

Lowerhouse Junior School, Burnley

EXCLUSION POLICY	
Written By	G.Lloyd
Date	September 2025
Date of Review	September 2027

Inspiring a lifelong love for learning











Aspiration

Integrity

Respect

Resilience

The Contents

-  Introduction
-  Reasons for exclusion
-  Fixed term (temporary) exclusions
-  Procedure for making a fixed term exclusion
-  Permanent exclusions
-  Procedure for making a permanent exclusion
-  Behaviour outside school
-  Pupils with special educational needs and disabled pupils
-  Temporary reduced timetable
-  Appendices 1-5







Introduction

Lowerhouse Junior School is an inclusive school which aims to promote equality in all aspects of school life. Where relevant this policy references other school policies but is not intended to provide detailed information, however the policies referenced can be found on the school website.

The school takes a positive approach to encouraging good behaviour, however recognises that discipline in the school is essential to ensure that all pupils can benefit from the opportunities provided by education. The Government supports head teachers in using exclusion as a sanction where it is warranted. Nevertheless, it is important to say that the exclusion of a pupil, either for a fixed period or permanently, from Lowerhouse Junior School will only be used as a last resort. The school recognises that it is responsible for communicating to pupils, staff and parents, its' expectations for standards of behaviour. The school has a range of policies and procedures in place to promote good behaviour and appropriate conduct and strives to foster good parental engagement.

Within Lancashire, there are a range of services available to support pupils who are at risk of exclusion.











Services available in Lancashire are:

-  Early Intervention Hubs
-  Behaviour Support Service
-  Children's Champions
-  Educational Psychologists
-  Attendance and Engagement Officers
-  Anti-bullying

Our Local Authority (LA) has an expectation that schools will have employed a range of measures to prevent the need for exclusion. It is the responsibility of all individuals working with pupils within the school to ensure that no exclusion will be initiated without first exploring other strategies or in the case of a serious incident, a thorough investigation. Whilst exclusion may still be an appropriate sanction, the head teacher should investigate whether any contributing factors may have led to the incident of poor behavior e.g. pupil

has suffered bereavement, has mental health issues or has been subject to bullying. With this in mind, Lowerhouse Junior School has encouraged a range of strategies to be employed within the school and the full range of in-class strategies can be found detailed in the schools Behaviour Policy.








Reasons for Exclusion

-  A serious breach of the school's values, rules or policies.
-  A risk of harm to the education or welfare of the pupil or others in the school.
-  Physical or verbal assault against a pupil, member of staff or others in the school.
-  Serious damage to school property
-  Theft
-  Weapons in school
-  Persistent disruptive behaviour
-  Persistent bullying
-  Indecent behaviour
-  Unacceptable behaviour which has previously been reported and for which school sanctions and other interventions have not been successful in modifying the student's behaviour.

Occasionally unacceptable behaviour may prove to be persistent and this is where a Fixed Term Exclusion may be actioned, in which case an Return to School Plan will be drawn up with the parents to support that child in school.

Fixed Term (temporary) Exclusions

A fixed term exclusion will be for the shortest time necessary. An exclusion for a period of time from half a day to 5 days for persistent or cumulative problems will be imposed only when the school has offered and implemented a range of support and management strategies. Examples of some of the strategies used are:

-  Discussion with the pupil
-  Support from the schools Inclusion Team
-  Discussions with parents
-  Sanctions (consequences) in school (see the Behaviour Policy for details)
-  Checking on any possible provocation
-  Internal exclusions
-  Referral to outside support agencies

It is important to note that exclusion will not be used for minor incidents such as academic performance or lateness.




A fixed term exclusion may be used in response to a serious breach of school rules or policies. In such a case, the head teacher will investigate the incident thoroughly and consider all the evidence to support the allegation, taking account of all the school policies. The child will be encouraged to give their version of events and the head teacher will check whether the incident may have been provoked e.g. by bullying or racial harassment.

For the first 5 days of a fixed-term exclusion, the school will provide work for the pupil and arrange to have this work marked. For fixed-term exclusions of more than 5 days, the school is responsible for arranging suitable alternative full-time education from the 6th day until the end of the exclusion.

