



STOCKPORT
METROPOLITAN BOROUGH COUNCIL

Model Suspension and Permanent Exclusion policy



Respect
For All

Ambitious
In Aspirations

Bold
In Actions

“...with God all things are possible” Matthew (19:26)

AIMS

1. We are committed to following all statutory exclusions procedures to ensure that every child receives an education in a safe and caring environment.
2. Our school aims to:
 - Ensure that the exclusions process is applied fairly and consistently
 - Help governors, 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
3. Our overarching principle is one of inclusion, where behaviour is addressed proactively, not reactively. Our focus is on the well-being and progress of every child and ensuring that all members of our community are valued, treated as individuals, with respect and with dignity. We believe that children’s behaviour will be much improved when they have a high self-esteem. It is vital that children are respected for who they are as well as what they can do, that they are listened to and taken seriously, praised when appropriate and made to feel valued.
4. **A note on off-rolling**
Our school 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."

5. 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

6. 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](#).
7. 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
 - The School Discipline (Pupil Exclusions and Reviews) (England) Regulations 2012In 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](#)
8. This policy complies with our funding agreement and articles of association.

9. 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' or PEX.
Off-site direction	when a governing board of a maintained school requires a pupil to attend another education setting temporarily, to improve their behaviour.
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.
Parent	any person who has parental responsibility and any person who has care of the child

10. Reasons to exclude

- A serious breach of the school's values, rules or principles
- 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 pupil's behaviour.

ROLES AND RESPONSIBILITIES

The headteacher:

11. Deciding whether to suspend or exclude: The school will follow their behaviour policy to create a calm, safe and supportive environment where both pupils and staff can work safely and are respected. If a pupil is at risk of suspension or an exclusion the school will also work with other agencies to review what further support can be offered including the Inclusion Team, Family Help or EHCP team if the pupil has an EHCP. The school will ensure that all reasonable adjustments have been made and been curious about any potential unmet needs.
12. Only the headteacher, or acting 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 headteacher will only use permanent exclusion as a last resort.
14. 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
15. Before deciding whether to suspend or exclude a pupil, the 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
16. The 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 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.

Informing parents:

17. If a pupil is at risk of suspension or exclusion the 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. They will share with them any plan of support, agree timescales, additional agency support and review meetings.
18. If the 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.
19. 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 governing board and how the pupil may be involved in this
 - How any representations should be made
 - Where there is a legal requirement for the governing board to hold a meeting to consider the reinstatement of a pupil, and that parents (or the pupil if they are 18 years old) have a right to attend the meeting, be represented at the meeting (at their own expense) and to bring a friend
20. The 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
21. If the 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.
22. 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.

Informing the governing board

23. The headteacher will, without delay, notify the governing board of:
 - Any permanent exclusion, including when a suspension is followed by a decision to permanently exclude a pupil

- 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
24. The headteacher will notify the governing board 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.

Informing the local authority (LA)

25. The headteacher will inform the local authority if a pupil is at risk of being permanently excluded. This will give the school the opportunity to review other services that are on offer to support the pupil. If the pupil has an EHC Plan then school will discuss with the case worker if an emergency review is appropriate.
26. The headteacher will notify the LA, including the EHCP caseworker if the pupil has an EHCP, of all suspensions and permanent exclusions without delay, regardless of the length of a suspension. This should be emailed into the eas@stockport.gov.uk email.
27. 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
28. For a permanent exclusion, if the pupil lives outside the LA in which the school is located, the headteacher will also, without delay, inform the pupil's 'home authority' of the exclusion and the reason(s) for it.

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

29. If a:
- **Pupil with a social worker** is at risk of suspension or permanent exclusion, the 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 headteacher will inform **the VSH** as early as possible
30. 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.
31. If the 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 pupils ability to sit a National Curriculum test or public exam (where relevant)
32. The social worker / VSH will be invited to any meeting of the governing board 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.

Cancelling suspensions and permanent exclusions

33. The headteacher may cancel a suspension or permanent exclusion that has already begun, but this will only be done where it has not yet been reviewed by the governing board.

Where there is a cancellation:

- The parents, governing board and LA 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 headteacher to discuss the cancellation
- As referred to above, the headteacher will report to the governing board once per term on the number of cancellations
- The pupil will be allowed back in school

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

34. During the first 5 days of a suspension, if the pupil is not attending alternative (AP) provision, the 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 headteacher will make sure that reasonable adjustments are made to the provision where necessary.

35. If the pupil is looked after or if they have a social worker, the school will work with the LA to arrange AP 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.

Following a suspension:

36. It is important following a suspension to ensure that the time of the suspension is used appropriately. This can be different depending on the cause of the suspension and previous support offered. A child whose behaviour is so extreme that it warrants a suspension is usually one that struggles to regulate themselves and has additional needs. These needs may be trauma/ attachment or medically related. It is important that we ensure the bond between school and home is not damaged by this suspension and that the child does not feel we don't care. Therefore, during a suspension we need to ensure that any relationship is repaired and the child still believes they belong to the school community.

37. The time when the child is not in school will be spent:

- reviewing current provision and planning additional support.
- complete a risk assessment, internally or with the support of the LA if not already completed or if appropriate.
- contacting other services to seek additional support
- complete check-in sessions with the child and family to ensure that connections are still strong
- between home and school; offer additional support for the family and support with learning
- complete restorative work, if appropriate, with others involved in the incident.
- complete restorative work during the reintegration meeting, if not already completed.

The governing Board:

Considering suspensions and permanent exclusions

Responsibilities regarding suspensions and permanent exclusions are delegated to [name of committee of the governing board] consisting of at least 3 governors.

