Crockerton Church of England Primary School
Potters Hill, Crockerton, Warminster, Wiltshire, BA12 8AB
Web: www.crockerton.wilts.sch.uk Tel: 01985 212168
Headteacher: Aaron McCaldon

VISION STATEMENT

Be joyful. Grow to maturity. Encourage each other. Live in harmony and peace.

Corinthians 13:11

Exclusion Policy

This is a single policy which has been written on behalf of the Governing Body for Crockerton Church of England VA Primary School.

Written	September 2023
Reviewed	November 2026
Author	Wiltshire Council & Headteacher
Review Cycle and Approval	Annually Head Teacher
Next Review	November 2027

We are committed to safeguarding and promoting the welfare of children and young people

This policy should be read in conjunction with the following policies: Behaviour and Relationships Policy, Anti-Bullying Policy, SEN Policy, Home School Agreement, Attendance Policy, Equality Objectives and Child Protection and Safeguarding Policy.

It has been written in the context of our school's Christian vision, rooted in the teachings of Jesus:

Be joyful. Grow to maturity. Encourage each other. Live in peace and harmony.

2 Corinthians 13:11

Our School Rules are: **Be Kind, Be Safe and Be Responsible and Ready**

The school will endeavour to build a positive relationship with parents and carers by keeping them informed about developments in their child's behaviour and the school's policy and working in collaboration with them to tackle behavioural issues.

We aim to promote our Church School Values:

- Friendship
- Compassion
- Respect
- Perseverance
- Trust

Also, the key British Values:

- Mutual respect and tolerance of those with different faiths and beliefs
- Democracy
- Rule of Law
- Individual Liberty

Rights **Children have the right…**	**Responsibilities** **Children have the responsibility…**
To be protected from conflict, cruelty, exploitation and neglect.	To care and respect each other with understanding. Not to bully or harm each other.
To a clean environment, at home, at school or wherever they are.	To do what they can to look after the environment.
To be educated.	To learn as much as they can and help others to learn.
To freedom of thought and religion.	To respect other people's thoughts and religions.
To be heard.	To listen to people.
To proper medical care.	To take care of themselves.
To be loved and respected.	To show love and respect to others.
To special care for special needs.	To be the best they can be.
To make mistakes.	To learn from their mistakes.
To be adequately fed.	To understand that food and water are to be appreciated in our world and we are fortunate to have enough whilst others do not, therefore we don't waste it.
To relax, play and join a wide range of activities.	To include everyone in their games.

For serious incidents the Headteacher will be notified. In most cases, incidents will be logged on a Behaviour Form and parents may be contacted.

If incidents are deemed to be of a criminal nature or a serious threat to a member of the public, the Police may be informed. It is against the law to discriminate against someone because of:

- age
- race
- gender
- religion
- disability
- race
- relationships
- how you present yourself
- pregnancy

These are protected characteristics.

Pupils' conduct outside the school gates - teachers' powers.

Teachers have a statutory power to discipline pupils for misbehaving outside of the school premises. *Section 89(5)* of the Behaviour in Schools DfE Jan 2022, gives head teachers a specific statutory power to regulate pupils' behaviour in these circumstances 'to such extent as is reasonable'.

Confiscation of inappropriate items

There are two sets of legal provisions, which enable school staff to confiscate items from pupils:

The **general power to discipline** enables a member of staff to confiscate, retain or dispose of a pupil's property as a punishment and protects them from liability for damage to, or loss of, any confiscated items.

Power to search without consent for "prohibited items" including: knives and weapons, alcohol, illegal drugs, stolen items, tobacco and cigarette papers, fireworks, pornographic images, any article that has been or is likely to be used to commit an offence, cause personal injury or damage to property, any item banned by the school rules which has been identified in the rules as an item which may be searched for.

Suspension and Exclusion following the guidance of Wiltshire County Council

Suspension from school Information for parents and carers

• Only a school's head teacher (or named deputy if the head teacher is not on the school site) can suspend a pupil.

• A head teacher may decide to suspend a pupil for a fixed period of time if the pupil has broken the school's behaviour policy. This is called a suspension.

• A child can have only 45 days' suspensions in a school year and lunchtimes count as half a day.

How should I be told that my child has been given a suspension?

Once the head teacher has decided to suspend your child, someone should contact you as soon as possible, preferably by telephone, to tell you the length of the suspension and explain the reason for the decision. The suspension usually starts the next school day but can start on the day of the incident that led to the suspension.

The head teacher must then write to you, without delay, telling you:

• The reason(s) for the suspension and the length of the suspension (ie date the suspension starts, how many days it will last and the date your child should return to school)

• Your right to put your views in writing to the governors and how you can do this;
• For longer suspensions, and where the governors must meet to consider the suspension, you have the right to attend the meeting to present your views in person and bring a friend or representative;
• That you must make sure your child stays at home (ie not in a public place without reasonable justification) during school hours and that you can be fined or taken to court if your child is found outside the home during these hours.

