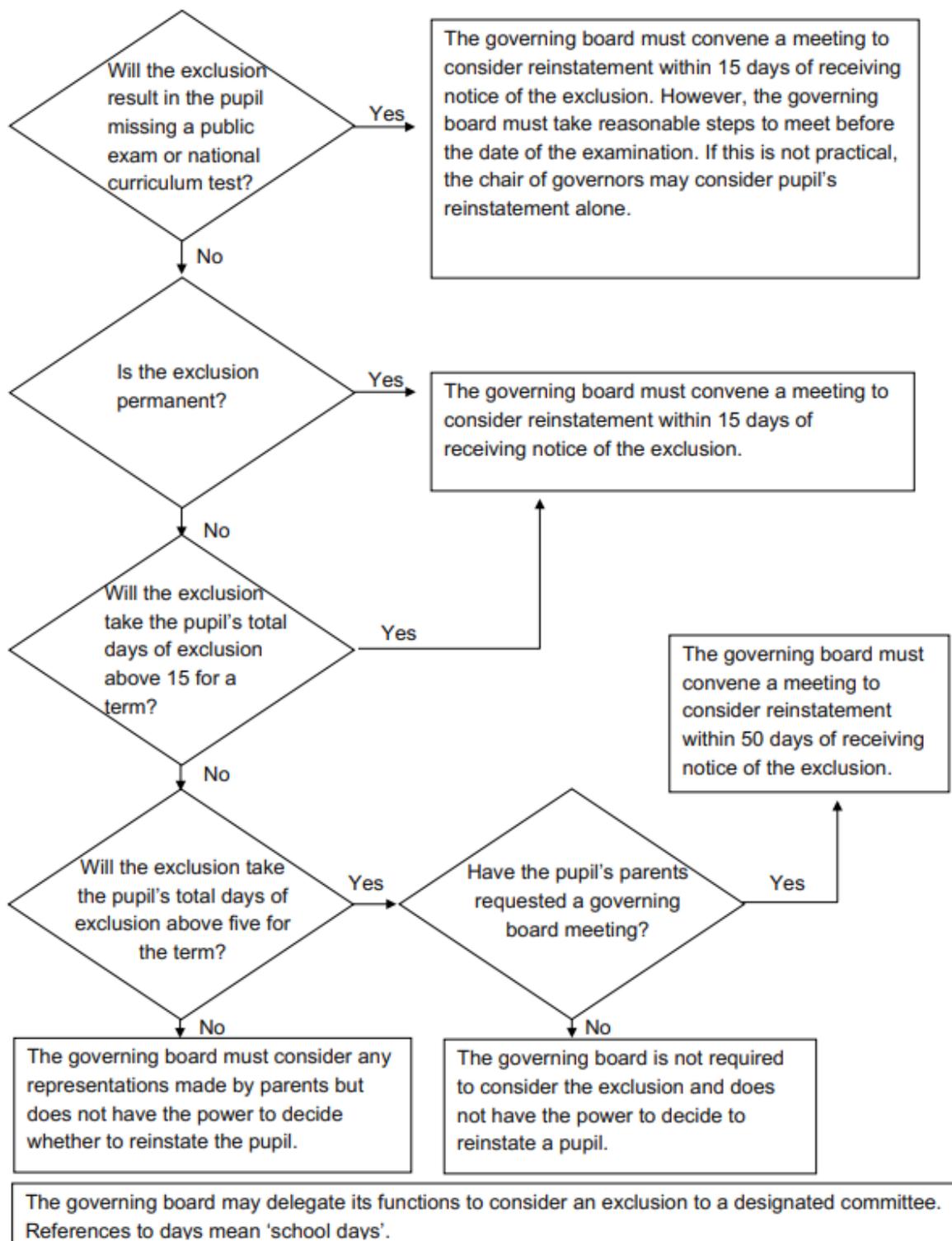
Miss N Mehat Headteacher

Signed:

Date:

Review date: Autumn 2022

**APPENDIX 1 – A SUMMARY OF THE GOVERNING BOARD’S DUTIES TO REVIEW THE HEADTEACHER’S EXCLUSION DECISION**



## **APPENDIX 2 – A GUIDE FOR PARENTS/CARERS ON EXCLUSION**

Please see [Appendix C](#) of the DFE Guidance: Exclusion from maintained schools, academies and pupil referral units in England.