The school is also aware of its duty to provide a strategy for reintegrating pupils that return to school following fixed term exclusion, and for managing their future behaviour. If a pupil

has received numerous exclusions or is approaching the legal limit of 45 school days of fixed-period exclusion in an academic year, the school has a duty to consider whether exclusion is considered to be an effective sanction.

Procedure for Making a Fixed Term Exclusion

-  Head teacher takes the decision to exclude a pupil for a fixed period.
-  Contact the parent/carer ideally by telephone to arrange the collection and supervision of the pupil. The child's welfare must ALWAYS be the prime consideration.
-  The Head teacher must give written notice to the parents informing them of:
 - The precise period and the reasons for the exclusion
 - The parents' duties during the first 5 days
 - The parents right to make a representation to the governing body
 - The person the parent should contact if they wish to make such representations
 - The arrangement to set and mark work for the pupil during the initial 5 day period.
 - If relevant the school day on which they will be provided with full time education.
 - Details of the reintegration interview.

An LCC model letter for this process can be found in Appendix 1.

The Head teacher must inform the governing body and Pupil Access Officer if a pupil is excluded for more than 15 days in any one term.

Children can be excluded for 1 or more fixed periods, up to a maximum of 45 school days in any one school year. A fixed period exclusion does not have to be for a continuous period. A fixed period may be extended to or converted to a permanent exclusion in exceptional cases, usually where further evidence has been uncovered.

The school has a duty to arrange full time education from and including day 6 of the exclusion (see model LA letter in Appendix 3) and has a duty to provide full time education for a looked after child from day 1.



When returning back to school an interview will be arranged with the Head teacher or a senior member of staff and the parent and child on the school premises. If the parent fails to attend, the school must keep a record of the failure as this could be taken into account at court in deciding whether to impose a parenting order.



Parents have the right to make a representation to the governing body for any fixed term exclusion.

The procedure for this is the same as above and there is a model letter to parents from the LA in Appendix 2.













Permanent Exclusions

The school considers permanent exclusion to be a very serious step and the head teacher will need to investigate the incident thoroughly before this decision is made. As with fixed term exclusion, permanent exclusion will follow a range of strategies set out by the school and detailed in the Behaviour Policy and will be seen as a last resort, or it will be in response to a very serious breach to school rules and policies such as:

-  Serious actual or threatened violence against another pupil or a member of staff.
-  Carrying an offensive weapon

-  Persistent bullying
-  Racial harassment

Procedure for Making a Permanent Exclusion

-  Head teacher takes the decision to exclude a pupil permanently
-  Contact the parent/carer immediately ideally by telephone.
-  The head teacher must give written notice to the parents informing them of specific information found in the LA guidance (see LA template letter in appendix 5)
-  The Head teacher must inform the governing body and LA within 1 day on the appropriate form (found on LCC Schools website)
-  The school has a duty to arrange full time work from and including day 6 of the exclusion.
-  The school has a duty to provide full time education for a looked after child from day 1.
-  On receiving notice of the exclusion, the governing body must convene a meeting within 15 school days to review the exclusion and to consider reinstatement. They must invite the parent, the head teacher and a LA Social Inclusion officer. Papers including written statements must be circulated at least 5 days before the meeting.
-  The governing body may ask for advice from the LA officer, but must make the decision alone, asking other parties to withdraw. The clerk may remain.
-  The governing body must inform the parent, Head teacher and LA officer of their decision in writing within 1 day of the hearing stating reasons.
-  LA to contact parent within 3 working days indicating the latest date by which a review can be lodged.
-  The child to be removed from the register only when the review process is complete.
-  Where parents dispute the decision of a governing body not to reinstate an excluded pupil, they can ask for this decision to be reviewed by an independent review panel.

N.B It is the Chair of Governors responsibility to direct the governing body of the school to details of their responsibilities when considering exclusions.

Behaviour Outside School

Pupils' behaviour outside school on school trips or at sports fixtures etc , is subject to the school's positive behaviour policy. Poor behaviour in such circumstances will be dealt with as if it has taken place in school.