Should the school provide education while my child is suspended?
The school should take reasonable steps to set and mark work for your child during the first 5 days of a suspension and school should set out the arrangements for this. Any work set should be accessible and achievable by your child outside of school. If the suspension is for more than 5 days, the school should arrange alternative full-time education from day 6 (although it may start sooner). You should be given at least 48 hours' notice of the arrangements the school has made for this provision unless it starts before day 6. Information should include the start date, start, and finish times, where the provision will take place and who your child should report to. This information can be sent via letter, email, or text.

Governors' responsibilities to review suspensions.

1. Suspensions of 5 school days or fewer in one term:
Governors do not have to meet you; although, if you ask for a meeting, it is the Council's view that it would be good practice for them to agree. If your child would miss a public exam (for example, GCSE) because of the suspension, governors must agree to meet you. You do have the right to put your views to governors in writing. Governors must review the suspension, if asked to do so, but cannot overturn the suspension.

2. Suspensions of more than 5 school days but fewer than 15 school days in one term:
Governors must agree if you ask for a meeting. The meeting must take place within 50 school days from the date governors are notified of the suspension.

3. Suspensions of more than 15 school days, either as one suspension or in total, in one term:
Governors must meet to review the suspension(s) and you should be invited. This meeting must take place within 15 school days from the date on which governors are told that the number of days' suspension in that term is more than 15. This means that the meeting may sometimes be held after your child has returned to school. However, it is still your opportunity to make your views known to the governors.

4. What is the purpose of the Governor Disciplinary Hearing?
Governors must monitor the use of suspension in the school and the purpose of the disciplinary hearing is to listen to what you and the school have to say about your child's behaviour and to decide if suspension, and the length of suspension, was a reasonable, fair, and proportionate response to that behaviour. Governors will consider the impact of any extenuating circumstances for your child on their behaviour as well as any special educational needs or disability (SEND) your child may have.

How do I put my views to governors?

You can put these in writing or share your views in person at a Governors Disciplinary Hearing. The governors (usually a panel of 3) at the hearing will be a sub-committee of the full governing board. You may take someone with you. This can be a family member, friend, or adviser - anyone you feel would be supportive. You should tell the clerk if you are bringing someone with you. You will be invited to any meeting that is held, but you do not have to go. If you want to go but cannot go at a date within the legal time limits, speak to the clerk as soon as possible to arrange a date which is convenient for you. If your child has a social worker, they will be invited to the meeting to provide advice about whether your child's welfare, safeguarding needs and any risks were considered in the lead up to the suspension/s. If your child is a Looked

After Child, the Council Virtual School Headteacher will be invited to the meeting to provide advice about whether the child's background and educational needs were considered by the headteacher in the lead up to the permanent exclusion, including whether any additional support to the pupil could be provided to improve their behaviour and avoid suspension.
A Council representative (from the Targeted Education Service) will attend the hearing if the school is:
• a maintained school or
• an academy AND you or the headteacher or the governing board request it.
In such cases the Council representative may only make representations with the governing board's consent. This Council representative cannot advocate on behalf of parents or the school. Their role is to advise governors about where there may be any gaps in the evidence provided by the school or where procedure may not have been followed.

What happens next?
Usually, suspensions end before governors are able to meet. If your child is still suspended, governors will either confirm the length of the suspension or say what date your child should return to school.
• If governors **decline to reinstate your child**, the suspension stays on your child's record.
• If governors **decide to reinstate your child**, and your child is still suspended, your child should return to school (or to alternative provision if the headteacher has directed your child to be educated offsite) immediately.

In either case, a note of the governors' findings will be made on your child's school file.
There is no further right of appeal to governors against the suspension. You still have the right to appeal, and/or make a claim, to the First-tier Tribunal If you think the suspension relates to a disability your child has, and you think disability discrimination has occurred. Information about this will be in the letter from the headteacher informing you of the suspension.

Return to school.
Head teachers often arrange a formal 'reintegration meeting' for your child, especially if the suspension has been for more than a few days although this is not mandatory. During a reintegration meeting, the school should communicate to your child that they are valued, and their previous behaviour should not be seen as an obstacle to future success. You may be invited to this meeting to discuss this on the day your child is due back to school but, if you are unable or decline to go to the meeting on that morning, your child must still return to school – the suspension must not be extended until you can go to the meeting.

Additional advice.
For more information about Suspension from school, and sources of advice and support, visit the Wiltshire Council website. and the DfE website

School exclusion model letters

These letters have been produced by Wiltshire Council – we recommend that you use these model letters as this ensures you meet the statutory requirements for notifications.

The most recent Department for Education statutory guidance around exclusions came into force on 1st September 2022:

Suspension and Permanent Exclusion from maintained schools, academies, and pupil referral units in England, including pupil movement. This guidance details the legal responsibilities for those who exclude pupils from educational settings.