## **APPENDIX 3 - INDEPENDENT REVIEW PANEL TRAINING**

The LA must ensure that all members of an independent review panel and clerks have received training within the 2 years prior to the date of the review.

Training must have covered:

- The requirements of the primary legislation, regulations and statutory guidance governing exclusions, which would include an understanding of how the principles applicable in an application for judicial review relate to the panel's decision making.
- The need for the panel to observe procedural fairness and the rules of natural justice.
- The role of the chair and the clerk of a review panel.
- The duties of headteachers, governing boards and the panel under the Equality Act 2010.
- The effect of section 6 of the Human Rights Act 1998 (acts of public authorities unlawful if not compatible with certain human rights) and the need to act in a manner compatible with human rights protected by that Act.

## APPENDIX 4 – EXAMPLE FORM TO BE USED IN THE EVENT OF AN EXCLUSION

### Explanatory Notes for Completion of Documentation for ALL Slough Exclusions

Please find below explanatory notes on the paperwork required to be completed, and when, for ALL notifications of Slough exclusions.

**Permanent Exclusions – the local authority and governing board MUST be notified without delay**

Please **fully** complete the form and forward **ON DAY 1** to [fairaccess@slough.gov.uk](mailto:fairaccess@slough.gov.uk)

For permanent exclusions the governing body must convene a meeting to consider reinstatement within 15 school days of receiving notice of the exclusion.

**NB:** If the pupil **does not** live within Slough Borough Council, **the Head Teacher must also advise the ‘home’ Local Authority of the exclusion** so that they can make arrangements for the pupil’s full-time education from and including the sixth school day of exclusion.

**Fixed Period Exclusions – which would result in the pupil being excluded for a total of more than 5 school days (or more than ten lunchtimes) in a term must notify the local authority and governing board without delay**

Please complete **Sections A, B, C and D on Day 1** and forward to your 6-day provision provider if the fixed term exclusion is for more than 5 days and send a copy to [fairaccess@slough.gov.uk](mailto:fairaccess@slough.gov.uk).

For a fixed period exclusion of more than 15 school days in one term the governing body must convene a meeting to consider reinstatement within 15 school days of receiving notice of the exclusion.

For a fixed period exclusion of more than 5, but not more than 15 school days in one term (which does not bring the pupil’s total number of days of exclusion to more than 15 in one term), the governing body must convene a meeting to consider reinstatement within 50 school days of receiving notice of the fixed period exclusion, to consider the exclusion, **but only if the parent requests such a meeting.**

**Fixed Period Exclusions of 5 days or less must notify the local authority and governing board once per term of any exclusions not already notified**

Please complete **Sections A, B, and C** and send to [fairaccess@slough.gov.uk](mailto:fairaccess@slough.gov.uk)

The governing board must convene a meeting to discuss the exclusion within 50 school days but does not have the power to decide whether to reinstate the pupil, **but only if the parent requests such a meeting**

**Lunchtime Exclusions (less than 10 lunchtimes) must notify the local authority and governing board once per term**

Please complete **Sections A, B, and C** and send to [fairaccess@slough.gov.uk](mailto:fairaccess@slough.gov.uk)

## SECTION A – SCHOOL AND STUDENT DETAILS:

EXCLUDING SCHOOL: WEXHAM COURT PRIMARY SCHOOL	
FORENAME OF CHILD:	SURNAME OF CHILD:
DOB:	GENDER:        MALE <input type="checkbox"/> FEMALE <input type="checkbox"/>
UPN:	YEAR GROUP: YEAR 2
ADDRESS:	
	POST CODE:
SLOUGH BOROUGH COUNCIL PUPIL: YES <input type="checkbox"/> NO <input type="checkbox"/>	OTHER LA: (PROVIDE DETAILS) SLOUGH
FREE SCHOOL MEALS (FSM) REQUIRED:	YES <input type="checkbox"/> No <input type="checkbox"/>