The [name of committee of the governing board] has a duty to consider parents' representations about a suspension or permanent exclusion. It has a duty to consider the reinstatement of a suspended or permanently excluded pupil (see sections 5 and 6) in certain circumstances.

38. Within 14 days of receiving a request, the governing board will provide the secretary of state and the LA' if you are a maintained school or pupil referral unit (PRU) with information about any suspensions or exclusions within the last 12 months.
39. For any suspension of more than 5 school days, the governing board will arrange suitable full-time education for the pupil. This provision will begin no later than the sixth day of the suspension.
40. For secondary schools only: The governing board does not have to arrange such provision for pupils in their final year of compulsory education who do not have any further public exams to sit.

Monitoring and analysing suspensions and exclusions data

41. The governing board will challenge and evaluate the data on the school's use of suspension, exclusion, offsite direction to alternative provision and managed moves.
42. The governing board will consider:
 - How effectively and consistently the school's behaviour policy is being implemented
 - The school register and absence codes
 - Instances where pupils receive repeat suspensions
 - Interventions in place to support pupils at risk of suspension or permanent exclusion
 - Any variations in the rolling average of permanent exclusions, to understand why this is happening, and to make sure they are only used when necessary
 - Timing of moves and permanent exclusions, and whether there are any patterns, including any indications which may highlight where policies or support are not working
 - Whether any unmet needs have been identified and what additional support is put in place.
 - The characteristics of suspended and permanently excluded pupils, and why this is taking place
 - Whether the placements of pupils directed off-site into alternative provision are reviewed at sufficient intervals to assure that the education is achieving its objectives and that pupils are benefiting from it
 - The cost implications of directing pupils off-site

The local authority (LA)

43. For permanent exclusions, the LA will arrange suitable full-time education to begin no later than the sixth school day after the first day of the exclusion. For pupils who are in care or have social workers, the LA and the school will work together to arrange suitable fulltime education to begin from the first day of the exclusion.

CONSIDERING THE REINSTATEMENT OF A PUPIL

44. The governing board will consider and decide on the reinstatement of a suspended or permanently excluded pupil within 15 school days of receiving the notice of the suspension or exclusion if:
- The exclusion is permanent
 - It is a suspension which would bring the pupil's total number of days out of school to more than 15 in a term; or
 - It would result in a pupil missing a public exam or National Curriculum test
45. Where the pupil has been suspended, and the suspension does not bring the pupil's total number of days of suspension to more than 5 in a term, [the governing board/name of committee of the governing board] must consider any representations made by parents. However, it is not required to arrange a meeting with parents and it cannot direct the headteacher to reinstate the pupil.
46. Where the pupil has been suspended for more than 5 days, but less than 16 days, in a single term, and the parents make representations to the board, the governing board will consider and decide on the reinstatement of a suspended pupil within 50 school days of receiving notice of the suspension. If the parents do not make representations, the board is not required to meet and it cannot direct the headteacher to reinstate the pupil.

Where a suspension or permanent exclusion would result in a pupil missing a public exam or National Curriculum test, the governing board will, as far as reasonably practicable, consider and decide on the reinstatement of the pupil before the date of the exam or test. If this is not practicable, the chair of the governing board (or the vice-chair, if necessary) may consider the suspension or permanent exclusion and decide whether or not to reinstate the pupil.

47. The following parties will be invited to a meeting of the governing board and allowed to make representations or share information:
- Parents, or the pupil if they are 18 or over (and, where requested, a representative or friend)
 - The pupil, if they are aged 17 or younger and it would be appropriate to their age and understanding (and, where requested, a representative or friend)
 - The headteacher
 - The pupil's social worker, if they have one
 - The VSH, if the pupil is looked after
 - Maintained schools or PRUs add: A representative of the local authority
48. The governing board will try to arrange the meeting within the statutory time limits set out above and must try to have it at a time that suits all relevant parties. However, its decision will not be invalid simply on the grounds that it was not made within these time limits.
49. [The governing board can either:
- Decline to reinstate the pupil, or
 - Direct the reinstatement of the pupil immediately, or on a particular date (except in cases where the board cannot do this – see earlier in this section)
50. In reaching a decision, the governing board will consider:
- Whether the decision to suspend or permanently exclude was lawful, reasonable, and procedurally fair
 - Whether the headteacher followed their legal duties

- The welfare and safeguarding of the pupil and their peers
 - Any evidence that was presented to the governing board
51. They will decide whether or not a fact is true 'on the balance of probabilities'. Minutes will be taken of the meeting, and a record kept of the evidence that was considered. The outcome will also be recorded on the pupil's educational record, and copies of relevant papers will be kept with this record.
52. The governing board will notify, in writing, the following stakeholders of its decision, along with reasons for its decision, without delay:
- The parents, or the pupil, if they are 18 or older
 - The headteacher
 - The pupil's social worker, if they have one
 - The VSH, if the pupil is looked after
 - The local authority
 - The pupil's home authority, if it differs from the school's
53. Where an exclusion is permanent and the governing board has decided not to reinstate the pupil, the notification of decision will also include the following:
- The fact that it is a permanent exclusion
 - Notice of parents' right to ask for the decision to be reviewed by an independent review panel
 - The date by which an application for an independent review must be made (15 school days from the date on which notice in writing of the governing board's decision is given to parents)
 - The name and address to which an application for a review and any written evidence should be submitted
 - That any application should set out the grounds on which it is being made and that, where appropriate, it should include reference to how the pupil's special educational needs (SEN) are considered to be relevant to the permanent exclusion
 - That, regardless of whether the excluded pupil has recognised SEN, parents have a right to require the
 - LA to appoint an SEN expert to advise the review panel
 - Details of the role of the SEN expert and that there would be no cost to parents for this appointment
 - That parents must make clear if they wish for an SEN expert to be appointed in any application for a review
 - That parents may, at their own expense, appoint someone to make written and/or oral representations to the panel, and parents may also bring a friend to the review
 - That, if parents believe that the permanent exclusion has occurred as a result of unlawful discrimination, they may make a claim under the Equality Act 2010 to the first-tier tribunal (special educational needs and disability), in the case of disability discrimination, or the county court, in the case of other forms of discrimination. Also that any claim of discrimination made under these routes should be lodged within 6 months of the date on which the discrimination is alleged to have taken place

INDEPENDENT REVIEW

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

55. Applications for an independent review must be made within 15 school days of notice being given to the parents by the governing board its decision to not reinstate the pupil or, if after this time, within 15 school days of the final determination of a claim of discrimination under the Equality Act 2010 regarding the permanent exclusion.