Exclusion remains the umbrella term for suspension or permanent exclusion.

An exclusion letter should be sent to anyone with parental responsibility for the child, even if the child does not live with them. The letter can be sent by email but should also be sent by post.

The school should take reasonable steps to maintain up to date email and postal addresses for everyone with parental responsibility.

Any letters must be issued without unnecessary delay.

Where a school's academic year consists of three terms or fewer, a reference to a 'term' means one of those terms. Where a school's academic year consists of more than three terms, then a reference to 'term' means the periods from 31 December to Easter Monday, from Easter Monday to 31 July and from 31 July to 31 December.

Letters from a headteacher to the parent/s of a pupil about an exclusion

- **Model Letter 1**
  Notification of a suspension which takes the total suspensions to 5 school days or fewer in one term
- **Model Letter 2**
  Notification of a suspension which takes the total suspensions to more than 5 school days (up to and including 15 school days) in a term.
- **Model Letter 3**
  Notification of a suspension which takes the total suspensions in one term to more than 15 school days.
- **Model Letter 4**
  Notification of a permanent exclusion
- **Model Letter 5**

Letters from clerk to the governing body to the parent/s of a pupil about an exclusion

- **Model Letter 6**
  From clerk to the governing body advising parent/s (after speaking to them) to confirm the date and time of the hearing to consider the exclusion of a pupil
- **Model Letter 7**
  Outcome letter from clerk to the governing body advising parent/s of the outcome following a GDH (governors' disciplinary hearing) to consider a suspension.
- **Model Letter 8**
  Outcome letter from clerk to the governing body advising parent/s of the outcome following a GDH (governors' disciplinary hearing) to consider a permanent exclusion.

Model letter 1

From the headteacher notifying parent/s of a suspension which takes the total suspension to 5 school days or fewer in one term.

Dear **[Parent's name]**

I am writing to inform you of my decision to suspend **[pupil's name]** for **[specify period]**. This means that **[he/she]** will not be allowed in school for this period. The suspension **[begins/began]** on **[date]** and ends on **[date]**.

[If appropriate – *a suspension, used in the first instance as outlined in the 2 paragraphs below should be for the shortest period necessary. We recommend that it should not exceed 3 school days*]
As I explained when we spoke, I have issued this suspension of **[specify period]** in the first instance, to give me an opportunity to investigate the incident fully and reflect upon the support and adjustments already made for **[pupil's name]**.

I shall write to you again within the next **[specify period of this suspension]**, following the completion of my investigations. I must inform you that should the evidence show that the behaviour warrants it, the suspension may be followed immediately by another suspension or by a permanent exclusion.

I realise that this suspension may be upsetting for you and your family, but the decision to suspend **[pupil's name]** has not been taken lightly. As you know, we have tried several preventative strategies to avoid suspension that have included:

- **[list the support provided].**

However, today the following incident occurred.

The account should be written in plain English, avoiding subjective or judgemental language eg 'Clare hit Joanne repeatedly with her fist. Joanne was sitting down when Clare hit her in the middle of her back. Joanne has bruising' rather than 'Clare exhibited premeditated aggressive and violent behaviour'.

[If appropriate]
In reaching my decision to suspend, I have taken **[pupil's name]** previous behaviour record during this academic year into account and considered the impact of support provided and consequences used.

[For pupils of compulsory school age]
You have a duty to ensure that your child is not present in a public place in school hours during this suspension unless you are able to show that there is reasonable justification for this. I must advise you that you may receive a penalty notice from the Council if your child is present in a public place during school hours on the specified dates without reasonable justification.

We will set learning tasks for **[pupil's name]** during this suspension **[specify the arrangements for this]**. Please ensure that tasks set by the school are completed and returned to us promptly for marking and feedback.

You have the right to make representations about this decision to the governing body. If you wish to make representations please contact **[Name of Contact]** at **[contact details — address, phone number, email]**, as soon as possible. While governors have 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.

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 (Special Educational Needs and Disability)
www.gov.uk/courts-tribunals/first-tier-tribunal-special-educational-needs-and-disability or the County Court in the case of other forms of discrimination. Note that 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, eg the day on which your child was suspended.

Sources of advice
Exclusion guidance can be obtained from the Department for Education website at https://www.gov.uk/government/publications/school-exclusion.

Wiltshire Council website – advice for parents/carers
Exclusions of pupils

You may also find it useful to contact:

- **The Coram Children's Legal Centre** http://www.childrenslegalcentre.com

or

- **ACE Education** http://www.ace-ed.org.uk

who provide impartial advice and information to parents on state education matters.

