



HEART
EDUCATION TRUST

Trust Exclusions Policy

2023

Last Reviewed: 19 October 2023

Next Review Due: 19 October 2024

Adopted by: The CEO of The HEART Education Trust on 19 October 2023



Heartsease
Primary Academy



Lingwood
Primary Academy



Henderson Green
Primary Academy



Valley
Primary Academy

The HEART Education Trust Documents Review Record:

Version:	Date Amended:	Amended By:
1	September 2016	BOE
2	January 2018	Director of Inclusion
3	December 2018	Head of Quality Assurance for Inclusion
3.1	10 December 18	COO
3.2	10 November 2020	Head of Quality Assurance for Inclusion
3.3	30 October 2022	Head of Quality Assurance for Inclusion
3.4	10 January 2023	CEO
3.5	19 October 2023	S Porter

The HEART Education Trust, a charitable company limited by guarantee registered in England and Wales with company number 08286818. Registered office address: Heartsease Primary Academy, Rider Haggard Road, Norwich, Norfolk NR7 9UE.

Purpose:

The Trust is committed to providing an environment where all people can feel safe, happy, accepted and integrated. It is important that an orderly framework should exist within which effective teaching and learning can take place.

Aims:

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

The Trust aims to:

- Ensure that the exclusions process is applied fairly and consistently
- Help Trustees, staff, parents and pupils understand the exclusions process
- Ensure that pupils in school are safe and happy
- Prevent pupils from becoming NEET (not in education, employment or training)
- Ensure all suspensions and permanent exclusions are carried out lawfully

A note on off-rolling

The Trust is aware that off-rolling is unlawful. Ofsted defines off-rolling as:

“The practice of removing a pupil from the school roll without a formal, permanent exclusion or by encouraging a parent to remove their child from the school roll, when the removal is primarily in the interests of the school rather than in the best interests of the pupil.”

We will not suspend or exclude pupils unlawfully by directing them off site, or not allowing pupils to attend school:

- Without following the statutory procedure or formally recording the event, e.g. sending them home to 'cool off'
- Because they have special educational needs and/or a disability (SEND) that the school feels unable to support
- Due to poor academic performance
- Because they haven't met a specific condition, such as attending a reintegration meeting
- By exerting undue influence on a parent to encourage them to remove their child from the school

Legislation and Statutory Guidance:

This policy is based on statutory guidance from the Department for Education: [Suspension and permanent exclusion from maintained schools, academies and pupil referral units in England, including pupil movement](#). Updated Guidance September 2023

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

- *Section 51a of the Education Act 2002*, as amended by the Education Act 2011

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- *The School Discipline (Pupil Exclusions and Reviews) (England) Regulations 2012*

In addition, the policy is based on:

- Part 7, chapter 2 of the [Education and Inspections Act 2006](#), which sets out parental responsibility for excluded pupils
- Section 579 of the [Education Act 1996](#), which defines 'school day'
- *The Education (Provision of Full-Time Education for Excluded Pupils) (England) Regulations 2007*, as amended by *The Education (Provision of Full-Time Education for Excluded Pupils) (England) (Amendment) Regulations 2014*
- [The Equality Act 2010](#)
- [Children and Families Act 2014](#)
- [Suspension and permanent exclusion from maintained schools, academies and pupil referral units in England, including pupil movement](#) DFE September 2023

This policy complies with our funding agreement and articles of association.

Definitions

Suspension – when a pupil is removed from the school for a fixed period. This was previously referred to as a 'fixed-term exclusion'.

Permanent exclusion – when a pupil is removed from the school permanently and taken off the school roll. This is sometimes referred to as an 'exclusion'.

Off-site direction – when a governing board of a maintained school requires a pupil to attend another education setting temporarily, to improve their behaviour.

Parent – any person who has parental responsibility and any person who has care of the child.

Managed move – when a pupil is transferred to another school permanently. All parties, including parents and the admission authority for the new school, should consent before a managed move occurs.

Summary:

- Parents will be encouraged to support good attendance and behaviour through home-Trust agreements, parents' meetings and newsletters.
- Staff will work closely with parents, carers and pupils to optimise the chances of every pupil succeeding; exclusion, whether fixed-term or permanent will be used as a last resort.
- In cases of Exclusion, the responsibilities of Parents/Carers, the Academy Headteacher and the Board of Trustees are outlined in this policy.
- A full policy is available on the Trust website.

Status: Statutory

Who/what was consulted?

This policy has been written by the Head of Quality Assurance (Inclusion) using guidelines issued by Norfolk County Council and guidance from the DfE. All staff have been consulted

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Relationship to other policies/procedures:

- Positive Behaviour, Discipline and Anti bullying Policy
- Positive Management of Violent and Aggressive Behaviour
- Single Equality Scheme
- Home Trust Agreement
- Whole Trust policy for Safeguarding, including Child Protection
- Complaints Procedure

Roles and responsibilities:

Parents/Carers

Academy Headteacher

Board of Trustees

Arrangements for monitoring and evaluation:

The Board of Trustees will evaluate the impact of this policy through receiving data analysed by year group, gender and ethnicity on the number and range of fixed-term and permanent exclusions each term together with the reasons. It will encourage debate about the relevance and effectiveness of the Trust's behaviour management strategies, including the involvement of pupils and parents in forming policy.

Responsibilities

The Academy Headteacher will be responsible for:

1) Deciding whether to suspend or exclude

Only the Academy Headteacher, or acting Academy Headteacher, can suspend or permanently exclude a pupil from school on disciplinary grounds. The decision can be made in respect of behaviour inside or outside of school. The Academy Headteacher will only use permanent exclusion as a last resort.