56. A panel of 3 or 5 members will be constituted with representatives from each of the categories below. Where a 5-member panel is constituted, 2 members will come from the school governor category and 2 members will come from the headteacher category. At all times during the review process there must be the required representation on the panel.

- A lay member to chair the panel who has not worked in any school in a paid capacity, disregarding any experience as a school governor or volunteer
- Current or former school governors who have served as a governor for at least 12 consecutive months in the last 5 years, provided they have not been teachers or headteachers during this time
- Headteachers or individuals who have been a headteacher within the last 5 years A person may not serve as a member of a review panel if they:
 - Are a member of the LA of the excluding school
 - Are the headteacher of the excluding school, or have held this position in the last 5 years
 - Are an employee of the LA, or the governing board, of the excluding school (unless they are employed as a headteacher at another school)
 - Have, or at any time have had, any connection with the LA, school, governing board, parents or pupil, or the incident leading to the exclusion, which might reasonably be taken to raise doubts about their impartiality
 - Have not had the required training within the last 2 years (see appendix 1 for what training must cover)

57. The panel must consider the interests and circumstances of the pupil, including the circumstances in which the pupil was permanently excluded, and have regard to the interests of other pupils and people working at the school. Taking into account the pupil's age and understanding, the pupil or their parents will be made aware of their right to attend and participate in the review meeting and the pupil should be enabled to make representations on their own behalf, should they desire to.

58. Where a SEN expert is present, the panel must seek and have regard to the SEN expert's view of how SEN may be relevant to the pupil's permanent exclusion. Where a social worker is present, the panel must have regard to any representation made by the social worker of how the pupil's experiences, needs, safeguarding risks and/or welfare may be relevant to the pupil's permanent exclusion. Where a VSH is present, the panel must have regard to any representation made by the social worker of how any of the child's background, education and safeguarding needs were considered by the headteacher in the lead up to the permanent exclusion, or are relevant to the pupil's permanent exclusion.

59. Following its review, the independent panel will decide to do 1 of the following:

- Uphold the governing board's decision
- Recommend that the governing board reconsiders reinstatement
- Quash the governing board's decision and direct that they reconsider reinstatement (only if it judges that the decision was flawed)

60. New evidence may be presented, though the school cannot introduce new reasons for the permanent exclusion or the decision not to reinstate. The panel must disregard any new reasons that are introduced.

61. In deciding whether the decision was flawed, and therefore whether to quash the decision not to reinstate, the panel must only take account of the evidence that was available to the governing board at the time of making its decision. This includes any evidence that the panel considers would, or should, have been available to the governing board and that it ought to have considered if it had been acting reasonably.
62. If evidence is presented that the panel considers it is unreasonable to expect the governing board to have been aware of at the time of its decision, the panel can take account of the evidence when deciding whether to recommend that the governing board reconsider reinstatement.
63. The panel's decision can be decided by a majority vote. In the case of a tied decision, the chair has the casting vote. Once the panel has reached its decision, the panel will notify all parties in writing without delay.
64. This notification will include:
 - The panel's decision and the reasons for it
 - Where relevant, details of any financial readjustment or payment to be made if the governing board does not subsequently decide to offer to reinstate the pupil within 10 school days
 - Any information that the panel has directed the governing board to place on the pupil's educational record

SCHOOL REGISTERS

65. A pupil's name will be removed from the school admission register if:
 - 15 school days have passed since the parents were notified of the governing board's decision to not reinstate the pupil and no application has been made for an independent review panel, or
 - The parents have stated in writing that they will not be applying for an independent review panel
66. Where an application for an independent review has been made within 15 school days, the governing board will wait until that review has concluded before removing a pupil's name from the register. While the pupil's name remains on the school's admission register, the pupil's attendance will still be recorded appropriately. Where alternative provision has been made for an excluded pupil and they attend it, code B (education off-site) or code D (dual registration) will be used on the attendance register.
67. Where excluded pupils are not attending alternative provision, code E (absent) will be used.

Making a return to the LA

68. Where a pupil's name is to be removed from the school admissions register because of a permanent exclusion, the school will make a return to the LA. The return will include:
 - The pupil's full name
 - The full name and address of any parent with whom the pupil normally resides
 - At least 1 telephone number at which any parent with whom the pupil normally resides can be contacted in an emergency
 - The grounds upon which their name is to be deleted from the admissions register (i.e., permanent exclusion)
 - Details of the new school the pupil will attend, including the name of that school and the first date when the pupil attended or is due to attend there, if the parents have told the school the pupil is moving to another school

- Details of the pupil's new address, including the new address, the name of the parent(s) the pupil is going to live there with, and the date when the pupil is going to start living there, if the parents have informed the school that the pupil is moving house
69. This return must be made as soon as the grounds for removal is met and no later than the removal of the pupil's name.