For behaviour outside school, not on school business, it is at the discretion of the head teacher whether or not to exclude a pupil if there is a clear link between that behaviour and maintaining good behaviour and discipline among the pupils as a whole, or if it is deemed to be damaging to the reputation of the school.

Pupils with Special Educational Needs and Disabled pupils

The school must take account of any special educational needs when considering whether or not to exclude a pupil. We have a duty under the Equality Act 2010 not to discriminate against disabled pupils by excluding them from school for behaviour related to their disability. Head teachers and the governing body must take into account their statutory duties in relation to SEN when administering the exclusion process. This includes having regard to the SEN Code of Practice and a Duty of Care.

The Head teacher will take reasonable steps to ensure that the school responds to a pupil's disability so that the pupil is not treated less favourably, this includes a duty to make reasonable adjustments to policies and practices.

Reasonable steps could include:

-  Reasonable differentiation in the school's behaviour policy
-  Developing strategies to prevent the pupil's behaviour
-  Requesting external support for the child
-  Staff training

Lowerhouse Junior School recognises that it should engage proactively with parents in supporting the behaviour of its pupils with additional needs and is aware that whether or not a school recognises that a pupil has SEN, all parents have a right to request the presence of an SEN expert if their case is to be reviewed by an independent panel.

If the school has concerns about the behaviour, or risk of exclusion, of a child with additional needs such as a pupil with an EHC plan or a looked after child, it is aware that it should consider what additional support may be required. Where a pupil has an EHC plan, schools should consider requesting an early annual review or interim/emergency review.

Sir Martyn Oliver, Ofsted's Chief Inspector, has emphasized that inclusion in education should not be interpreted as tolerance of poor behavior. He has stressed that inclusion, particularly for disadvantaged and vulnerable children, requires high expectations and should not be used as an excuse for lowering standards. His message is clear: schools should strive to meet the needs of all students, including those with special educational needs or facing learning difficulties, while maintaining a focus on positive behavior and academic achievement.

It's really about relationships. It's about belonging and thriving. It doesn't mean being soft on behaviour or attendance. It doesn't mean taking a dim view of head teachers who find the need to suspend or exclude a child, either in the pupil's best interests or the interests of their classmates.

Temporary Reduced Timetable

In some cases, the school may consider it appropriate to the needs of a particular child, to offer a reduced timetable for a limited period.

In this situation, paramount consideration would be given to safeguarding the child and a thorough risk assessment would be carried out. Any reduced timetable would be planned within a Support Plan. The timetable would be time-limited with a clear plan to develop attendance working towards full time, involve professionals working with the child/family, and ensure that parents have given their full consent.

MODEL LETTER 1 – FROM THE HEADTEACHER OF A SCHOOL/ACADEMY NOTIFYING PARENTS (This includes guardians and carers) OF A SUSPENSION OF FIVE DAYS OR FEWER IN ONE SCHOOL TERM (WHERE A PUBLIC EXAMINATION IS NOT MISSED).

Dear **[parent's name]**

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

A leaflet about suspensions is enclosed and it is advised that you note this information. In particular please note the information about parental supervision during the first 5 school days of any suspension.

Parents are required to ensure that suspended pupils are not present in a public place without reasonable justification during normal school/academy hours during the first 5 school days of any suspension. Parents may be prosecuted or receive a fixed penalty fine where they fail to comply with this requirement. The fixed penalty may be incurred each time a pupil is found in a public place during this period.

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

You have the right to make representations to the governing board. If you wish to make representations please contact **[name of contact] on/at [address/telephone number/e-mail]**. The governing board has no power to direct a re-instatement and cannot overturn the head teacher's decision. They can however consider your representations and make a note of their findings on **[pupil's legal name]**'s record.

If you think that the suspension relates to a disability which your child has, you may raise these concerns in any representations which you choose to make to the school/academy governing board.

You should also be aware that if you think the suspension relates to a disability your child has, and you think disability discrimination has occurred, you also have the right to appeal, **and/or** make a claim, to the SEN and Disability Tribunal (SENDIST). The address to which appeals should be sent is SENDIST, 1st Floor, Darlington Magistrates' Court, Parkgate, Darlington DL1 1RU.