A decision to suspend or exclude a pupil will be taken only:

- In response to serious or persistent breaches of the school's behaviour policy, **and**
- If allowing the pupil to remain in school would seriously harm the education or welfare of others

Before deciding whether to suspend or exclude a pupil, the Academy Headteacher will:

- Consider all the relevant facts and evidence on the balance of probabilities, including whether the incident(s) leading to the exclusion were provoked
- Allow the pupil to give their version of events
- Consider whether the pupil has special educational needs (SEN)
- Consider whether the pupil is especially vulnerable (e.g. the pupil has a social worker, or is a looked-after child (LAC))

- Consider whether all alternative solutions have been explored, such as off-site direction or managed moves

The Academy Headteacher will consider the views of the pupil, in light of their age and understanding, before deciding to suspend or exclude, unless it would not be appropriate to do so.

Pupils who need support to express their views will be allowed to have their views expressed through an advocate, such as a parent or social worker.

The Academy Headteacher will not reach their decision until they have heard from the pupil, and will inform the pupil of how their views were taken into account when making the decision.

The Academy Headteacher will discuss the situation with the Director of Education and, where the pupil has special educational needs or is LAC, the Head of Quality Assurance for Inclusion before reaching a decision on whether to suspend or exclude.

2) Informing Parents

If a pupil is at risk of suspension or exclusion the Academy Headteacher will inform the parents as early as possible, in order to work together to consider what factors may be affecting the pupil's behaviour, and what further support can be put in place to improve the behaviour.

If the Academy Headteacher decides to suspend or exclude a pupil, the parents will be informed of the period of the suspension or exclusion and the reason(s) for it, without delay.

The parents will also be provided with the following information in writing, without delay:

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

The Academy Headteacher will also notify parents without delay and by the end of the afternoon session on the first day their child is suspended or permanently excluded, that:

- For the first 5 school days of an exclusion (or until the start date of any alternative provision or the end of the suspension, where this is earlier), the parents are legally required to ensure that their child is not present in a public place during school hours without a good reason. This will include specifying on which days this duty applies
- Parents may be given a fixed penalty notice or prosecuted if they fail to do this

If alternative provision is being arranged, the following information will be included, if possible:

- The start date for any provision of full-time education that has been arranged

- The start and finish times of any such provision, including the times for morning and afternoon sessions, where relevant
- The address at which the provision will take place
- Any information the pupil needs in order to identify the person they should report to on the first day

If the Academy Headteacher does not have all the information about the alternative provision arrangements by the end of the afternoon session on the first day of the suspension or permanent exclusion, they can provide the information at a later date, without delay and no later than 48 hours before the provision is due to start.

The only exception to this is where alternative provision is to be provided before the sixth day of a suspension or permanent exclusion, in which case the school reserves the right to provide the information with less than 48 hours' notice, with parents' consent.

3) Informing the Board of Trustees

The Academy Headteacher will, without delay, notify the Board of Trustees:

- Any permanent exclusion
- Any suspension or permanent exclusion which would result in the pupil being suspended or permanently excluded for a total of more than 5 school days (or more than 10 lunchtimes) in a term
- Any suspension or permanent exclusion which would result in the pupil missing a National Curriculum test or public exam

The Academy Headteacher will notify the Board of Trustees once per term of any other suspensions of which they have not previously been notified, and the number of suspensions and exclusions which have been cancelled, including the circumstances and reasons for the cancellation.

4) Informing the local authority (LA)

The Academy Headteacher will notify Norfolk County Council of all suspensions and permanent exclusions without delay, regardless of the length of a suspension.

The notification will include:

- The reason(s) for the suspension or permanent exclusion
- The length of a suspension or, for a permanent exclusion, the fact that it is permanent

The appropriate paperwork from Norfolk County Council will be completed to inform them of any suspensions or exclusions.

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

5) Informing the pupil's social worker and/or virtual school head (VSH)

If a:

- **Pupil with a social worker** is at risk of suspension or permanent exclusion, the Academy Headteacher will inform **the social worker** as early as possible
- **Pupil who is a looked-after child (LAC)** is at risk of suspension or exclusion, the Academy Headteacher will inform **the VSH at Norfolk County Council** as early as possible

This is in order to work together to consider what factors may be affecting the pupil's behaviour, and what further support can be put in place to improve the behaviour.

If the Academy Headteacher decides to suspend or permanently exclude a pupil with a social worker / a pupil who is looked after, they will inform the pupil's social worker / the VSH, as appropriate, without delay, that:

- They have decided to suspend or permanently exclude the pupil
- The reason(s) for the decision
- The length of the suspension or, for a permanent exclusion, the fact that it is permanent
- The suspension or permanent exclusion affects the pupil's ability to sit a National Curriculum test

The social worker / VSH will be invited to any meeting of the Board of Trustees about the suspension or permanent exclusion. This is so they can provide advice on how the pupil's background and/or circumstances may have influenced the circumstances of their suspension or permanent exclusion. The social worker should also help ensure safeguarding needs and risks and the pupil's welfare are taken into account.

6) Cancelling suspensions and permanent exclusions

The Academy Headteacher may cancel a suspension or permanent exclusion that has already begun, or has yet to begin but this will only be done where it has not yet been reviewed by the Board of Trustees. Where there is a cancellation:

- The parents, Board of Trustees and Norfolk County Council will be notified without delay
- Where relevant, any social worker and VSH will notified without delay
- Parents will be offered the opportunity to meet with the Academy Headteacher to discuss the cancellation
- As referred to above, the Academy Headteacher will report to the Board of Trustees once per term on the number of cancellations
- The pupil will be allowed back in school
- The reason for the cancellation must be shared with all parties

7) Providing education during the first 5 days of a suspension or permanent exclusion

During the first 5 days of a suspension, if the pupil is not attending alternative (AP) provision, the Academy Headteacher will take steps to ensure that achievable and accessible work is set and marked for the pupil. Online pathways such as Google Classroom or Oak Academy may be used for this. If the pupil has a special educational need or disability, the Academy Headteacher will make sure that reasonable adjustments are made to the provision where necessary.

If the pupil is looked after or if they have a social worker, the school will work with Norfolk County Council to arrange Alternative Provision from the first day following the suspension or permanent

exclusion. Where this isn't possible, the school will take reasonable steps to set and mark work for the pupil, including the use of online pathways.