RETURNING TO SCHOOL FOLLOWING A SUSPENSION

Reintegration strategy

70. Following a suspension, the school will put in place a strategy to help the pupil reintegrate successfully into school life and full-time education. Where necessary, the school will work with other agencies to identify whether the pupil has any unmet special educational and/or health needs. The following measures may be implemented, as part of the strategy, to ensure a successful reintegration into school life:
- Maintaining regular contact during the suspension or off-site direction and welcoming the pupil back to school
 - Developing a restorative conversation to support the pupil to understand the reasons for the suspension
 - Daily contact in school with a designated pastoral professional
 - Mentoring by a trusted adult
 - Regular reviews with the pupil and parents to praise progress being made and raise and address any concerns at an early stage
 - Informing the pupil, parents and staff of potential external support
71. Part-time timetables will not be used as a tool to manage behaviour. In exceptional circumstances and depending on the needs of the child, a part time timetable may be used to support a successful reintegration back into school, specifically where mental health has affected them. If used, it will be put in place for the minimum time necessary and regularly reviewed and adapted where necessary in collaboration with the pupil, parents, and other relevant parties.

Reintegration meetings

72. The reintegration meeting is very important to reestablish relationships following a suspension. During the suspension the school will have used strategies to keep in touch with the pupil, embedding the feeling of belonging, including using a restorative conversation to help the pupil understand the impact of their behaviours and discuss any repair strategies that are needed.
73. Depending on the success of these conversation will determine the agenda of the reintegration meeting. The school will explain the reintegration strategy to the pupil in a reintegration meeting before or on the pupil's return to school.
74. Depending on the incident or the needs of the pupils, it may be more appropriate to hold the reintegration meeting before the day they return to school and in the child's home.
75. During the meeting the school will communicate to the pupil that they are getting a fresh start and that they are a valued member of the school community.
76. The pupil, parents, a member of senior staff, and any other relevant staff will be invited to attend the meeting.
77. The school expects all returning pupils and their parents to attend their reintegration meeting, but pupils who do not attend will not be prevented from returning to the

classroom. The meeting can proceed without the parents in the event that they cannot or do not attend. Pupil's can't be prevented from returning to school if a parent doesn't attend.

MONITORING ARRANGEMENTS

78. The school will collect data on the following:

- Attendance, permanent exclusions and suspensions
- Use of pupil referral units, off-site directions and managed moves
- Anonymous surveys of staff, pupils, governors and other stakeholders on their perceptions and experiences

79. The data will be analysed every [insert timeframe] by [insert name and role]. [insert name] will report back to the [headteacher/governors (delete as appropriate)].

80. The data will be analysed from a variety of perspectives including:

- At school level
- By age group
- By time of day/week/term
- By protected characteristic

81. The school will use the results of this analysis to make sure it is meeting its duties under the Equality Act 2010. If any patterns or disparities between groups of pupils are identified by this analysis, the school will review its policies in order to tackle it.

82. For multi-academy trusts:

The multi-academy trust will work with its academies to consider this data, and to analyse whether there are patterns across the trust, recognising that numbers in any 1 academy may be too low to allow for meaningful statistical analysis.

LINKS WITH OTHER POLICIES

This exclusions policy is linked to our:

- Behaviour policy
- SEN policy and information report

This policy will be reviewed by in line with the Behaviour policy or as and when new updates are available from either the DFE or LA .

APPENDIX 1: INDEPENDENT REVIEW PANEL TRAINING

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

Training must have covered:

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

The Department for Education's statutory guidance "**Suspension and Permanent Exclusion from maintained schools, academies and pupil referral units in England, including pupil movement - Guidance for maintained schools, academies, and pupil referral units in England**" (September 2023) details the legislation around exclusions and provides statutory guidance that Headteachers, governing boards and local authorities must have regard to when carrying out their functions in this area: www.gov.uk/government/publications/school-exclusion

Notifying parents of a suspension or permanent exclusion

Headteachers are required to notify parents of a suspension or permanent exclusion in writing without delay. The guidance advises that notification should be in person or by telephone in the first instance as this allows parents to ask any initial questions or raise concerns directly with the Headteacher. It would be good practice for Headteachers to inform parents of a permanent exclusion in person. Headteachers may use the following model letters, which include all of the required content, or may choose to write their own letters, in which case they should consult paragraphs 63 to 68 of the DfE guidance to ensure that the letters meet all the requirements of the legislation and statutory guidance.

Provision of education during suspensions

There is a legal duty on governing boards to provide suitable, full-time education from the sixth day of a suspension over five days in length. The statutory guidance suggests that schools should arrange alternative provision before the sixth day, and during shorter suspensions if possible, to minimise disruption to education. The arrangements for this should be notified to parents in writing. Where this information is not available by the end of the afternoon session on the first day of the suspension, it may be provided in a subsequent notice no later than 48 hours before the provision is due to start. If alternative provision is to be provided before the sixth day of a suspension, the information can be provided with less than 48 hours' notice with parents' consent. Where it is not possible or appropriate to arrange alternative provision during the first five days of a suspension, the school should set and mark work for the pupil which is accessible and achievable at home. This can include online learning.

Suspensions issued pending further investigation

The law does not allow for extending a suspension or 'converting' a suspension into a permanent exclusion. In exceptional cases, usually where further evidence has come to light, a further suspension may be issued to begin immediately after the first suspension ends; or a permanent exclusion may be issued to begin immediately after the end of the suspension.

Suspensions which result in a student missing a public examination or national curriculum test

Whilst there is no automatic right for a suspended or permanently excluded pupil to take a public examination or national curriculum test on the school's premises, the governing board is able to exercise discretion to allow a suspended or permanently excluded pupil onto the premises for the sole purpose of taking the examination or test or whether this could be facilitated in another way. The LA strongly advise that arrangements should be made for the suspended student to sit exams/tests wherever possible.

