

Suggested Permanent Exclusion Process

Day One

- 1- A child commits serious breach(es) of academy behaviour policy.
- 2- The incident is reported to the relevant staff member
- 3- Student(s) kept separated whilst a full investigation is carried out by the relevant staff member, to include the gathering of:
 - Statement from student facing exclusion (if not possible, document why)
 - Witness statements from students and teachers (ensure all are signed and dated)
 - Any photographic evidence (next to a ruler if a weapon)
 - Any CCTV evidence
- 4- The parent is then contacted regarding the outcome by the relevant staff member. If the incident requires investigation that is ongoing, the parent must be informed that their child has been excluded for 1-5 days whilst an investigation is underway which could result in permanent exclusion.
- 5- **ALL EXCLUSIONS MUST BE RECORDED ON MIS ON THE DAY THEY ARE ISSUED – this is a statutory requirement.**
- 6- If pending investigation fixed term exclusion being issued, exclusion paperwork is completed by the relevant staff member including:
 - All statements/emails and images that are relevant
 - Using latest template, fixed term pending letter is collated and input on the system as per the usual process, the original letter is sent to the parent by the relevant staff member.
- 7- Copies of the FTE pending letter are sent to the following by the relevant staff member:
 - LEA (borough dependent on where the student lives)
 - Student file
 - Clerk
 - [Local Authority Inclusion contact, if there is one]
 - Internal staff, SLT, Learning family leader, Headteacher, SENDCo

Days Two - Five

- 1- The relevant staff member collates a summative report for headteacher.
- 2- Headteacher alone may authorise a permanent exclusion. If breach was one of many, Headteacher must decide whether to issue as a one-off or persistent breaches PEX. **Headteacher should set up a meeting to hear from parents/pupil before deciding to permanently exclude.**
- 3- Headteacher decides the outcome. Prior to issuing a permanent exclusion, Headteacher should complete a pre-exclusion checklist and confer with their Secondary Executive Director/Phase Director and receive their sign-off, to ensure permanent exclusion is the appropriate sanction and legally sound. If permanent exclusion, then:
- 4- Contact is made on the same day by the relevant staff member with:
 - a. Parent
 - b. Clerk - *will organise a Governor Review Meeting to take place within 15 school days of PEX.*
 - c. Local authority inclusion contact *[may attend from a LEA point of view, but may also try to support in placing the child in another provision)*
- 5- Governing body clerk to prepare a letter of invitation that is sent by the school to the pupil's home by post and email.
- 6- Copies of the exclusion letter are sent to the following by the relevant staff member:
 - a. LEA - borough dependent on where the student lives - completed carefully and accurately (have Headteacher approve, if possible) and emailed along with PEX letter
 - b. Student file
 - c. Clerk
 - d. [Local Authority Inclusion contact, if there is one]
 - e. Internal staff, SLT, Learning family leader, Headteacher, SENDCo
- 7- Relevant staff member to liaise with Headteacher and Clerk to secure some dates in the Headteacher's diary for the PEX panel meeting, then Clerk will coordinate governor attendance. The relevant staff member to also inform the local authority inclusion contact of the panel meeting date.
- 8- Relevant staff member to collate the PEX paperwork using template and ensure all is saved in the behaviour file, this must be sent to the family, review panel and [Local Authority Inclusion contact] 5 school days before the meeting.
- 9- Relevant staff member should gauge whether parent needs interpreter and either ask parent to bring along someone who can interpret or find an unconnected staff member who can interpret. Failing this, the school may need to hire an interpreter for the day.