The Board of Trustees will:

- promote positive behaviour by celebrating the achievements of pupils and by participating in final warning meetings to encourage pupils to make full use of the opportunities the Trust offers them.
- review the Academy Headteacher's exclusion decisions
- dismiss exclusions that do not relate to a disciplinary issue and consider complaints about other circumstances under the complaints procedure
- receive training to equip themselves to discharge their duties properly
- establish a discipline committee as necessary which will consist of at least three members. The Academy Headteacher may not be a member
- ensure that all exclusions meetings are clerked.

In cases of:

- permanent exclusions all suspensions totalling more than 15 Trust days in any one term
- totalling more than five Trust days in any one term, where the parent expresses a wish to make representations to the Board of Trustees
- exclusions that would result in the loss of an opportunity to take a public examination

The Board of Trustees (or discipline committee) will meet to:

- consider the circumstances in which the pupil was excluded
- consider any representations about the exclusion made by the parent/carers and by the Local Authority
- consider whether the pupil should be reinstated immediately, reinstated by a particular date or not reinstated.

The timescales and requirements about presentation of evidence as set out in the Guide to Law for Trust Governors will be followed at all times. Where the Board of Trustees has upheld a permanent exclusion, parents/carers may appeal against its decision to the Trustees of the Trust. The decision of the Trust is binding on the parties.

If the parent/carers considers that there was maladministration by the appeal panel, he or she may make a complaint to the Local Government Ombudsman or the Secretary of State, depending on what the arrangements are in the local authority (from September 2011 it is expected that complaints can only be made to the Local Government Ombudsman).

Where a reintegration meeting is arranged following a fixed term the parents'/carers' presence is crucial. A parent/carers' failure to attend may be a factor taken into account by a court when considering whether to impose a parenting order, if one is applied for at some future time.

The Pupil Discipline Meeting

This document is intended to provide the Chair and Clerk with guidance for running a meeting of the Board of Trustees' Pupil Discipline Panel.

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It is important that the members on the panel understand that they, and not the Academy Headteacher, 'own' the meeting. How the meeting is arranged, and conducted, is a vital part of working with the parents/carers of the pupil involved to support the young person's future.

Within the following text, sections written in *Italics* provide additional advice to support the separate points on how to run the meeting.

Membership of the Panel

This can be between 3 and 5 Trust governance members appointed by the Board of Trustees, but must not be less than 3. An odd number of members is strongly recommended. Members should, as far as possible, have no prior knowledge of the matter, which means that the detail of individual pupil exclusions must not be discussed in Trustees' meetings. To discuss the matter in advance will compromise the ability of Trustees to reach a fair decision, based on natural justice, and will make the process invalid.

Trustees must not sit on the panel if any of the following apply:

- they know the pupil and/or his/her family;
- they witnessed the incident that led to the exclusion;
- they have a child in the same class as the pupil involved, or have a child who was a witness to the incident and has told them about it;
- they have a spouse/partner who was involved in the incident;
- they may not be able to be impartial, for any other reason;

Chairing the meeting

A Trustee should chair the meeting. The Chair of the Board of Trustees may act as chair, provided that s/he has not discussed the matter before with anyone, especially the Academy Headteacher.

Clerking the meeting

In Norfolk the Local Authority (LA) strongly recommends that, in cases where the Clerk to the Board of Trustees is an employee of the Trust, s/he should not clerk meetings of the Pupil Discipline panel. This is in case parents bring an allegation that s/he influenced the panel's decision when left alone with the panel during their private deliberation of the matter. Where parents make an appeal against a permanent exclusion to the Board of Trustees' Appeals Panel (the stage after the panel), if such an allegation is made it is possible that the panel will automatically reinstate the pupil to the academy.

Order of the meeting

Noting attendance

The Clerk should list in the notes of the meeting the names of everyone who is present:

- the members of the panel, stating who is in the chair;
- the Academy Headteacher and any other members of Trust staff present;
- the parents/carers, and anyone accompanying them, i.e. a friend or representative and the pupil, if in attendance
- the LA Officer, if in attendance - usually only for permanent exclusions, or long-term fixed period exclusions
- the clerk

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The clerk should also note if the parents/carers do not attend, stating when and how they were invited to attend, and whether or not they had indicated that they would be present. It is at the chair's discretion whether the start of the meeting will be briefly postponed, in case the parents/carers have been delayed.

Apologies

The clerk should note any apologies offered.

NB the meeting must not take place with less than 3 governors.

Chair's welcome, introductions and opening remarks

The Chair of the panel should welcome everyone, and either perform introductions or ask people to introduce themselves. S/he should state the purpose of the meeting and outline its format.

The purpose of the meeting is two-fold:

- to establish whether, based on the facts known at the time, the Academy Headteacher took the right action in excluding the pupil;
- to consider whether the type or length of period of exclusion was appropriate.

Based on the evidence presented to them the Board of Trustees members on the panel have two basic options:

- to uphold the Academy Headteacher's action, or
- to reinstate the pupil

In order to help them reach their judgement the meeting should take the following pattern.

Verbal statement from the Academy Headteacher

This will be in support of any written evidence previously circulated. The Academy Headteacher must be able to make his/her case on the day – it is not sufficient to rely on information previously sent out. S/he may invite other staff members to attend to offer supporting evidence. Parents/carers may make comments after the Academy Headteacher has presented his/her case.

Where written evidence is circulated in advance it must be sent to all the parties involved. Witness statements may have the name/contact details of the witnesses removed or hidden. In the case of a permanent exclusion, where the Academy Headteacher may need to outline a series of events/poor behaviour, it is acceptable to provide a list of the pupil's transgressions. Fixed-term exclusion should only consider the single issue that caused the exclusion to be given.

Questions to the Academy Headteacher

Panel members may ask questions to clarify points

Verbal statement from the parent/carers (or pupil if appropriate)

This should support any written evidence that they asked to be circulated in advance. The parent/carers/pupil may ask that their friend or representative speak on their behalf. The Academy Headteacher may make comments after the parent/carers has presented their case.