Reintegration meetings

The guidance states that schools should support pupils to reintegrate successfully into school life following a suspension and should *'design a reintegration strategy that offers the pupil a fresh start; helps them understand the impact of their behaviour on themselves and others;*

teaches them to how meet the high expectations of behaviour in line with the school culture; fosters a renewed sense of belonging within the school community; and builds engagement with learning. The reintegration strategy should be clearly communicated at a reintegration meeting before or at the beginning of the pupil's return to school.

Details of the reintegration meeting should be notified to parents in the suspension letter if possible, but schools should make arrangements to hold the meeting at another time if not convenient for the parents. In all cases, the suspended pupil **must be allowed to return to school at the end of the suspension period, whether or not parents attend the meeting**. More information about the DfE's expectations for reintegration strategies/meetings can be found in paragraphs 17-18 of the statutory guidance.

Model Letters – Contents

*Parts of the model letters highlighted in **[Bold]** should be completed/deleted by the school as appropriate.*

- **Model Letter 1** – From the Headteacher notifying parent of a suspension of 5 school days or fewer, or where suspensions total less than 5 school days in one term
- **Model Letter 2** – From the Headteacher notifying parent of a suspension of between 6 and 15 school days, or where suspensions total between 6 and 15 school days in one term
- **Model Letter 3** – From the Headteacher notifying parent of a suspension of more than 15 school days, or where suspensions total more than 15 school days in one term
- **Model Letter 4** – From the Headteacher notifying parent of a permanent exclusion
- **Model Letter 5** – From the Governing Board notifying parent of decision to uphold a suspension
- **Model Letter 6** – From the Governing Board notifying parent of a decision to reinstate a suspended pupil
- **Model Letter 7** – From the Governing Board notifying parent of decision to uphold a permanent exclusion
- **Model Letter 8** - From the Governing Board notifying parent of decision to reinstate a permanently excluded pupil

Rescinding a permanent exclusion

A model letter has not been provided as the content will be dependent on the circumstances of the decision and any alternative to permanent exclusion arranged. The Education Welfare Service will provide advice on the content of a rescind letter if necessary.

Please contact the Education Access team within the Education Welfare Service for any advice relating to suspensions and exclusions and notification procedures.

Email: eas@stockport.gov.uk (best method of contact as accessed by the whole team)

Tel: 0161 474 3805 (leave a message)

MODEL LETTER 1

From the Headteacher notifying parent of a suspension of **5 school days or fewer, or where suspensions total less than 5 school days in one term and where a public exam is not missed**

Dear **[Name of Parent(s)]**

I am writing to inform you of my decision to suspend **[Name of pupil]** for a period of **[number of days]**. This means that **[he/she]** will not be allowed in school during this period. The suspension starts 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 **[Name of pupil]** has not been taken lightly. **[Name of pupil]** has been suspended for **[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]**.

We will set work for **[Name of pupil]** to be completed on the days specified above. **[Detail the arrangements for provision of work and how it will be marked]**. Please ensure the work set by school is completed and returned promptly for marking.

You have a duty to ensure that **[Name of pupil]** is not present in a public place during school hours whilst suspended **[on/between - specify dates, days 1 to 5 of any suspension]** without reasonable justification. You may be prosecuted or receive a penalty notice from the local authority if you fail to ensure this. **[Name of pupil]** must not enter the premises and should keep away from the immediate vicinity of the school whilst suspended, unless an appointment has been arranged.

You have the right to make representations about this decision to the school's Governing Board. If you wish to make representations please contact the Education Welfare Service as soon as possible on 0161 218 1106, email edsupport@stockport.gov.uk. Whilst the Governing Board 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.

If you believe that the suspension has occurred as a result of disability discrimination you can also make a claim under the Equality Act 2010 to the First-tier Tribunal (Special Educational Needs and Disability). You should make such a claim within 6 months of the date of the suspension. Visit www.justice.gov.uk/tribunals/send/appeals for more information.

The Government's statutory guidance on exclusions from school can be accessed at www.gov.uk/government/publications/school-exclusion. For further advice, you may wish to contact the Education Welfare Service at Stockport Council on 0161 474 3805 or by email at eas@stockport.gov.uk. You may also find it useful to visit the contact the Coram's Children's Legal Centre website, which has information about exclusion from school www.childlawadvice.org.uk/information-pages/school-exclusion. They can be contacted on 0300 330 5485 (Mon-Fri 8am-6pm). Another source of advice is the Advisory Centre for Education (ACE) – a charity that provides information, support and advice to parents on education-related matters, including exclusion from school – www.ace-ed.org.uk. They can be contacted on 03000 115 142 (Mon-Wed 10am-1pm).

[Name of pupil]'s suspension expires on **[date]**. I have arranged for **[staff name]** to meet with you and **[Name of pupil]** for the reintegration meeting on **[date]** at **[time]**. During this meeting we will share the reintegration strategy so **[Name of pupil]** knows that they are a valued member of the school community and **[his/her]** previous behaviour is not seen as an obstacle to future success.

Yours sincerely
[Name]
Headteacher

MODEL LETTER 2

From the Headteacher notifying parent of suspension of **between 6 and 15 school days, or where suspensions total between 6 and 15 school days in one term**

Dear **[Name of Parent(s)]**

I am writing to inform you of my decision to suspend **[Name of pupil]** for a period of **[number of days]**. This means that **[he/she]** will not be allowed in school during this period. The suspension starts 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 **[Name of pupil]** has not been taken lightly. **[Name of pupil]** has been suspended for **[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]**.

You have a duty to ensure that **[Name of pupil]** is not present in a public place during school hours whilst suspended **[on/between - specify dates, days 1 to 5 of any suspension]** without reasonable justification. You may be prosecuted or receive a penalty notice from the local authority if you fail to ensure this. **[Name of pupil]** must not enter the premises and should keep away from the immediate vicinity of the school whilst suspended, unless an appointment has been arranged.