- **Information Advice and Support Services Network (IASSN)** https://councilfordisabledchildren.org.uk/information-advice-and-support-services-network/about
- **The National Autistic Society (NAS) School Exclusion Helpline** www.autism.org.uk/what-we-do/help-and-support/school-exclusion-service 0808 800 4002
- **Independent Parental Special Education Advice** www.ipsea.org.uk/ 01799 582030 (Monday to Friday, 9am-5pm)

Within Wiltshire, you can get advice about the exclusions process from

- **Targeted Education Service**

pupilbehaviour@wiltshire.gov.uk

- **Ethnic Minority Traveller Education Services**

emtas@wiltshire.gov.uk 0300 456 0108 (option 3).

- **Wiltshire Racial Equality Council**

wiltsrec@gmail.com 01225 766 439

[This paragraph can be used if school chooses to hold a return to school meeting - these meetings are recommended but not compulsory. A template is available on Right Choice]
You are invited to attend a positive return to school meeting with **[pupil's name]** with me **[alternatively, specify the name of another staff member]** at **[place]** on **[date]** at **[time]**. The purpose of this meeting is set out the details of the support for your child in the short and medium term to help **[pupil's name]** have a successful return to school.
If that is not convenient, please contact the school to discuss how best we can support your child.

[Pupil's Name]'s suspension ends on **[date]** and we expect **[pupil's name]** to be back in school on **[date]** at **[time]**.

Yours sincerely

[Name]
Headteacher

Model letter 2

From the headteacher notifying parent/s of a pupil's suspension which takes the total suspensions to more than 5 school days (up to and including 15 school days) in a term.

Dear **[Parent's name]**

I am writing to inform you of my decision to suspend **[pupil's name]** for **[specify period]**. This means that **[he/she]** will not be allowed in school for this period. The suspension **[begins/began]** on **[date]** and ends on **[date]**.

[If appropriate – *a suspension, used in the first instance as outlined in the 2 paragraphs below should be for the shortest period necessary. We recommend that it should not exceed 3 school days*]

As I explained when we spoke, I have issued this suspension of **[specify period]** in the first instance, to give me an opportunity to investigate the incident fully and reflect upon the support and adjustments already made for **[pupil's name]**.

I shall write to you again within the next **[specify period of this suspension]**, following the completion of my investigations. I must inform you that should the evidence show that the behaviour warrants it, the suspension may be followed immediately by another suspension or by a permanent exclusion.

I realise that this suspension may be upsetting for you and your family, but the decision to suspend **[pupil's name]** has not been taken lightly. As you know, we have tried a number of preventative strategies in an attempt to avoid suspension that have included:

- **[list the support provided].**

However, today the following incident occurred.

The account should be written in plain english, avoiding subjective or judgemental language eg 'Clare hit Joanne repeatedly with her fist. Joanne was sitting down when Clare hit her in the middle of her back. Joanne has bruising' rather than 'Clare exhibited premeditated aggressive and violent behaviour'.

[If appropriate]

In reaching my decision to suspend, I have taken **[pupil's name]** previous behaviour record during this academic year into account and considered the impact of support provided and consequences used.

[For pupils of compulsory school age]

You have a duty to ensure that your child is not present in a public place in school hours during this suspension unless you are able to show that there is reasonable justification for this. I must advise you

that you may receive a penalty notice from the Council if your child is present in a public place during school hours on the specified dates without reasonable justification.

[For a suspension of up to 5 days]
We will set learning tasks for **[pupil's name]** during this suspension **[specify the arrangements for this]**. Please ensure that tasks set by the school are completed and returned to us promptly for marking and feedback.

[For a suspension of more than 5 days – Note- where a child receives consecutive suspensions, these are regarded as a cumulative period of suspension. This means that if a child has more than five consecutive school days of suspension, then education must be arranged for the 6th day regardless of whether this is because of one or more than one suspension]
We will set learning tasks for **[pupil's name]** during the first five days of this suspension **[specify the arrangements for this]**. Please ensure that tasks set by the school are completed and returned to us promptly for marking and feedback.

From the **[specify the 6th school day of the pupil's suspension]** until the **[specify the date of the expiry of this suspension]**, we will provide suitable full-time education. On **[date] [he/she]** should attend at **[give name and address of the alternative provider if not the home school]** at **[specify the time]** and report to **[staff member's name]. [If applicable — detail transport arrangements from home to the alternative provider].**

You have the right to request a meeting of the governing body to whom you may make representations, where the decision to suspend can be reviewed. As the total suspensions now exceed 5 school days in one term the governors must hold a disciplinary hearing *if you request it to do so* to consider reinstatement. The latest date by which the **governors** must meet, if you request a hearing, is **[specify date — no later than the 50th school day after the date on which the governing body was notified of this suspension]**. If you do wish to make representations to the governors and wish to be accompanied by your child and friend or representative, please contact **[name of contact, contact details — address, phone number, email]**, as soon as possible.