## SECTION B – EXCLUSION DETAILS

TYPE OF EXCLUSION:		DATE OF FIRST DAY OF EXCLUSION:
FIXED PERIOD: <input type="checkbox"/>	DAYS 2	DATE OF RETURN:
LUNCHTIME: <input type="checkbox"/>	½ DAYS	DATE OF RETURN:
PERMANENT: <input type="checkbox"/>	DATE OF DISCIPLINE COMMITTEE / REINTEGRATION MEETING, IF REQUIRED	
PRIMARY REASON FOR EXCLUSION (NATIONAL CATEGORY) – <u>PLEASE CROSS ONE REASON ONLY</u>		
PHYSICAL ASSAULT AGAINST PUPIL <input type="checkbox"/>	PHYSICAL ASSAULT AGAINST ADULT <input type="checkbox"/>	
VERBAL ABUSE/THREATENING BEHAVIOUR AGAINST PUPIL <input type="checkbox"/>	BULLYING <input type="checkbox"/>	
VERBAL ABUSE/THREATENING BEHAVIOUR AGAINST ADULT <input type="checkbox"/>	HOMOPHOBIC BULLYING <input type="checkbox"/>	
SEXUAL MISCONDUCT <input type="checkbox"/>	RACIST ABUSE <input type="checkbox"/>	
DAMAGE <input type="checkbox"/>	DRUG AND ALCOHOL RELATED <input type="checkbox"/>	
PERSISTENT DISRUPTIVE BEHAVIOUR <input type="checkbox"/>	THEFT <input type="checkbox"/>	

OTHER <input type="checkbox"/> (PLEASE DEFINE IN "ANY ADDITIONAL INFORMATION" BOX)
ANY ADDITIONAL INFORMATION IF REQUIRED:

**SECTION C – MONITORING INFORMATION:**

<b>ETHNICITY:</b>	<b>RELIGION:</b>	<b>HOME LANGUAGE:</b>		
<b>DOES THE PUPIL HAVE SPECIAL EDUCATIONAL NEEDS?</b> <i>IF YES, PLEASE TICK SEND STAGE</i>	YES <input type="checkbox"/>	<b>EHCP</b> <input type="checkbox"/>	UNDER ASSESSMENT <input type="checkbox"/>	
	NO <input type="checkbox"/>			
<b>IS THE PUPIL IN PUBLIC CARE?</b> YES <input type="checkbox"/> NO <input type="checkbox"/>				
Public Care means either: <ul style="list-style-type: none"> <li>The child is accommodated by a Local Authority, and placed with a foster carer or in a children's home, or</li> <li>The child is subject of a care order (s. 31 Children Act 1989)</li> </ul>				
<b>DOES THE PUPIL HAVE A PASTORAL SUPPORT PLAN (PSP) / INDIVIDUALISED EDUCATION PROGRAM (IEP) / PERSONAL EDUCATION PLAN (PEP – FOR LOOKED AFTER CHILDREN ONLY) (PLEASE ATTACH)</b>	<b>PSP YES</b> <input type="checkbox"/>	<b>IEP YES</b> <input type="checkbox"/>	<b>PEP YES</b> <input type="checkbox"/>	
	NO <input type="checkbox"/>	NO <input type="checkbox"/>	NO <input type="checkbox"/>	

**SECTION D – DAY 6 PROVISION, IF REQUIRED:**

<b>DAY 6 DATE:</b>		<b>NUMBER OF DAYS REQUIRED:</b>		
<b>SCHOOL CONTACT:</b>	<b>NAME:</b>	<b>TELEPHONE NUMBER:</b>		
<b>PARENT/CARER NAME:</b>				
<b>CONTACT TELEPHONE:</b>	<b>HOME:</b>	<b>WORK:</b>	<b>MOBILE:</b>	
<b>OTHER CONTACT DETAILS – NAME:</b>				
<b>ADDRESS:</b>				
<b>POST CODE:</b>				
<b>CONTACT TELEPHONE:</b>	<b>HOME:</b>	<b>WORK:</b>	<b>MOBILE:</b>	

<b>DOCTOR'S SURGERY AND TELEPHONE NUMBER</b>	<b>ANY KNOWN MEDICAL CONDITION:</b>
<b>ADDRESS:</b>	
<b>CONTACT TELEPHONE:</b>	

**SECTION E – INFORMATION FOR FAIR ACCESS PROTOCOL MEETING:**

<b>PREVIOUS SCHOOL(S), WITH DATES:</b>	
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**PRIMARY:**

<b>ATTENDANCE</b>	<b>YEAR 1</b> %	<b>YEAR 2</b> %	<b>YEAR 3</b> %	<b>YEAR 4</b> %	<b>YEAR 5</b> %	<b>YEAR 6</b> %
<b>ATTAINMENT SUMMARY:</b>	<b>KEY STAGE 1:</b>		<b>EN LEVEL:</b>		<b>MA LEVEL:</b>	
	<b>KEY STAGE 2</b>	<b>EN LEVEL:</b>		<b>MA LEVEL:</b>		<b>SC LEVEL:</b>