If you wish, **[pupil's legal name]** may also make representations to the governing board.

You also have the right to see a copy of **[pupil's legal name]** record. Because of confidentiality restrictions, you will need to notify me in writing if you wish to be supplied with a copy of this. I will be happy to supply you with a copy if you request it. There may be a charge for photocopying.

The school/academy will set work for **[pupil's legal name]** to complete at home during the period of suspension **[detail the arrangements for this]**. Please ensure that work set by the school/academy is completed and returned for marking.

You may wish to contact the Local Authority who can provide information and advice (see contact details below).

Model suspension Letter 1 – Revised September 2022

In addition, there are a number of organisations that provide free information, support and advice to parents on suspension matters matters:

- Coram Children's Legal Centre can be contacted on 0345 345 4345 or through <http://www.childrenslegalcentre.com/get-legal-advice/education/>
- ACE education runs a limited advice service on 0300 0115 142 on Monday to Wednesday from 10am to 1pm during term time. Information can be found on the website: <http://www.ace-ed.org.uk/>
- The National Autistic Society (Schools Exclusion Service (England)) can be contacted on 0808 800 4002 or through schoolexclusions@nas.org.uk
- Independent Parental Special Education Advice <https://www.ipsea.org.uk/>

You may also wish to access the following sources of advice from the Department for Education:

- The Department's guidance to schools on suspensions: <https://www.gov.uk/government/publications/school-exclusion>
- 'School discipline and suspensions' and 'Complain about a school or childminder': <https://www.gov.uk/school-discipline-exclusions/exclusions> and <https://www.gov.uk/complain-about-school>

The SEND Information, Advice and Support Service [formerly Parent Partnership] can provide advice in relation to pupils who have special educational needs – telephone 0300 123 6706 or e- mail information.lineteam@lancashire.gov.uk

[Pupil's legal name] suspension expires on **[date]** and **he/she** should return to school on **[date]** at **[time]**.

It would be helpful for us to meet to discuss **[pupil's name]**'s return to **[name of school/academy]** before they are due back **or** on their return date. The purpose of this meeting is to discuss ways of successfully managing **[pupil's name]**'s return. Please could you contact **[name and telephone number]** to arrange a convenient time and date.

Please advise if you have a disability or special needs which would affect your ability to attend a meeting. Also you should confirm if it would be helpful for you to have an interpreter present at any meeting which is arranged.

Yours sincerely

[Name] Headteacher

ENC

Local Authority Contact Details

If you require any information or advice please contact your area education office.

North Area: (Morecambe, Lancaster, Wyre and The Fylde)

(01524 581148 8 PupilAccessTeam.North@lancashire.gov.uk)

South Area: (Preston, South Ribble, Chorley and West Lancashire)

(01772 532109 8 PupilAccess.South@lancashire.gov.uk)

East Area: (Hyndburn, Ribble Valley, Burnley, Pendle and Rossendale)

(01254 220747 8 Pupil.AccessEast@lancashire.gov.uk)

MODEL LETTER 2 – FROM THE HEADTEACHER OF A SCHOOL/ACADEMY NOTIFYING PARENTS (this includes guardians and carers) OF A FIXED PERIOD SUSPENSION OF MORE THAN FIVE DAYS IN ONE SCHOOL TERM (UP TO AND INCLUDING FIFTEEN DAYS)

Dear [parent's name]

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

A leaflet about fixed period suspensions is enclosed and it is advised that you note this information. In particular please note the information about parental supervision during the first 5 school days of any suspension.

Parents are required to ensure that suspended pupils are not present in a public place without reasonable justification during normal school/academy hours during the first 5 school days of any suspension. Parents may be prosecuted or receive a fixed penalty fine where they fail to comply with this requirement. The fixed penalty may be incurred each time a pupil is found in a public place during this period.

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

You have the right to request a meeting of the school/academy pupil discipline committee who can review the decision to suspend. The committee must meet if you request that this happens. If you wish to make representations please contact [name of contact] **on/at** [address/telephone number/e-mail].