Questions to parents/carers

Panel members may ask questions to clarify points Advice/comments from the LA Officer Where an officer is in attendance (usually permanent and possibly long fixed-term exclusions) the panel may ask for advice/guidance on what action might have been taken in similar situations in other Trusts. The officer may also advise on what information is currently 'missing' from the discussion that should be pursued, so that the panel can be assured they have made their decision based on the fullest evidence available.

Final clarification

The Chair of the panel should ensure that all parties, especially the parents/carers, have had an opportunity to say what they want, and that all points are clear. Members of the Board of Trustees should be confident that they have all the information they need to be able to reach a correct decision.

Reaching a Decision

At this point everyone other than the panel and clerk should withdraw from the meeting, to allow the panel to discuss the case/s under consideration and form a judgement.

In the case of a short fixed-term exclusion of 5 days or fewer, if the panel do not uphold the Academy Headteacher's decision it will probably not be possible to reinstate, as the child will very likely already have returned to Trust before the meeting can be arranged. In this case a note will be attached to the child's Trust record, to clarify that the panel did not support the Academy Headteacher's action.

NB – the actual note of the exclusion cannot be removed from the child's record.

The panel may agree that, whilst a fixed period of exclusion (not permanent) was the correct action to take, the number of days given was too severe. In this case, provided the pupil has not already returned to Trust, the panel may decide to reinstate the pupil sooner than planned. This does not have to be immediately, but may be from an earlier date than initially set down.

The panel may also want to consider whether, if it has not already happened, a brief time needs to be allowed for the Academy Headteacher and staff to plan for the child's reintegration, as s/he was not expected back in Trust quite so soon. Where the panel judges that exclusion was not the correct course of action, it may reinstate the pupil, as outlined above. In these cases one, or more, of the following might apply:

- *the Academy Headteacher did not provide relevant or sufficient evidence to support his/her case for an exclusion, or;*
- *the panel judge that insufficient strategies* had been put in place to support the pupil prior to the incident that resulted in the exclusion (i.e. it could have been avoided if the Trust had given better support), or;*
- *the parent/carer has made an acceptable representation against the exclusion, e.g. provided evidence of mitigating circumstances * strategies could include the use of a Pastoral Support Plan; a risk assessment of the potential hazard the child presents or faces; or, in the case of Looked After Children, whether their Personal Education Plan has been reviewed. There are times when pupils with EHCPs of Special Educational Needs (SEN) are exhibiting behaviour that might lead to their exclusion, or have been excluded. In these cases the Trust should have requested an urgent review of the EHCP, to establish that the child has the appropriate level of support in the Trust, or is even the appropriate Trust for the child to attend. The LA does not*

support the permanent exclusion of EHCP pupils without a high level review of the child's needs. Where a child is causing concern and the Academy Headteacher decides the only action s/he can take is to exclude, it should only be on a fixed term basis initially, to allow a review to take place. Appropriate action at the right time could prevent a permanent exclusion appearing on the child's record. Where a child with an EHCP of Special Educational Needs is excluded from Trust the panel should always ask about what the Trust has done to support the child before any exclusion is imposed and satisfy itself that the Trust has done all it can. If a fixed term exclusion is upheld by the panel the parent of a child with an EHCP must be informed of their right to appeal to SENDIST, the Special Educational Needs & Disability Tribunal.

The clerk will take notes (not formal minutes) of:

- the main points of the discussion by panel members;
- the decision reached, and:
- the supporting reasons.

The panel may include comments or make recommendations, possibly such as including establishing a meeting, during a fixed-term exclusion period, to draw together a mutually agreeable Pastoral Support Plan for the pupil.

Where all parties have chosen to stay to be told the decision they should be invited back into the meeting room to receive this. However, it is not an opportunity for further discussion of the case. In any event, a formal letter detailing the decision, and setting out the reasons why governors have reached their conclusion, should be sent to the parent/ carer to reach them within 24 hours.

Allow remote access to the Board of Trustees Meeting and Independent Review Panels

Whilst we encourage parents to attend these meetings face to face as this is the default position, we recognise that in exceptional circumstances parents can request that a meeting be held via the use of remote access carried out by electronic means, e.g. live video link.

Meetings can also be held remotely in the event of unforeseen circumstances, for example the school being closed due to: infectious illness, fire or flood.

Certain conditions must be met for remote meetings. These include:

- Confirming that all the participants have access to the technology which will allow them to:
 - Hear
 - Speak
 - See
 - Be seen
- Ensuring all the participants will be able participate fully
- Ensuring that the remote meeting can be held fairly and transparently

If the Board of trustees or arranging authority aren't satisfied that a remote meeting can be held fairly and transparently, then they should consult with parents/carers to decide how a face-to-face meeting can be arranged.

If technical issues occur, the meeting must be rearranged to take place in person.

Where technical difficulties that prevent participants holding the meeting fairly or transparently cannot be resolved, a face-to-face meeting must be organised without delay.

Further action

For a fixed-term suspension there is usually no further right of appeal by the parents/carers– the decision of the Board of Trustees' Panel is final. The parent/carer can only approach the Trustees if they can provide evidence that correct procedures were not followed. See the note above re appeals for statemented children. In the case of a permanent exclusion, the parents/carers must be informed in the letter from the panel of how they can make an appeal to the Trustees.

Appendix 1: EXCLUSION INFORMATION AND MODEL

These letters have been produced by Norfolk Children's Services. The Department for Education has issued New Guidance for 2017:-

Exclusion from maintained Trusts, Academies and pupil referral units in England

A guide for those with legal responsibilities in relation to exclusion

Model Letter 1

From the head teacher of an Academy/ notifying parent(s) of a suspension which takes the total suspensions to 5 school days or fewer in one term.

Model Letter 2

From the head teacher of an Academy notifying parent(s) of a pupil's fixed period exclusion which takes the total exclusions to more than 5 academy days (up to and including 15 academy days) in a term

Model Letter 3

From the head teacher of an Academy notifying parent of a fixed period exclusion which takes the total exclusions in one term to more than 15 academy days.