**EXCLUSION DETAILS:**

<b>SUMMARY OF REASONS FOR FIXED TERM EXCLUSION:</b>
<b>PUPIL BACKGROUND:</b>

**AGENCY INVOLVEMENT:**

<b>EARLY INTERVENTION INVOLVEMENT:</b>	<b>DATES:</b>	<b>REASON:</b>	<b>OUTCOME:</b>
<b>BEHAVIOUR SUPPORT:</b> <input type="checkbox"/>			
<b>LEARNING SUPPORT:</b> <input type="checkbox"/>			
<b>CAMHS:</b> <input type="checkbox"/>			
<b>EPS:</b> <input type="checkbox"/>			
<b>EWO:</b> <input type="checkbox"/>			
<b>FAMILY SUPPORT:</b> <input type="checkbox"/>			
<b>SPEECH AND LANGAUGE</b> <input type="checkbox"/>			

OTHER AGENCY INVOLVEMENT:	DATES:	REASON:	OUTCOME:
LITTLEDOWN OUTREACH KS1/2: <input type="checkbox"/>			
SOCIAL CARE:  <input type="checkbox"/>			
YOT / POLICE:  <input type="checkbox"/>			
OTHER:  <input type="checkbox"/>			

SCHOOL SUPPORT STRATEGIES / INTERVENTION	DATES:	OUTCOME:

PARENTAL INVOLVEMENT:

CONCLUSION / HEADTEACHER GUIDANCE:

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NAME OF PERSON COMPLETING FORM & DESIGNATED POST (BLOCK CAPITALS)	
SIGNATURE:	DATE:

Please send this form together with a copy of the letter sent to the pupil's parent/carer to:

Access to Education, Slough Borough Council, Children Learning & skills, Slough Borough Council,  
Observatory House, 25 Windsor Road, Slough SL1 2EL

Contact - email: [fairaccess@slough.gov.uk](mailto:fairaccess@slough.gov.uk)

**APPENDIX 5 – EXAMPLE REINTEGRATION FORM**



# Reintegration form

**Date of meeting:**

**People present:**

## PUPIL DETAILS

**Pupil's name:**

**Address:**

**Date of birth:**

**Year group:**

**Name of parent/guardian:**

**Contact details:**

**Is the pupil in care? Yes/no**

**Is the pupil subject to a child protection plan? Yes/no**

**Is the pupil identified as having special educational needs (SEN)? Yes/no**

**If yes, please give details:**

### DETAILS OF EXCLUSION

Date of exclusion:                      Date of return to school:                      Total number of days excluded:

Reason for exclusion:

### REVIEW OF ACADEMIC PROGRESS

<b>Writing:</b>	<b>Maths:</b>	<b>Reading:</b>	<b>Comments:</b>
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### TARGETS FOR BEHAVIOUR AND LEARNING

<b>Area for development</b>	<b>Current score (0-10); 0=never, 10=always</b>	<b>Target score (0-10) 0=never, 10=always</b>	<b>How will we achieve this?</b>	<b>Timescale/review date</b>
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**Other actions agreed**

ADDITIONAL COMMENTS

Pupil's comments:

Parent/guardian's comments:

School's comments:

Signed \_\_\_\_\_  
(pupil)

Signed \_\_\_\_\_  
(parent/guardian)

Signed \_\_\_\_\_  
(school)

## APPENDIX 6 – EXAMPLE LETTERS TO PARENTS

### LETTER 1

Use this if one of the following apply:

- The exclusion is **permanent**
- It's a fixed-term exclusion that would bring the pupil's total number of school days of exclusion to **more than 15 in a term**
- It would result in a pupil missing a public examination or National Curriculum test

Dear [insert parent/carer's name],

We are sorry to let you know that we have decided to exclude [insert pupil's name] from our school for [insert period of fixed-term exclusion]/permanently.

This is because [insert reason for exclusion].

Our school's governing board must consider reinstating your child at our school within 15 school days of being told about their exclusion.

**If it would result in a pupil missing a public examination or National Curriculum test, add:** It must, if reasonably practicable, do this before the date of your child's examination or National Curriculum test.