If you want to attend the meeting you may be accompanied by a friend or representative. If you wish [pupil's legal name] may also attend the meeting **and/or** make written representations. Please advise if you have a disability or special needs which would affect your ability to attend a meeting. Also you should confirm if it would be helpful for you to have an interpreter present at any meeting which is arranged.

If you think that the suspension relates to a disability which your child has, you may raise these concerns in any representations which you choose to make to the school's pupil discipline committee.

You should also be aware that if you think the suspension relates to a disability your child has, and you think disability discrimination has occurred, you also have the right to appeal, **and/or** make a claim, to the SEN and Disability Tribunal (SENDIST). The address to which appeals should be sent is SENDIST, 1st floor, Darlington Magistrates' Court, Parkgate, Darlington DL1 1RU.

You also have the right to see a copy of [pupil's legal name] record. Because of confidentiality restrictions, you will need to notify me in writing if you wish to be supplied

with a copy of this. There may be a charge for photocopying.

Work will be set for **[pupil's legal name]** to complete at home during the first 5 school days of suspension **[detail the arrangements for this]**. Please ensure that the work set is completed and returned for marking. From day 6 suitable full time education will be provided. This will be at **[location/address]**. **OR** you will be contacted shortly about the full time provision.

You may wish to contact the Local Authority who can provide information and advice (see contact details below).

In addition, there are a number of organisations that provide free information, support and advice to parents on suspension matters:

- Coram Children's Legal Centre can be contacted on 0345 345 4345 or through <http://www.childrenslegalcentre.com/get-legal-advice/education/>
- ACE education runs a limited advice service on 0300 0115 142 on Monday to Wednesday from 10am to 1pm during term time. Information can be found on the website: <http://www.ace-ed.org.uk/>
- The National Autistic Society (Schools Suspension Service (England)) can be contacted on 0808 800 4002 or through schoolexclusions@nas.org.uk
- Independent Parental Special Education Advice <https://www.ipsea.org.uk/>

You may also wish to access the following sources of advice from the Department for Education:

- The Department's guidance to schools on suspension [:https://www.gov.uk/government/publications/school-exclusion](https://www.gov.uk/government/publications/school-exclusion)
- 'School discipline and suspension' and 'Complain about a school or childminder': <https://www.gov.uk/school-discipline-exclusions/exclusions> and <https://www.gov.uk/complain-about-school>

The SEND Information, Advice and Support Service [formerly Parent Partnership] can provide advice in relation to pupils who have special educational needs – telephone 0300 123 6706 or e-mail information.lineteam@lancashire.gov.uk

[Pupil's legal name] exclusion expires on **[date]** and **he/she** should return to school on **[date]** at **[time]**.

It would be helpful for us to meet to discuss **[pupil's legal name]**'s return to **[name of school/academy]** before they are due back **or** on their return date. The purpose of this meeting is to discuss ways of successfully managing **[pupil's legal name]**'s return. Please could you contact **[name and telephone number]** to arrange a convenient time and date.

Yours sincerely

[Name]
Headteacher

ENC

Local Authority Contact Details

If you require any information or advice please contact your area education office.

North Area: (Morecambe, Lancaster, Wyre and The Fylde)

 01524 581148  PupilAccessTeam.North@lancashire.gov.uk

South Area: (Preston, South Ribble, Chorley and West Lancashire)

 01772 532109  PupilAccess.South@lancashire.gov.uk

East Area: (Hyndburn, Ribble Valley, Burnley, Pendle and Rossendale)

 01254 220747  Pupil.AccessEast@lancashire.gov.uk

MODEL LETTER 3 – FROM THE HEADTEACHER OF A SCHOOL/ACADEMY NOTIFYING PARENTS (this includes guardians and carers) OF A FIXED SUSPENSION OF MORE THAN 15 DAYS IN ONE SCHOOL TERM

Dear **[parent's name]**

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

A leaflet about fixed period suspensions is enclosed and it is advised that you note this information. In particular please note the information about parental supervision during the first 5 school days of any suspension.

Parents are required to ensure that suspended pupils are not present in a public place without reasonable justification during normal school/academy hours during the first 5 school days of any suspension. Parents may be prosecuted or receive a fixed penalty fine where they fail to comply with this requirement. The fixed penalty may be incurred each time a pupil is found in a public place during this period.