Model Letter 4

From the head teacher an Academy notifying the parent(s) of the pupil's permanent exclusion.

Model Letter 5

From the clerk to the Exclusion Panel of the Board of Trustees of the HEART Education Trust to parent(s) upholding a permanent exclusion

Model Letter 6

From clerk to the Exclusion Panel of the Board of Trustees of the HEART Education Trust advising parent(s) after speaking to them to confirm the date and time of the meeting to consider the exclusion of a pupil

Model Letter 7

From clerk to the Exclusion Panel of the Board of Trustees of the HEART Education Trust advising parent(s) reinstating the pupil.

Model Letter 8

From clerk to the Exclusion Panel of the Trustees of the HEART Education Trust advising parent(s) of the outcome after a reconsideration of the reinstatement of the pupil

Model Letter 9

From the head teacher an Academy notifying the parent(s) that a pupil's permanent exclusion has been withdrawn.

Model letter 1

From the head teacher of an Academy/ notifying parent(s) of a suspension which takes the total suspensions 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 a fixed period of **[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]**.

I realise that this suspension may well be upsetting for you and your family, but the decision to suspend **[pupil's name]** has not been taken lightly. **[Pupil's name]** has been suspended for this fixed period because **[state reason for suspension. This can be more than one reason but be clear on the reasons and how the behaviour policy has been breached]**.

[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 there is reasonable justification for this. I must advise you that you may receive a penalty notice from the local authority if your child is present in a public place during school hours on the specified dates without reasonable justification. It will be for you to show that there is reasonable justification for this.

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

You have the right to make representations about this decision to the **[governing body/management committee/board of directors of the Academy Trust]**. If you wish to make representations please contact **[Name of Contact]** at **[contact details — address, phone number, email]**, as soon as possible. Whilst the **[governing body/management committee/board of directors of the Academy Trust]** has no power to direct reinstatement, they must consider any representations you make and may place a copy of their findings on your child's school record.

You should also be aware that if you think the suspension relates to a disability your child has and you think disability discrimination has occurred; you have the right to appeal, and/or make a claim, to the First Tier Tribunal (Special Educational Needs and Disability)

<https://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.

[This paragraph can be used if academy chooses to hold a reintegration interview.]

You and **[pupil's name]** are requested to attend a reintegration interview with me **[alternatively, specify the name of another staff member]** at **[place]** on **[date]** at **[time]**. If that is not convenient, please contact the school to discuss how best we can support your child.

Suspension guidance can be obtained from the Department for Education website at <https://www.gov.uk/government/publications/school-exclusion>. 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 aim to provide impartial advice and information to parents on state education matters.

Advice on the suspensions process can also be obtained from the Exclusions Team in Children's Services by telephone on 01603 307727 or by email to csexclusions@norfolk.gov.uk, or the [Norfolk SEND Partnership](#) who can be contacted using their online form, by telephone on 01603 704070 or by email to norfolksendiass@norfolk.gov.uk (for pupils with special educational needs).

[Where considered relevant by the head teacher, add links to local services, such as Traveller Education Services, the Information Advice & Support Services Network (formerly known as the local parent partnership) (<https://councilfordisabledchildren.org.uk/information-advice-and-support-services-network/about>), the National Autistic Society (NAS) School Exclusion Helpline <https://www.autism.org.uk/what-we-do/help-and-support/school-exclusion-service> (0808 800 4002), or Independent Parental Special Education Advice (<http://www.ipsea.org.uk/>)]

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

Yours sincerely

[Name]

Head teacher of Academy

Model letter 2

From the head teacher of Academy 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 a fixed period of **[specify period]**. This means that **[pupil's name]** will not be allowed in school for this period. The suspension start date is **[date]** and the end date is **[date]**. Your child should return to school on **[date]**.

I realise that this suspension may well be upsetting for you and your family, but my decision to suspend **[pupil's name]** has not been taken lightly. **[Pupil's name]** has been suspended for this fixed period because **[state reason for suspension. This can be more than one reason but be clear on the reasons and how the behaviour policy has been breached]**.

[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 **[the first five school days of suspension or specify dates]** unless there is reasonable justification for this. I must advise you that you may be prosecuted or receive a penalty notice from the local authority if your child is present in a public place on the specified dates. It will be for you to show that there is reasonable justification.

[In all cases]

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

[For consecutive fixed-term suspensions of more than 5 days]

From the **[6th school day of the pupil's suspension [specify date] until the expiry of this suspension we [for Academies it would be the Academy Trust] - set out the arrangements for provision if known]** 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/Academy]** at **[specify the time]** and report to **[staff member's name]**. **[If applicable — say something about transport arrangements from home to the alternative provider.]**

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 as a result of one fixed-period or more than one fixed-period suspension].

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You have the right to request a meeting of the **[board of directors of the Academy Trust]** 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 **board of directors of the Academy Trust** must meet if you request it to do so to consider reinstatement. The latest date by which the **board of directors of the Academy Trust** must meet, if you request a meeting, is **[specify date — no later than the 50th school day after the date on which the board of directors were notified of this suspension]**. If you do wish to make representations to the **[board of directors of the Academy Trust]** 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 can also request that the Local Authority Exclusions Officer is invited to attend the hearing. Please advise if you have a disability or special needs which would affect your ability to attend or take part in a meeting at the school. Also, please inform **[contact]** if it would be helpful for you to have an interpreter present at the meeting.

You should also be aware that if you think the suspension relates to a disability your child has and you think disability discrimination has occurred; you have the right to appeal, and/or make a claim, to the First Tier Tribunal (Special Educational Needs and Disability)

<https://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. Making a claim would not affect your right to make representations to the governing body/management committee/board of directors of the Academy Trust.

[This paragraph can be used if academy chooses to hold a reintegration interview.]