[This paragraph is for academies only – note a Wiltshire Council Officer must be invited to a meeting of the governing board of a Maintained school and allowed to make representations]
You can also request that a Local Authority Officer is invited to attend the hearing as an observer. That officer may make representations if requested to do so by the
governing board.
Please email pupilbehaviour@wiltshire.gov.uk to request Local Authority attendance at the meeting.

Please advise **[contact]** 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 hearing.

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 (Special Educational Needs and Disability) www.gov.uk/courts-tribunals/first-tier-tribunal-special-educational-needs-and-disability or the County Court in the case of other forms of discrimination. Note that 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, eg the day on which your child was suspended.

Sources of advice

Exclusion guidance can be obtained from the Department for Education website at https://www.gov.uk/government/publications/school-exclusion.

Wiltshire Council website – advice for parents/carers
Exclusions of pupils

You may also find it useful to contact:

- **The Coram Children's Legal Centre** http://www.childrenslegalcentre.com

or

- **ACE Education** http://www.ace-ed.org.uk

who provide impartial advice and information to parents on state education matters.

- **Information Advice and Support Services Network (IASSN)** https://councilfordisabledchildren.org.uk/information-advice-and-support-services-network/about
- **The National Autistic Society (NAS) School Exclusion Helpline** www.autism.org.uk/what-we-do/help-and-support/school-exclusion-service 0808 800 4002
- **Independent Parental Special Education Advice** www.ipsea.org.uk/ 01799 582030 (Monday to Friday, 9am-5pm)

Within Wiltshire, you can get advice about the exclusions process from

- **Targeted Education Service**

pupilbehaviour@wiltshire.gov.uk

- **Ethnic Minority Traveller Education Services**

emtas@wiltshire.gov.uk 0300 456 0108 (option 3).

- **Wiltshire Racial Equality Council**

wiltsrec@gmail.com 01225 766 439

[This paragraph can be used if school chooses to hold a return to school meeting - these meetings are recommended but not compulsory. A template is available on Right Choice]

You are invited to attend a positive return to school meeting with **[pupil's name]** with me **[alternatively, specify the name of another staff member]** at **[place]** on **[date]** at **[time]**. The purpose of this meeting is set out the details of the support for your child in the short and medium term to help **[pupil's name]** have a successful return to school.

If that is not convenient, please contact the school to discuss how best we can support your child.

[Pupil's Name]'s suspension ends on **[date]** and we expect **[pupil's name]** to be back in school on **[date]** at **[time]**.

Yours sincerely

Head teacher

Model letter 3

From the headteacher notifying parent/s of a suspension which takes the total suspensions in one term to more than 15 school days.

I realise that this suspension may be upsetting for you and your family, but the decision to suspend **[pupil's name]** has not been taken lightly. As you know, we have tried several preventative strategies to avoid suspension that have included:

- **[list the support provided].**

However, today the following incident occurred.

The account should be written in plain english, avoiding subjective or judgemental language eg 'Clare hit Joanne repeatedly with her fist. Joanne was sitting down when Clare hit her in the middle of her back. Joanne has bruising' rather than 'Clare exhibited premeditated aggressive and violent behaviour'.

[If appropriate]

In reaching my decision to suspend, I have taken **[pupil's name]** previous behaviour record during this academic year into account and considered the impact of support provided and consequences used.

[If appropriate – *a suspension, used in the first instance as outlined in the 2 paragraphs below should be for the shortest period necessary. We recommend that it should not exceed 3 school days*]

As I explained when we spoke, I have issued this suspension of **[specify period]** in the first instance, to give me an opportunity to investigate the incident fully and reflect upon the support and adjustments already made for **[pupil's name]**.

I shall write to you again within the next **[specify period of this suspension]**, following the completion of my investigations. I must inform you that should the evidence show that the behaviour warrants it, the suspension may be followed immediately by another suspension or by a permanent exclusion.

[For pupils of compulsory school age]

You have a duty to ensure that your child is not present in a public place in school hours during this suspension unless you are able to show that there is reasonable justification for this. I must advise you that you may receive a penalty notice from the Council if your child is present in a public place during school hours on the specified dates without reasonable justification.

For a suspension of up to 5 days]

We will set learning tasks for **[pupil's name]** during this suspension **[specify the arrangements for this]**. Please ensure that tasks set by the school are completed and returned to us promptly for marking and feedback.

[For a suspension of more than 5 days – Note- where a child receives consecutive suspensions, these are regarded as a cumulative period of suspension. This means that if a child has more than five consecutive school days of suspension, then education must be arranged for the 6th day regardless of whether this is because of one or more than one suspension]

We will set learning tasks for **[pupil's name]** during the first five days of this suspension **[specify the arrangements for this]**. Please ensure that tasks set by the school are completed and returned to us promptly for marking and feedback.