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

As the length of the suspension is more than 15 days in total the school/academy pupil discipline committee must meet to review the head teacher's decision. You have the right to make representations to this committee either in writing **and/or** in person. If you wish to make representations please contact **[name of contact] on/at [address/telephone number/e-mail]**.

If you want to attend the meeting you may be accompanied by a friend or representative. If you wish **[pupil's legal name]** may attend the meeting **and/or** make written representations. Please advise if you have a disability or special needs which would affect your ability to attend a meeting. Also you should confirm if it would be helpful for you to have an interpreter present at any meeting which is arranged.

If you think that the suspension relates to a disability which your child has, you may raise these concerns in any representations which you choose to make to the school/academy pupil discipline committee.

You should also be aware that if you think the suspension relates to a disability your child has, and you think disability discrimination has occurred, you also have the right to appeal, **and/or** make a claim, to the SEN and Disability Tribunal (SENDIST). The address to which appeals should be sent is SENDIST, 1st Floor, Darlington Magistrates' Court, Parkgate, Darlington DL1 1RU.

You also have the right to see a copy of **[pupil's legal name]** record. Because of confidentiality restrictions, you will need to notify me in writing if you wish to be supplied with a copy of this. There may be a charge for photocopying.

Work will be set for **[pupil's legal name]** to complete at home during the first 5 school days of suspension **[detail the arrangements for this]**. Please ensure that the work set is completed and returned for marking. From day 6 suitable full time education will be provided. This will be at **[location/address]**. **OR** you will be contacted shortly about the full time provision.

You may wish to contact the Local Authority who can provide information and advice (see contact details below).

In addition, there are a number of organisations that provide free information, support and advice to parents on suspension matters:

- Coram Children's Legal Centre can be contacted on 0345 345 4345 or through <http://www.childrenslegalcentre.com/get-legal-advice/education/>
- ACE education runs a limited advice service on 0300 0115 142 on Monday to Wednesday from 10am to 1pm during term time. Information can be found on the website: <http://www.ace-ed.org.uk/>
- The National Autistic Society (Schools Exclusion Service (England)) can be contacted on 0808 800 4002 or through schoolexclusions@nas.org.uk
- Independent Parental Special Education Advice <https://www.ipsea.org.uk/>

You may also wish to access the following sources of advice from the Department for Education:

- The Department's guidance to schools on exclusion: <https://www.gov.uk/government/publications/school-exclusion>
- 'School discipline and exclusions' and 'Complain about a school or childminder': <https://www.gov.uk/school-discipline-exclusions/exclusions> and <https://www.gov.uk/complain-about-school>

The SEND Information, Advice and Support Service [formerly Parent Partnership] can provide advice in relation to pupils who have special educational needs – telephone 0300 123 6706 or e-mail information.lineteam@lancashire.gov.uk

[Pupil's legal name] suspension expires on [date] and he/she should return to school on [date] at [time].

It would be helpful for us to meet to discuss [pupil's legal name]'s return to [name of school/academy] before they are due back or on their return date. The purpose of this meeting is to discuss ways of successfully managing [pupil's legal name]'s return. Please could you contact [name and telephone number] to arrange a convenient time and date.

Yours sincerely

[Name]
Headteacher

ENC

Local Authority Contact Details

If you require any information or advice please contact your area education office.

North Area: (Morecambe, Lancaster, Wyre and The Fylde)

☎ 01524 581148 ✉ PupilAccessTeam.North@lancashire.gov.uk

South Area: (Preston, South Ribble, Chorley and West Lancashire)

☎ 01772 532109 ✉ PupilAccess.South@lancashire.gov.uk

East Area: (Hyndburn, Ribble Valley, Burnley, Pendle and Rossendale)

☎ 01254 220747 ✉ Pupil.AccessEast@lancashire.gov.uk

MODEL LETTER 4 – FROM THE HEADTEACHER OF A SCHOOL/ACADEMY NOTIFYING PARENTS (this includes guardians and carers) OF A PERMANENT EXCLUSION

Dear **[parent's name]**

I am writing to inform you of my decision to permanently exclude **[pupil's legal name]** from **[date]**. This means that **he/she** will no longer be allowed to attend this school (unless he/she is subsequently re-instated by the Governors).