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

Suspension guidance can be obtained from the Department for Education website at <https://www.gov.uk/government/publications/school-exclusion>. 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 aim to provide impartial advice and information to parents on state education matters.

Advice on the suspensions process can also be obtained from the Exclusions Team in Children's Services by telephone on 01603 307727 or by email to csexclusions@norfolk.gov.uk, or the [Norfolk SEND Partnership](#) who can be contacted using their online form, by telephone on 01603 704070 or by email to norfolksendiass@norfolk.gov.uk (for pupils with special educational needs).

[Where considered relevant by the head teacher, add links to local services, such as Traveller Education Services, the Information Advice & Support Services Network (formerly known as the local parent partnership) (<https://councilfordisabledchildren.org.uk/information-advice-and-support-services-network/about>), the National Autistic Society (NAS) School Exclusion Helpline <https://www.autism.org.uk/what-we-do/help-and-support/school-exclusion-service> (0808 800 4002), or Independent Parental Special Education Advice (<http://www.ipsea.org.uk/>)]

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

Yours sincerely

[Name]

Head teacher of Academy

Model letter 3

From the head teacher of an Academy/Free School notifying parent of a suspension which takes the total suspensions in one term to more than 15 school days.

Dear [Parent's name]

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

I realise that this suspension may well be upsetting for you and your family, but the decision to suspend [pupil's name] has not been taken lightly. [Pupil's name] has been suspended for this fixed period because [state reason for suspension. This can be more than one reason but be clear on the reasons and how the behaviour policy has been breached]

[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 **[the first five school days of suspension or specify dates]** unless there is reasonable justification for this. I must advise you that you may be prosecuted or receive a penalty notice from the local authority if your child is present in a public place on the specified dates. It will be for you to show that there is reasonable justification.

[In all cases]

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

[For consecutive fixed-term suspensions of more than 5 days]

From the **[6th school day of the pupil's suspension [specify date] until the expiry of this suspension we [For PRUs the local authority, for Academies it would be the Academy Trust] - set out the arrangements for provision if known]** 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/Academy]** at **[specify the time]** and report to **[staff member's name]**. **[If applicable — say something about transport arrangements from home to the alternative provider.]**

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 as a result of one fixed-period or more than one fixed-period suspension].

As the total suspensions now exceed 15 school days in one term the **[board of directors of the Academy Trust]** must meet to consider reinstatement. At the meeting you may make representations. The latest date on which the **[board of directors of the Academy Trust]** can meet is **[date here — no later than 15 school days from the date the board of director of Academy Trust is notified]**. If you wish to make representations to the **[board of directors of the Academy Trust]** 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 can also request that the Local Authority Exclusions Officer is invited to attend the hearing. You will, whether you choose to make representations or not, be notified by the **[board of directors of the Academy Trust]** of the time, date and location of the meeting. Please advise if you have a disability or special needs which would affect your ability to attend or take part in a meeting at the school. Also, please inform **[contact]** if it would be helpful for you to have an interpreter present at the meeting.

You should also be aware that if you think the suspension relates to a disability your child has and you think disability discrimination has occurred; you have the right to appeal, and/or make a claim, to the First Tier Tribunal (Special Educational Needs and Disability)

<https://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. Making a claim would not affect your right to make representations to the **[board of directors of the Academy Trust]**.

[This paragraph can be used if academy chooses to hold a reintegration interview.]

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

Suspension guidance can be obtained from the Department for Education website at <https://www.gov.uk/government/publications/school-exclusion>. 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 aim to provide impartial advice and information to parents on state education matters.

Advice on the suspensions process can also be obtained from the Exclusions Team in Children's Services by telephone on 01603 307727 or by email to csexclusions@norfolk.gov.uk, or the [Norfolk SEND Partnership](#) who can be contacted using their online form, by telephone on 01603 704070 or by email to norfolksendiass@norfolk.gov.uk (for pupils with special educational needs).

[Where considered relevant by the head teacher, add links to local services, such as Traveller Education Services, the Information Advice & Support Services Network (formerly known as the local parent partnership) (<https://councilfordisabledchildren.org.uk/information-advice-and-support-services-network/about>), the National Autistic Society (NAS) School Exclusion Helpline <https://www.autism.org.uk/what-we-do/help-and-support/school-exclusion-service> (0808 800 4002), or Independent Parental Special Education Advice (<http://www.ipsea.org.uk/>)]

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

Yours sincerely

[Name]

Head teacher of Academy

Model letter 4

From the head teacher of an Academy 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/PRU management committee/board of directors of the Academy Trust]**.

I realise that this exclusion may well be upsetting for you and your family, but the decision to permanently exclude **[pupil's name]** has not been taken lightly. **[Pupil's name]** has been excluded because **[state reason for the exclusion. This can be more than one reason but be clear on the reasons and how the behaviour policy has been breached]**.

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, i.e. 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 work for **[pupil's name]** and would ask you to ensure this work is completed and returned promptly to school for marking. From the sixth school day of the exclusion onwards — i.e. from **[specify the date]** the local authority **[give the name of the authority]** will provide suitable full-time education. **[set out the arrangements, if known.]**

[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 **[board of directors of the Academy Trust]** must meet to consider it. At the meeting you may make representations, your **[son/daughter]** can also attend the meeting if you wish and you can ask them to reinstate your child in school. In light of its consideration, the **[board**

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of directors of the Academy Trust] 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 **[board of directors of the Academy Trust]** must meet is **[specify the date — must be on or before the 15th school day after the date on which the board of directors of the Academy Trust was notified of the exclusion]**. If you wish to make representations to the **[board of directors of the Academy Trust]** and wish to be accompanied by your **[son/daughter]**, a friend or representative please contact **[name of contact]** on/at **[contact details — address, phone number, email]**, as soon as possible. You can also request that the Local Authority Exclusions Officer is invited to attend the hearing. You will, whether you choose to make representations or not, be notified by the **[board of directors of the Academy Trust]** of the time, date and location of the meeting. Please let us know if you have a disability or special needs which would affect your ability to attend the meeting. Also, please inform **[contact]** if it would be helpful for you to have an interpreter present at the meeting.