[For consecutive suspensions of more than 5 days]

From the **[specify the 6th school day of the pupil's suspension until the specify the date of the expiry of this suspension]**, we will provide suitable full-time education. On **[date] [he/she]** should attend at **[give name and address of the alternative provider if not the home school]** at **[specify the time]** and report to **[staff member's name]. [If applicable — detail transport arrangements from home to the alternative provider].**

As the total suspensions now exceed 15 school days in one term, governors must hold a disciplinary hearing (GDH) to consider reinstatement. At the hearing you may make representations. The latest date on which the governors can meet is **[date here — no later than 15 school days from the date the governing body is notified]**. If you wish to make representations to the governors and wish to be accompanied by your child and 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 governors of the time, date, and location of the hearing. Please advise if you have a disability or special needs which would affect your ability to attend or take part in the hearing at the school. Also, please inform **[contact]** if it would be helpful for you to have an interpreter present at the hearing.

[This paragraph is for academies only – note a Wiltshire Council Officer must be invited to a meeting of the governing board of a Maintained school and allowed to make representations]

You can also request that a Local Authority Officer is invited to attend the hearing as an observer. That officer may make representations if requested to do so by the
governing board.
Please email pupilbehaviour@wiltshire.gov.uk to request Local Authority attendance at the meeting.

Please advise **[contact]** if you have a disability or special needs which would affect your ability to attend or take part in the hearing at the school. Also, please inform **[contact]** if it would be helpful for you to have an interpreter present at the hearing.

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 (Special Educational Needs and Disability)
www.gov.uk/courts-tribunals/first-tier-tribunal-special-educational-needs-and-disability or the County Court in the case of other forms of discrimination. Note that 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, eg the day on which your child was suspended.

Sources of advice
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- **Wiltshire Racial Equality Council**

wiltsrec@gmail.com 01225 766 439

[This paragraph can be used if school chooses to hold a return to school meeting - these meetings are recommended but not compulsory. A template is available on Right Choice]
You are invited to attend a positive return to school meeting with **[pupil's name]** with me **[alternatively, specify the name of another staff member]** at **[place]** on **[date]** at **[time]**. The purpose of this meeting is set out the details of the support for your child in the short and medium term to help **[pupil's name]** have a successful return to school.
If that is not convenient, please contact the school to discuss how best we can support your child.

[Pupil's Name]'s suspension ends on **[date]** and we expect **[pupil's name]** to be back in school on **[date]** at **[time]**.

Yours sincerely

[Name]
Head teacher

Model letter 4

From the head teacher notifying the parent/s of the pupil's permanent exclusion.

Dear **[Parent's Name]**

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

I realise that this exclusion may be upsetting for you and your family, but the decision to exclude **[pupil's name]** has not been taken lightly. This decision has not been taken lightly. As you know, we have tried a number of preventative strategies in an attempt to avoid exclusion that have included:

- **[describe the support provided].**

However, today the following incident occurred.

The account should be written in plain english, avoiding subjective or judgemental language eg 'Clare hit Joanne repeatedly with her fist. Joanne was sitting down when Clare hit her in the middle of her back. Joanne has bruising' rather than 'Clare exhibited premeditated aggressive and violent behaviour'.

[If appropriate]
In reaching my decision to exclude permanently, I have taken **[pupil's name]** previous behaviour record during this academic year into account and considered the impact of support provided and consequences used.

[For pupils of compulsory school age]
You have a duty to ensure that your child is not present in a public place in school hours during this exclusion unless you are able to show that there is reasonable justification for this. I must advise you that you may receive a penalty notice from the Council if your child is present in a public place during school hours on the specified dates without reasonable justification.

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, ie on **[specify the precise 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 **[pupil's name]**'s education to continue will be made. For the first five school days of the exclusion, we will set learning tasks for **[pupil's name]** and would ask you to ensure these tasks are completed and returned promptly to school for marking.

[For Primary Schools]

From the sixth school day of the exclusion onwards ie from **[Date],** Wiltshire Council have a duty to provide suitable full-time education. Teresa Mcilroy, Strategic Lead for Alternative Provision will be in touch with you about arrangements for **[Name's]** education from the sixth school day following the exclusion.
You can contact Teresa at pupilbehaviour@wiltshire.gov.uk 01225 756193.

[For Secondary Schools as funding is delegated through the SLA]
From the sixth school day of the exclusion onwards ie from **[Date],** we have a duty to provide suitable full-time education and will be in touch with you about arrangements for **[Name's]** education from the sixth school day following the exclusion.