DELETE IF NOT APPLICABLE [The Early Help Assessment referral form which you have signed has been forwarded to the Local Authority.]

Information about attendance, attainment, education plans and behaviour will be sent to the Local Authority. This information assists in relation to planning future provision and support.

A leaflet about permanent exclusion is enclosed and it is advised that you note this information.

Parents are required to ensure that excluded pupils are not present in a public place without reasonable justification during normal school/academy hours during the first 5 school days of any exclusion. Parents may be prosecuted or receive a fixed penalty fine where they fail to comply with this requirement. The fixed penalty may be incurred each time a pupil is found in a public place during this period.

I realise that this exclusion may well be upsetting for you and your family, but the decision to permanently exclude **[pupil's legal name]** has not been taken lightly. **[Pupil's legal name]** has been excluded because of **[reason for exclusion]**.

As this is a permanent exclusion the school/academy's pupil discipline committee must meet to review the head teacher's decision. You have the right to make representations to this committee either in writing **and/or** in person. If you wish to make representations please contact **[name of contact] on/at [address/telephone number/e-mail]**.

If you want to attend the meeting you may be accompanied by a friend or representative. If you wish **[pupil's legal name]** may attend the meeting **and/or** make written representations. Please advise if you have a disability or special needs which would affect your ability to attend a meeting at the school. Also you should confirm if it would be helpful for you to have an interpreter present at any meeting which is arranged.

If you think that the exclusion relates to a disability which your child has, you may raise these concerns in any representations which you choose to make to the school/academy pupil discipline committee.

You also have the right to see a copy of **[pupil's legal name]** record. Because of confidentiality restrictions, you will need to notify me in writing if you wish to be supplied with a copy of this. There may be a charge for photocopying.

Work will be set for **[pupil's legal name]** to complete at home during the first 5 school days of exclusion **[detail the arrangements for this]**. Please ensure that the work set is completed and returned for marking. From day 6 suitable full time education will be provided. This will be at **[location/address]**. **OR** you will be contacted shortly about the full time provision.

You may wish to contact the Local Authority who can provide information and advice (see contact details below). If you live outside of Lancashire you are advised to contact your home Local Authority immediately about educational provision.

In addition, there are a number of organisations that provide free information, support and advice to parents on exclusion matters:

- Coram Children's Legal Centre can be contacted on 0345 345 4345 or through <http://www.childrenslegalcentre.com/get-legal-advice/education/>
- ACE education runs a limited advice service on 0300 0115 142 on Monday to Wednesday from 10am to 1pm during term time. Information can be found on the website: <http://www.ace-ed.org.uk/>
- The National Autistic Society (Schools Exclusion Service (England)) can be contacted on 0808 800 4002 or through schoolexcusions@nas.org.uk
- Independent Provider of Special Education Advice (known as IPSEA) <https://www.ipsea.org.uk/>

You may also wish to access the following sources of advice from the Department for Education:

- The Department's guidance to schools on exclusion: <https://www.gov.uk/government/publications/school-exclusion>
- 'School discipline and exclusions' and 'Complain about a school or childminder': <https://www.gov.uk/school-discipline-exclusions/exclusions> and <https://www.gov.uk/complain-about-school>

The SEND Information, Advice and Support Service [formerly Parent Partnership] can provide advice in relation to pupils who have special educational needs – telephone 0300 123 6706 or e-mail information.lineteam@lancashire.gov.uk

Yours sincerely

[Name]
Headteacher

Local Authority Contact Details

If you require any information or advice please contact your area education office.

North Area: (Morecambe, Lancaster, Wyre and The Fylde)

☎ 01524 581148 📧 PupilAccessTeam.North@lancashire.gov.uk

South Area: (Preston, South Ribble, Chorley and West Lancashire)

☎ 01772 532109 📧 PupilAccess.South@lancashire.gov.uk

East Area: (Hyndburn, Ribble Valley, Burnley, Pendle and Rossendale)

☎ 01254 220747 📧 Pupil.AccessEast@lancashire.gov.uk