You have the right to let the governing board know what your views are on the exclusion and to tell them any other information which you think is relevant. This is called 'making a representation'. The board has a duty to consider any representation you make.

You can do this by contacting the governing board through Mrs A. Mian at the school ([amian@wexhamprimary.com](mailto:amian@wexhamprimary.com)) and letting them know that you would like to make a representation, along with any other details you feel are relevant at this stage.

We will invite you to a meeting with the governing board and the headteacher and representative of the local authority.

You have the right to:

- Attend the meeting yourself
- Bring a friend
- Arrange (at your own expense) to be represented at the meeting

Your child can be involved in this process if you both wish, in order to arrange this you can put your request in writing to the governing board.

We will set work for your child during their exclusion and prior to the start of their alternative provision/their return to school. The work will be provided via Microsoft Teams and should be returned as per the teacher's instructions on Teams.

Lastly, I must inform you that for the first five days of an exclusion you are legally required to ensure that your child is not in a public place during school hours without reasonable justification. If you fail to do this, you may be given a fixed penalty notice.

Thank you for your cooperation.

Yours sincerely,

**Miss N. Mehat**

**Head Teacher**

## **LETTER 2.**

*Use this if the exclusion is fixed-term and the pupil would be excluded for **more than 5 but fewer than 15 school days in a term.***

Dear **[insert parent/carer's name]**,

We are sorry to let you know that we have decided to exclude **[insert pupil's name]** from our school for **[insert period of fixed-term exclusion]/permanently.**

This is because **[insert reason for exclusion].**

You have the right to let the board know what your views are on the exclusion and to tell them any other information which you think is relevant. This is called 'making a representation'.

You can do this by getting in touch with the board, which you can do by contacting the governing board through Mrs A. Mian at the school ([amian@wexhamprimary.com](mailto:amian@wexhamprimary.com)) and letting them know that you would like to make a representation, along with any other details you feel are relevant at this stage.

We will then invite you to a meeting with the governing board and the headteacher and a representative of the local authority.

You have the right to:

- Attend the meeting yourself
- Arrange (at your own expense) to be represented at the meeting
- Bring a friend

Your child can be involved in this process if you both wish, in order to arrange this you can put your request in writing to the governing board.

If you make a representation, the board must consider it. It must consider reinstating your child at our school within 50 school days of being told about their exclusion.

If you do not make a representation, the board is **not** required to meet and cannot direct our school to reinstate your child.

We will set work for your child during their exclusion and prior to the start of their alternative provision/their return to school. The work will be provided via Microsoft Teams and should be returned as per the teacher's instructions on Teams.

Lastly, I must inform you that for the first five days of an exclusion you are legally required to ensure that your child is not in a public place during school hours without reasonable justification. If you fail to do this, you may be given a fixed penalty notice.

Thank you for your cooperation.

Yours sincerely,

**Miss N. Mehat**

**Head Teacher**

### **LETTER 3.**

*Use this if the exclusion is fixed-term and the pupil would be excluded for **5 or fewer days in a term.***

Dear **[insert parent/carer's name]**,

We are sorry to let you know that we have decided to exclude **[insert pupil's name]** from our school for **[insert period of fixed-term exclusion]/permanently.**

This is because **[insert reason for exclusion]**.

You have the right to let the board know what your views are on the exclusion and to tell them any other information which you think is relevant. This is called 'making a representation'.

The board has a duty to consider any representation you make. However, it cannot direct our school to reinstate your child, and is not required to meet with you.

You can do this by getting in touch with our governing board, which you can do by contacting the governing board through Mrs A. Mian at the school ([amian@wexhamprimary.com](mailto:amian@wexhamprimary.com)) and letting them know that you would like to make a representation, along with any other details you feel are relevant at this stage.

Your child can be involved in this process if you both wish, in order to arrange this you can put your request in writing to the governing board.

We will set work for your child during their exclusion and prior to the start of their alternative provision/their return to school. The work will be provided via Microsoft Teams and should be returned as per the teacher's instructions on Teams.

Lastly, I must inform you that for the first five days of an exclusion you are legally required to ensure that your child is not in a public place during school hours without reasonable justification. If you fail to do this, you may be given a fixed penalty notice.

Thank you for your cooperation.

Yours sincerely,

**Miss N. Mehat**

**Head Teacher**