[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 governors must hold a disciplinary hearing to consider it. At the hearing you may make representations, your **[son/daughter]** can also attend the hearing if you wish and you can ask them to reinstate your child in school. In light of its consideration, the governors can either direct reinstatement immediately or on a particular date or decline to reinstate your child, in which case you may make an application against their decision to an Independent Review Panel. The latest date by which the governors must meet is **[specify the date — must be on or before the 15th school day after the date on which the governing body was notified of the exclusion]**. If you wish to make representations to the governors and wish to be accompanied by your **[son/daughter]**, a friend or representative please contact **[name of contact, contact details — address, phone number, email]**, as soon as possible.
You will, whether you choose to make representations or not, be notified by the **[governing body]** of the time, date, and location of the hearing. Please let us know if you have a disability or special needs which would affect your ability to attend the hearing. Also, please inform **[contact]** if it would be helpful for you to have an interpreter present at the hearing.

[This paragraph is for academies only – note a Wiltshire Council Officer must be invited to a meeting of the governing board of a Maintained school and allowed to make representations]
You can also request that a Local Authority Officer is invited to attend the hearing as an observer. That officer may make representations if requested to do so by the
governing board.
Please email pupilbehaviour@wiltshire.gov.uk to request Local Authority attendance at the hearing.

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 (Special Educational Needs and Disability)

www.gov.uk/courts-tribunals/first-tier-tribunal-special-educational-needs-and-disability or the County Court in the case of other forms of discrimination. Note that 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, eg the day on which your child was excluded.

Sources of advice

Exclusion guidance can be obtained from the Department for Education website at https://www.gov.uk/government/publications/school-exclusion.

Wiltshire Council website – advice for parents/carers
Exclusions of pupils

You may also find it useful to contact:

- **The Coram Children's Legal Centre** http://www.childrenslegalcentre.com

or

- **ACE Education** http://www.ace-ed.org.uk

who provide impartial advice and information to parents on state education matters.

- **Information Advice and Support Services Network (IASSN)** https://councilfordisabledchildren.org.uk/information-advice-and-support-services-network/about
- **The National Autistic Society (NAS) School Exclusion Helpline** www.autism.org.uk/what-we-do/help-and-support/school-exclusion-service 0808 800 4002
- **Independent Parental Special Education Advice** www.ipsea.org.uk/ 01799 582030 (Monday to Friday, 9am-5pm)

Within Wiltshire, you can get advice about the exclusions process from

- **Targeted Education Service**

pupilbehaviour@wiltshire.gov.uk

- **Ethnic Minority Traveller Education Services**

emtas@wiltshire.gov.uk 0300 456 0108 (option 3).

- **Wiltshire Racial Equality Council**

wiltsrec@gmail.com 01225 766 439

Yours sincerely

[Name]
Head teacher

Model letter 5

From the head teacher notifying the parent/s of a pupil's that a permanent exclusion has been withdrawn.

Dear **[Parent's name]**

Further to my decision to permanently exclude **[Name]**, effective from **[Date]**, I am writing to inform you of my decision to withdraw this permanent exclusion.
The reasons for this decision are as follows:

-

I will amend our records to indicate that **[Name]** had a suspension from **[Date]** to **[Date]** inclusive.

[This paragraph can be used if school chooses to hold a return to school meeting - these meetings are recommended but not compulsory. A template is available on Right Choice]
You are invited to attend a positive return to school meeting with **[pupil's name]** with me **[alternatively, specify the name of another staff member]** at **[place]** on **[date]** at **[time]**. The purpose of this meeting is set out the details of the support for your child in the short and medium term to help **[pupil's name]** have a successful return to school.
If that is not convenient, please contact the school to discuss how best we can support your child.

Yours sincerely

[Name]
Head teacher

Model letter 6

From clerk to the governing body advising parent/s (after speaking to them) to confirm the date and time of the meeting to consider the suspension or permanent exclusion of a pupil. Note – everyone with parental responsibility for the child should be invited to make representations at the hearing, even if the child does not live with them.

Dear **[Parent's name]**

With reference to the decision by the head teacher to **[permanently exclude/suspend]** your **[son/daughter]** and recent telephone conversations, we would like to confirm the arrangement for you and **[pupil's name]** to attend a governors' disciplinary hearing (GDH) at **[address of venue]** to consider the **[permanent exclusion/suspension]**. This has been arranged for **[date]** at [**time].**

Please contact us on **[telephone number and email if available]** if this is no longer a convenient date and time to re-arrange a suitable time for you to attend a meeting.

We will forward all evidence to you 5 school days prior to the meeting
Or Please find enclosed evidence for the meeting.

Yours sincerely,

[Name]
Clerk to the **[governing body]**

Model letter 7

Outcome letter from clerk to the governing body advising parent/s of the outcome following a governors' disciplinary hearing (GDH) to consider a suspension.

Dear **[Parents name]**

Suspension

Further to the governors' disciplinary hearing **[date]** to consider **[name of pupil]**'s suspension from school, I am now writing to confirm the decision of the panel of governors.

After careful consideration of all the representations put to the panel, the governors decided to uphold the head teacher's decision to impose a suspension of **[insert number]** days.
The reasons for the panel's decision are as follows:

-

The governors hope that **[name of pupil] [has made/will make]** a successful return to school with the continued commitment and support of the school staff.