You should also be aware that if you think the exclusion relates to a disability your child has and you think disability discrimination has occurred; you have the right to appeal, and/or make a claim, to the First Tier Tribunal (Special Educational Needs and Disability)

<https://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. Making a claim would not affect your right to make representations to the **[board of directors of the Academy Trust]**.

Exclusions guidance can be obtained from the Department for Education website at <https://www.gov.uk/government/publications/school-exclusion>. 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 aim to provide impartial advice and information to parents on state education matters.

Advice on the exclusions process can also be obtained from the Exclusions Team in Children's Services by telephone on 01603 307727 or by email to csexclusions@norfolk.gov.uk, or the [Norfolk SEND Partnership](#) who can be contacted using their online form, by telephone on 01603 704070 or by email to norfolksendiass@norfolk.gov.uk (for pupils with special educational needs).

[Where considered relevant by the head teacher, add links to local services, such as Traveller Education Services, the Information Advice & Support Services Network (formerly known as the local parent partnership) (<https://councilfordisabledchildren.org.uk/information-advice-and-support-services-network/about>), the National Autistic Society (NAS) School Exclusion Helpline <https://www.autism.org.uk/what-we-do/help-and-support/school-exclusion-service> (0808 800 4002), or Independent Parental Special Education Advice (<http://www.ipsea.org.uk/>)]

Yours sincerely

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[Name]

Head teacher of Academy

Model letter 5

Outcome letter from the clerk to the board of directors of an Academy to parent(s) where the panel have declined to reinstate a permanently excluded pupil

Dear **[Parent's name]**

The meeting of the **[board of directors of the Academy Trust]** at **Academy]** on **[date]** considered the decision by **[head teacher]** to permanently exclude your **[son/daughter]** **[name of pupil]**. The **[board of directors of the Academy Trust]**, after carefully considering the representations made and all the available evidence, has decided not to reinstate **[name of pupil]**.

The reasons for the **[board of directors of the Academy Trust]** decision are as follows: **[give the reasons in as much detail as possible, explaining how they were arrived at.]**

You have the right to apply for a review against this decision to an Independent Review Panel. If you wish to request a review, please notify **[insert full contact details as per the footnote]** in writing no later than **[specify the latest date — the 15th school day after receipt of this letter]** together with any written evidence, and also include if appropriate details of how the pupil's special education needs are considered relevant to the exclusion. If you have not lodged a request for a review by **[repeat latest date]**, you will lose your right to a review. If you require an SEN expert at the Independent Review, please request this when requesting a review. The **[Local Authority/Academy Trust]** must appoint a Special Educational Needs expert if requested. Please also advise if you have a disability or special needs which would affect your ability to attend the hearing.

The role of a Special Educational Needs expert is to give impartial advice to the panel on how special educational needs might be relevant to the exclusion. Their advice will be based on the evidence provided by the panel but does not include making an assessment of the pupil's special education need. The SEN expert should give advice on whether the school's policies relate to SEN in relation to the excluded pupil were legal, reasonable and fair and any possible contribution that could have been made. Where SEN had not been recognised by the school with regard to the pupil, the SEN expert should advise the panel whether they believe the school acted legally, reasonably and procedurally fair with respect to the identification of any special education need that the pupil may have. There would be no cost to you for this advice. Please inform **[insert full contact details as per the footnote]** if it would be helpful for you to have an interpreter present at the hearing.

The review panel can make the following decisions:

- Uphold the decision;

- Recommend that the **[governing body/management committee/board of directors of Academy Trust]** reconsiders reinstatement; or
- Quash the decision and direct that the **[governing body/management committee/board of directors of Academy Trust]** reconsiders reinstatement.

You should also be aware that if you think the exclusion relates to a disability your child has and you think disability discrimination has occurred; you have the right to appeal, and/or make a claim, to the First Tier Tribunal (Special Educational Needs and Disability)

<https://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.

Exclusions guidance can be obtained from the Department for Education website at <https://www.gov.uk/government/publications/school-exclusion>. 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 aim to provide impartial advice and information to parents on state education matters.

Advice on the exclusions process can also be obtained from the Exclusions Team in Children's Services by telephone on 01603 307727 or by email to csexclusions@norfolk.gov.uk, or the [Norfolk SEND Partnership](#) who can be contacted using their online form, by telephone on 01603 704070 or by email to norfolksendiass@norfolk.gov.uk (for pupils with special educational needs).

[Where considered relevant by the head teacher, add links to local services, such as Traveller Education Services, the Information Advice & Support Services Network (formerly known as the local parent partnership) (<https://councilfordisabledchildren.org.uk/information-advice-and-support-services-network/about>), the National Autistic Society (NAS) School Exclusion Helpline <https://www.autism.org.uk/what-we-do/help-and-support/school-exclusion-service> (0808 800 4002), or Independent Parental Special Education Advice (<http://www.ipsea.org.uk/>)]

The arrangements currently being made for **[pupil's name]**'s education will continue. **[specify details here]**.

Yours sincerely

[Name]

Clerk to the **[board of directors of the Academy Trust]**

Footnote: Address for parents to use when requesting an Independent Review Panel: If you are an Academy, then the clerk will need to check whether they use the Local Authority service to arrange review panels, or whether they have their own arrangements. You must insert the contact details accordingly – this should include clear instructions of to whom and where the parent should write, including the full address. Often this will be the Clerk to the Governing Body in the first instance, who would then contact the LA Service to arrange a review if one is subsequently requested. In the case of an LA maintained school, you must always enter the contact details below.

If you use the Local Authority service, please insert the following contact details in the above letter:

Perry Richens-Pyatt, Administrator to the Independent Review Panels, Bay 33, Floor 8, County Hall, Martineau Lane, Norwich, Norfolk NR1 2DH or by email to p.richens-pyatt2@norfolk.gov.uk.

Model letter 6

From clerk to the governing body (board of directors of an Academy Trust) 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.