We will set work for **[Name of pupil]** to be completed **[on/between] [specify dates – work must be provided for the first 5 school days of any suspension. Detail the arrangements for provision of work and how it will be marked]**.

[If the individual suspension is more than 5 days in length]

From the **[specify date - 6th school day of the pupil's suspension [specify date] until the expiry of his suspension we [For PRUs the local authority] - set out the arrangements if known at time of writing, if not known say that the arrangements will be notified shortly by a further letter.]** will provide suitable full-time education. On **[date]** he should attend at **[give name and address of the alternative provider if not the home school]** at **[specify the time – this may not be identical to the start time of the home school]** and report to **[staff member's name]**. **[If applicable – say something about transport arrangements from home to the alternative provider. If not known, say that the arrangements for suitable full time education will be notified by a further letter]**.

You have the right to request a meeting of the school's Governing Board, at which you may make representations, and the suspension decision can be reviewed. As the period of this suspension is more than 5 school days in one term, the Governing Board must meet if you request it to do so (within 50 school days of the suspension). If you do wish to make representations to the Governing Board, please contact Education Welfare Service as soon as possible on 0161 218 1106, email edsupport@stockport.gov.uk. Please advise if you wish to be accompanied by a friend or representative, if you have a disability or special needs which would affect your ability to attend or take part in a meeting at the school, or if it would be helpful for you to have an interpreter present. **[Name of pupil]** can also attend this meeting, or make **[his/her]** views known in writing or through a representative.

If you believe that the suspension has occurred as a result of disability discrimination you can also make a claim under the Equality Act 2010 to the First-tier Tribunal (Special Educational Needs and Disability). You should make such a claim within 6 months of the date of the suspension. Visit www.justice.gov.uk/tribunals/send/appeals for more information.

The Government's statutory guidance on exclusion from school can be accessed at www.gov.uk/government/publications/school-exclusion. For further advice, you may wish to contact the Education Welfare Service at Stockport Council on 0161 474 3805 or by email at eas@stockport.gov.uk. You may also find it useful to visit the contact the Coram's Children's Legal Centre website, which has

information about exclusion from school www.childlawadvice.org.uk/information-pages/school-exclusion. They can be contacted on 0300 330 5485 (Mon-Fri 8am-6pm). Another source of advice is the Advisory Centre for Education (ACE) – a charity that provides information, support and advice to parents on education-related matters, including exclusion from school – www.ace-ed.org.uk. They can be contacted on 03000 115 142 (Mon-Wed 10am-1pm).

[Name of pupil]'s suspension expires on **[date]**. I have arranged for **[staff name]** to meet with you and **[Name of pupil]** for the reintegration meeting on **[date]** at **[time]**. During this meeting we will share the reintegration strategy so **[Name of pupil]** knows that they are a valued member of the school community and **[his/her]** previous behaviour is not seen as an obstacle to future success.

Yours sincerely

[Name]
Headteacher

MODEL LETTER 3

From the Headteacher notifying parent of a suspension of **more than 15 school days, or where suspensions total more than 15 school days in one term**

Dear **[Name of Parent(s)]**

I am writing to inform you of my decision to suspend **[Name of pupil]** for a period of **[number of days]**. This means that **[he/she]** will not be allowed in school during this period. The suspension starts 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 **[Name of pupil]** has not been taken lightly. **[Name of pupil]** has been suspended for **[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]**.

You have a duty to ensure that **[Name of pupil]** is not present in a public place during school hours whilst suspended **[on/between - specify dates, days 1 to 5 of any suspension]** without reasonable justification. You may be prosecuted or receive a penalty notice from the local authority if you fail to ensure this. **[Name of pupil]** must not enter the premises and should keep away from the immediate vicinity of the school whilst suspended, unless an appointment has been arranged.

We will set work for **[Name of pupil]** during the first 5 school days of this suspension **[Detail the arrangements for provision of work and how it will be marked]**.

From **[specify date – the 6th school day of the pupil's suspension, or earlier if provision can be arranged prior to the 6th day]** until the expiry of the suspension, we will provide full-time education for **[Name of pupil]** at **[Name of pupil]** at **[detail the arrangements for this including the name and address at which the provision will take place, the start date, the start and finish times, and information about who the pupil should report to on the first day. If the arrangements are not known at this stage, advise that the arrangements for full-time education will be notified by a further letter. For 6th day provision the information must be provided at least 48 hours before the provision is due to start]**.

As the length of the suspension is more than 15 school days in total in one term, the school's Governing Board must meet to review the suspension. You may make representations to the Governing Board if you wish. The latest date on which the Governing Board can meet is **[insert date – no later than 15 school days from the date the Governing Board was notified of the suspension]**. If you wish to attend this meeting please contact Education Welfare Service as soon as possible on 0161 218 1106, email edsupport@stockport.gov.uk. You will, whether you choose to attend or not, be notified of the time, date and location of the meeting. Please advise if you wish to be accompanied by a friend or representative, if you have a disability or special needs which would affect your ability to attend or take part in a meeting at the school, or if it would be helpful for you to have an interpreter present. **[Name of pupil]** can also attend this meeting, or make **[his/her]** views known in writing or through a representative.

If you believe that the suspension has occurred as a result of disability discrimination you can also make a claim under the Equality Act 2010 to the First-tier Tribunal (Special Educational Needs and Disability). You should make such a claim within 6 months of the date of the suspension. Visit www.justice.gov.uk/tribunals/send/appeals for more information.