A copy of this letter will be placed on **[name of pupil]**'s school record.

Yours sincerely,
[Name]

Clerk to the Governors Disciplinary Hearing

or

Further to the governors' disciplinary hearing to review **[name of pupil]**'s suspension from school, I am now writing to confirm the decision of the committee to reinstate **[name of pupil]** to the school.
After careful consideration of all the representations put to the panel, the governors felt that **[name of pupil]** should be reinstated.
The reasons for the committee's decision are as follows:

-

[If the suspension has not yet expired]
In the circumstances it was agreed that **[name of pupil]** should return to school on **[specify date].**

The governors hope that **[name of pupil]** will make a successful return to school with the continued commitment and support of the school staff.

A copy of this letter will be placed on **[name of pupil]**'s school.

Yours sincerely,
[Name]

Clerk to the Governors' Disciplinary Hearing

Model Letter 8

Outcome letter from clerk to the governing body advising parent/s of the outcome following a GDH (governors' disciplinary hearing) to consider a permanent exclusion.

Dear **[Parent's Name]**

Meeting of governing body to consider the permanent exclusion of **[pupil's name].**

Following the governors' disciplinary hearing today and after careful consideration of all the evidence and your representations and those of **[Name of School],** the panel decided to direct re-instatement of **[pupil's name]** to **[Name of School]** on **[specify date].**
The reasons for this decision are as follows:

-

You are invited to attend a positive return to school meeting with **[pupil's name]** with me **[alternatively, specify the name of another staff member]** at **[place]** on **[date]** at **[time]**. The purpose of this meeting is set out the details of the support for your child in the short and medium term to help **[pupil's name]** have a successful return to school.
If that is not convenient, please contact the school to discuss how best we can support your child.

Yours sincerely,

or

Following the governors' disciplinary hearing today, and after careful consideration of all the evidence and your representations and those of the **[Name of School]** the panel decided not to direct re-instatement of **[pupil's name]** to **[Name of School]**
[Outline the reason for the decision and any recommendations made]
The reasons for this decision are as follows:

-

[Where the pupil lives in Wiltshire]
I have also today informed Teresa Mcilroy Strategic Lead for Alternative Provision at Wiltshire Council of our decision. The Council will continue to support you with the arrangements for **[Name's]** education. You can contact Teresa at pupilbehaviour@wiltshire.gov.uk.

[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 our decision, and they will continue to support you with the arrangements for **[Name's]** education.

If you want an Independent Panel to review this decision, you must set out the grounds for your request in writing including reference to how you consider the pupil's special educational needs are relevant to the exclusion. Regardless of whether your child has recognised special educational needs or not, you have a right to require the **[Local Authority/Academy trust]** to appoint a Special Education Needs and Disability (SEND) expert to attend the review.
The SEND expert can advise the panel on:

- whether the school's policies which relate to SEND, or the application of these policies in relation to your child, were legal, reasonable, and procedurally fair
- the possible contribution that this could have made to the circumstances of your child's exclusion.

If school does not recognise that your child has SEND, the SEND expert can still advise the panel.

You may, at your own expense, appoint someone to make written and/or oral representations to the panel and you may also bring a friend to the review.

If you believe that the exclusion has occurred because of discrimination then you may make a claim under the Equality Act 2010 to the First-tier Tribunal (Special Educational Needs and Disability), in the case of disability discrimination, or the County Court, in the case of other forms of discrimination within six months of the date on which your child was excluded. Note that 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, eg the day on which your child was excluded.

If you want an Independent Panel to review this decision, **[insert here details of clerk to the Independent Review Panel and address]** where an application for a review and any written evidence should be submitted by no later than **[specify latest date – see Wiltshire Council exclusion guidance for calculating date].** If you have not lodged a request for review by **[repeat last date]**, you will lose your right to appeal. Please advise **[name of clerk]** if you have a disability or special needs which could affect your ability to attend the hearing. Also, please inform **[name of clerk]** if it would be helpful for you to have an interpreter present at the hearing.

Sources of advice

Exclusion guidance can be obtained from the Department for Education website at https://www.gov.uk/government/publications/school-exclusion.

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Exclusions of pupils

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who provide impartial advice and information to parents on state education matters.

- **Information Advice and Support Services Network (IASSN)** https://councilfordisabledchildren.org.uk/information-advice-and-support-services-network/about
- **The National Autistic Society (NAS) School Exclusion Helpline** www.autism.org.uk/what-we-do/help-and-support/school-exclusion-service 0808 800 4002
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pupilbehaviour@wiltshire.gov.uk

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emtas@wiltshire.gov.uk 0300 456 0108 (option 3).

- **Wiltshire Racial Equality Council**

wiltsrec@gmail.com 01225 766 439

Yours sincerely,

Clerk to the **[governing body]**