Please 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 meeting of the **[board of directors of the Academy Trust]** 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/Please find enclosed evidence for the meeting].

Yours sincerely,

[Name]

Clerk to the **[board of directors of the Academy Trust]**

Model letter 7

Outcome letter from clerk to the governing body (board of directors of an Academy Trust) advising parent(s) that a permanently excluded pupil has been reinstated

Dear **[Parent's Name]**

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

Following the meeting of the **[board of directors of Academy Trust]** today and after careful consideration of all the evidence and your representations and those of the **[Name of Academy]** the panel decided to direct re-instatement of **[pupil's name]** to **[Name of Academy]** on **[specify date]**.

[Please insert the reason for the decision and any recommendations made]

Exclusions guidance can be obtained from the Department for Education website at <https://www.gov.uk/government/publications/school-exclusion>. 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 aim to provide impartial advice and information to parents on state education matters.

Advice on the exclusions process can also be obtained from the Exclusions Team in Children's Services by telephone on 01603 307727 or by email to csexclusions@norfolk.gov.uk, or the [Norfolk SEND Partnership](#) who can be contacted using their online form, by telephone on 01603 704070 or by email to norfolksendiass@norfolk.gov.uk (for pupils with special educational needs).

[Where considered relevant by the head teacher, add links to local services, such as Traveller Education Services, the Information Advice & Support Services Network (formerly known as the local parent partnership) (<https://councilfordisabledchildren.org.uk/information-advice-and-support-services-network/about>), the National Autistic Society (NAS) School Exclusion Helpline <https://www.autism.org.uk/what-we-do/help-and-support/school-exclusion-service> (0808 800 4002), or Independent Parental Special Education Advice (<http://www.ipsea.org.uk/>)]

You and **[pupil's name]** are invited to attend a reintegration meeting with **[Staff member's name]** on **[date]** and **[time]**

Yours sincerely,

Clerk to the **[board of directors of the Academy Trust]**

Model letter 8

From clerk to the governing body (board of directors of an Academy Trust) advising parent(s) of the outcome after a reconsideration of the reinstatement of the pupil following an Independent Review Panel

Dear **[Parent's name]**

The **[board of directors of Academy Trust]** have reconsidered the decision to reinstate **[pupil's name]** after being requested to do so by the Independent Review Panel. After careful considerations the panel have decided **[not to reinstate/to reinstate] [pupil's name]**. **[If reinstatement please advise date to be reinstated]**

The reasons for the **[board of directors of the Academy Trust]** decision are as follows: **[give the reasons in as much detail as possible, explaining how they were arrived at. The board of directors of the Academy Trust's decision should demonstrate how they have addressed the concerns raised by the Independent Review Panel, as it may face challenge in the courts if it refuses to reinstate the pupil without strong justification]**.

Exclusions guidance can be obtained from the Department for Education website at <https://www.gov.uk/government/publications/school-exclusion>. 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 aim to provide impartial advice and information to parents on state education matters.

Advice on the exclusions process can also be obtained from the Exclusions Team in Children's Services by telephone on 01603 307727 or by email to csexclusions@norfolk.gov.uk, or the [Norfolk SEND Partnership](#) who can be contacted using their online form, by telephone on 01603 704070 or by email to norfolksendiass@norfolk.gov.uk (for pupils with special educational needs).

[Where considered relevant by the head teacher, add links to local services, such as Traveller Education Services, the Information Advice & Support Services Network (formerly known as the local parent partnership) (<https://councilfordisabledchildren.org.uk/information-advice-and-support-services-network/about>), the National Autistic Society (NAS) School Exclusion Helpline (<https://www.autism.org.uk/what-we-do/help-and-support/school-exclusion-service> (0808 800 4002), or Independent Parental Special Education Advice (<http://www.ipsea.org.uk/>)]

You should also be aware that if you think the exclusion relates to a disability your child has and you think disability discrimination has occurred; you have the right to appeal, and/or make a claim, to the First Tier Tribunal (Special Educational Needs and Disability)

<https://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.

[Only required if reinstated by board of directors of Academy Trust]

You and **[pupil's name]** are invited to attend a reintegration meeting with **[Staff member's name]** on **[date]** and **[time]**

Yours sincerely,

Clerk to the **[board of directors of the Academy Trust]**

Model letter 9

From the head teacher an Academy notifying the parent(s) that a pupil's permanent exclusion has been withdrawn.

Dear **[Parent/Carer's name]**

Further to my decision to permanently exclude **[Child's name]** effective from **[date]**; I am writing to inform you of my decision to withdraw this permanent exclusion **[insert description of the reason]**.

[If this is because a managed move has been arranged use the following paragraph]

The permanent exclusion has been withdrawn because we have arranged an 8-week managed move trial to **[insert name of school]**. Once **[Child's name]** has completed the managed move trial [his/her] name will be removed from [insert the name of your school]'s roll. **[Enter details of any interim arrangements]**.

[You may also choose to add the following paragraph in the case of a managed move]

If, however, **[Child's name]** does not manage to complete the managed move trial, the permanent exclusion will be reinstated, and a meeting will be arranged for the **[board of directors of Academy Trust]** to consider the permanent exclusion.

[If the pupil is remaining at the school use the following paragraph]

I would like to confirm that **[child's name]** is welcome to return to **[school's name]**. To facilitate **[child's name]**'s reintegration I have planned a reintegration meeting on **[date]** at **[time]** at the school.

As we notified the local authority of the permanent exclusion, a copy of this letter has been sent to the Fair Access Team at Norfolk County Council **[Include the details of the home authority if the pupil living in a different local authority]** to inform them that the permanent exclusion has been withdrawn.

You may wish to contact the local authority's Exclusion Team to discuss this or if you have any questions about the exclusions procedures on 01603 307727 or by email to csexclusions@norfolk.gov.uk.

Yours sincerely

[Name]

Head teacher/Principal

cc Exclusions - Fair Access Team - csexclusions@norfolk.gov.uk.