The Government's statutory guidance on exclusion from school can be accessed at www.gov.uk/government/publications/school-exclusion. For further advice, you may wish to contact the Education Welfare Service at Stockport Council on 0161 474 3805 or by email at eas@stockport.gov.uk. You may also find it useful to visit the contact the Coram's Children's Legal Centre website, which has information about exclusion from school www.childlawadvice.org.uk/information-pages/school-exclusion. They can be contacted on 0300 330 5485 (Mon-Fri 8am-6pm). Another source of advice is the Advisory

Centre for Education (ACE) – a charity that provides information, support and advice to parents on education-related matters, including exclusion from school – www.ace-ed.org.uk. They can be contacted on 03000 115 142 (Mon-Wed 10am-1pm).

[Name of pupil]'s suspension expires on **[date]**. I have arranged for **[staff name]** to meet with you and **[Name of pupil]** for the reintegration meeting on **[date]** at **[time]**. During this meeting we will share the reintegration strategy so **[Name of pupil]** knows that they are a valued member of the school community and **[his/her]** previous behaviour is not seen as an obstacle to future success.

Yours sincerely

[Name]
Headteacher

MODEL LETTER 4

From the Headteacher notifying parent of a **permanent exclusion**

Dear **[Name of Parent(s)]**

I regret to inform you of my decision to permanently exclude **[Name of pupil]** with effect from **[date]**. This means that **[Name of pupil]** will not be allowed to return to this school unless **[he/she]** is reinstated by the Governing Board.

I realise that this exclusion may well be upsetting for you and your family, but the decision to permanently exclude **[Name of pupil]** has not been taken lightly. **[Name of pupil]** has been excluded for **[reason(s) for exclusion, including other relevant history, and where appropriate, the steps taken to avoid the exclusion]**.

Alternative arrangements for the continuation of **[Name of pupil]**'s education will be made. We will set work for **[Name of pupil]** during the first 5 school days of this exclusion **[Detail the arrangements for provision of work and how it will be marked]**.

[For Stockport residents]

From the sixth school day of the exclusion onwards – i.e. from **[specify date]**, Stockport Council will be responsible for providing full-time education for **[Name of pupil]**. You will shortly be contacted by the Education Welfare Service at Stockport Council, who will invite you and **[Name of pupil]** to a post-exclusion information meeting, where you will have the opportunity to discuss the circumstances of the exclusion, arrangements for education and the options available to you. The Education Welfare Service can be contacted on 0161 474 3971 or by email at eas@stockport.gov.uk.

[For pupils resident in another local authority]

I have informed **[Name of contact]** at **[Name of local authority]** about **[Name of pupil]**'s exclusion. They will be in touch with you about arrangements for full-time education from the sixth school day of the exclusion. You can contact them at **[give contact details - contact the Education Welfare Service for relevant contact information if unknown]**.

As this is a permanent exclusion, the school's Governing Board must meet to review the exclusion. You may make representations to the Governing Board if you wish. The Committee has the power to reinstate **[Name of pupil]** at the school immediately or from a specified date, or alternatively, they have the power to uphold the exclusion in which case you may request that their decision is reviewed by an independent review panel. The latest date on which the Governing Board can meet is **[insert date – no later than 15 school days from the date the Governing Board was notified of the exclusion]**. If you wish to attend this meeting please contact Education Welfare Service as soon as possible on 0161 218 1106, email edsupport@stockport.gov.uk. You will, whether you choose to attend or not, be notified of the time, date and location of the meeting. Please advise if you wish to be accompanied by a friend or representative, if you have a disability or special needs which would affect your ability to attend or take part in a meeting at the school, or if it would be helpful for you to have an interpreter present. **[Name of pupil]** can also attend this meeting or make **[his/her]** views known in writing or through a representative.

If you believe that the exclusion has occurred as a result of disability discrimination you can also make a claim under the Equality Act 2010 to the First-tier Tribunal (Special Educational Needs and Disability). You should make such a claim within 6 months of the date of the exclusion. Visit www.justice.gov.uk/tribunals/send/appeals for more information.

The Government's statutory guidance on exclusion from school can be accessed at www.gov.uk/government/publications/school-exclusion. You may also find it useful to visit the contact the Coram's Children's Legal Centre website, which has information about exclusion from school

www.childlawadvice.org.uk/information-pages/school-exclusion. They can be contacted on 0300 330 5485 (Mon-Fri 8am-6pm). Another source of advice is the Advisory Centre for Education (ACE) – a charity that provides information, support and advice to parents on education-related matters, including exclusion from school – www.ace-ed.org.uk. They can be contacted on 03000 115 142 (Mon-Wed 10am-1pm).

You have a duty to ensure that **[Name of pupil]** is not present in a public place during school hours whilst excluded **[on/between - specify dates, days 1 to 5 of the permanent exclusion]** without reasonable justification. You may be prosecuted or receive a penalty notice from the local authority if you fail to ensure this. **[Name of pupil]** must not enter the premises and should keep away from the immediate vicinity of the school, unless an appointment has been arranged.

Yours sincerely

[Name]
Headteacher

MODEL LETTER 5

From the Governing Board notifying parent of decision to **uphold a suspension**

Dear **[Name of Parent(s)]**

The meeting of the Governing Board at **[Name of school]** on **[date]** considered the decision of the Headteacher to suspend **[Name of pupil]** for a period of **[number of days]**. After careful consideration of the representations made and all the available evidence, the Governing Board has decided to uphold **[Name of pupil]**'s suspension.

The reasons for the Governing Board's decision are as follows: **[give the reasons in as much detail as possible, explaining how they were arrived at]**.

Yours sincerely

[Name]

Clerk to the Governing Board

MODEL LETTER 7

From the Governing Board notifying parent of decision to **reinstate a pupil suspended for a fixed period**

Dear **[Name of Parent(s)]**

The meeting of the Governing Board at **[Name of school]** on **[date]** considered the decision of the Headteacher to suspend **[Name of pupil]** for a period of **[number of days]**. After careful consideration of the representations made and all the available evidence, the Governing Board has decided not to uphold the suspension and has reinstated **[Name of pupil]** in school.

The reasons for the Governing Board's decision are as follows: **[give the reasons in as much detail as possible, explaining how they were arrived at]**.

As **[Name of pupil]** has already returned to school following **[his/her]** suspension, the Governing Board will ensure that a note of their decision is placed on **[his/her]** pupil record.

OR

The Governing Board agreed that **[Name of pupil]** should be reinstated **[immediately]** **[or by – specify date]**. The Headteacher or another member of staff will contact you to discuss **[Name of pupil]**'s reinstatement in school and may wish to meet you before this takes place.

Yours sincerely

[Name]

Clerk to the Governing Board

MODEL LETTER 8

From the Governing Board notifying parent of decision to **uphold a permanent exclusion**

Dear **[Name of Parent(s)]**

The meeting of the Governing Board at **[Name of school]** on **[date]** considered the decision of the Headteacher to permanently exclude **[Name of pupil]** from school. The Governing Board, after careful consideration of the representations made and all the available evidence, has decided to uphold **[Name of pupil]**'s permanent exclusion.

The reasons for the Governing Board's decision are as follows: **[give the reasons in as much detail as possible, explaining how they were arrived at. Sufficient detail should be given to enable all parties to understand why the decision was made].**

You have the right to request that this decision is reviewed by an independent review panel. An independent review panel is made up of three trained independent persons – a lay person (someone who has not worked in a school in a paid capacity), a school governor and a Headteacher – who have no knowledge of the case or any connection to the excluding school. The role of the panel is to review the Governing Board's decision not to reinstate your child in school. They must consider the circumstances of the exclusion, the interests and circumstances of your child, and have regard to the interests of other students and staff at the school.

The panel can make one of three decisions: they can uphold the exclusion decision; recommend that the Governing Board reconsiders their decision; or quash the Governing Board's decision and direct them to consider the exclusion again.

If you wish to request an independent review panel hearing, you must apply in writing and include the reasons for your request. Please advise if you have a disability or special needs which would affect your ability to attend the hearing, or if it would be helpful for you to have an interpreter present. You may bring someone to the review to make written and/or verbal representations to the panel on your behalf, and you may also bring a friend. **[Name of pupil]** can also attend this meeting or make **[his/her]** views known in writing or through a representative.

You are also entitled to request that a Special Educational Needs (SEN) expert is appointed to attend the independent review hearing at no cost to yourself. The role of the SEN expert is to provide impartial advice to the review panel on how special educational needs might be relevant to your child's exclusion. You have a right to request a SEN expert even if the school has not identified your child as having special educational needs. If you wish a SEN expert to be appointed, you should include this in your written application, explaining why you think special educational needs are relevant to your child's exclusion.

Your written application for a review should be made no later than **[specify the latest date – the 15th school day after expected receipt of this letter. Notice is deemed to have been given on the same day if hand-delivered, or on the second working day after posting is sent by first class mail]**. Applications received after this date will not be accepted.

Please send your written application to:

[For maintained schools]

Democratic Services
Stockport Council
Room 324, Town Hall
Stockport
SK1 3XE

You can also send your written request via email to democratic.services@stockport.gov.uk

[For Academy Schools]

[Independent review panels must be constituted by the relevant Academy Trust. Please insert the name and address to whom the application for a review should be submitted]

In addition to your right to apply for an independent review panel, if you believe that the exclusion has occurred as a result of disability discrimination you can also make a claim under the Equality Act 2010 to the First-tier Tribunal (Special Educational Needs and Disability). You should make such a claim within 6 months of the alleged discrimination taking place. Visit www.justice.gov.uk/tribunals/send/appeals for more information.

For further advice, please contact the Education Welfare Service at Stockport Council on 0161 474 3805 or by email at eas@stockport.gov.uk. You may also find it useful to visit the contact the Coram's Children's Legal Centre website, which has information about exclusion from school www.childlawadvice.org.uk/information-pages/school-exclusion. They can be contacted on 0300 330 5485 (Mon-Fri 8am-6pm). Another source of advice is the Advisory Centre for Education (ACE) – a charity that provides information, support and advice to parents on education-related matters, including exclusion from school – www.ace-ed.org.uk. They can be contacted on 03000 115 142 (Mon-Wed 10am-1pm).

The arrangements currently being made for **[Name of pupil]**'s education will continue for the time being. The local authority will liaise with you about future education provision. If you have any questions about this, please contact the Education Welfare Service on 0161 474 3805.

Yours sincerely

[Name]

Clerk to the Governing Board

MODEL LETTER 9

From the Governing Board notifying parent of decision to **reinstate a permanently excluded pupil**

Dear **[Name of Parent(s)]**

The meeting of the Governing Board at **[Name of school]** on **[date]** considered the decision of the Headteacher to permanently exclude **[Name of pupil]**. After careful consideration of the representations made and all the available evidence, the Governing Board has decided to reinstate **[Name of pupil]** in school.

The reasons for the Governing Board's decision are as follows: **[give the reasons in as much detail as possible, explaining how they were arrived at]**.

The Governing Board agreed that **[Name of pupil]** should be reinstated **[immediately]** **[or by – specify date]**. The Headteacher or another member of staff will contact you to discuss **[Name of pupil]**'s reinstatement in school and will wish to meet you before this takes place.

Yours sincerely

[Name]

Clerk to the Governing Board

APPENDIX 3: FOLLOWING A PERMANENT EXCLUSION

