

Appendix 1
RMET Suspension and Exclusion Procedures
These procedures append each school's Behaviour and Anti-bullying Policy

Suspension

Any behaviour that is deemed serious enough, in the judgment of the Senior Leadership Team (SLT) or the Headteacher, will warrant a suspension as per, but not restricted to, the examples below. This would normally be for 1, 3 or 5 days but in exceptional circumstances could be up to 45 days in any one school year:

- Threatening behaviour
- Persistent bullying, harassment, or peer abuse
- Repeated disruption to the learning process (disrespect to other students)
- Bringing the school into disrepute through behaviour deemed to undermine the expected high standard
- Vandalism
- Physical assault and/or violent behaviour
- Theft
- Deliberate serious or persistent disobedience, such that the authority of staff is undermined
- or a health and safety risk posed
- Any other serious action that breaches the school Behaviour and Anti-Bullying Policy.

Parents/carers will be expected to attend a meeting along with the students so that formal reintegration supported by clear expectations is affected. This meeting must occur before re-admittance to mainstream classes is permitted. Should the meeting not occur the student will remain in isolation, until such times as the meeting is completed.

Note – The school will notify the parent/carer immediately of the decision to suspend by telephone. A letter will follow the telephone call within one school day. Statutory guidance states that where information on alternative provision is not ascertainable to be included in the suspension letter, it must be provided no later than 48 hours before the provision is due to start.

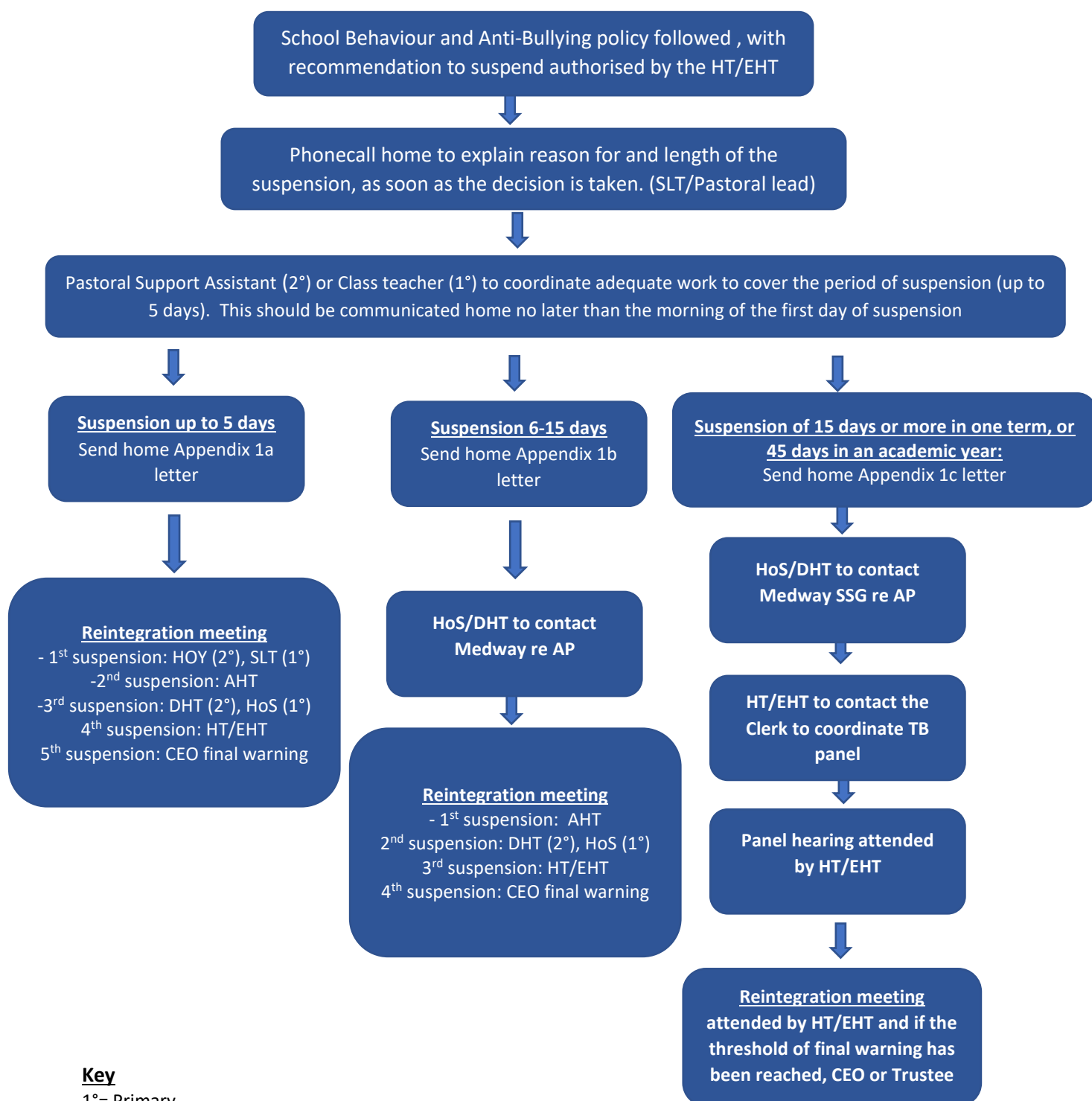
Please refer to:

- ***Appendix 1a for the Trust letter template when the length of suspension is up to 5 days***
- ***Appendix 1b for the Trust letter template when the length of suspension is 6-15 days***
- ***Appendix 1c for the Trust letter template when a student is suspended for more than 15 days in one full school term***

For the purposes of these procedures, a 'Term' refers to a long Term, i.e.:

- Autumn (short terms 1 and 2 inclusive)
- Spring (short terms 3 and 4 inclusive)
- Summer (short terms 5 and 6 inclusive)

Suspension flowchart



Consideration for Permanent Exclusion:

We do our best to work with students whose behaviour continues to cause concern, with a view to supporting them to reach the expected standard.

Parent/carers will be involved in various ways:

- The student may be put on report or subject to a Risk Assessment with parents expected to review this.
- The student may have a Pastoral Support Plan involving the student, parents and school. The passport/pastoral support plan is designed to focus on supportive strategies for the student that motivate them to improve. Targets for improvement are set and reviewed collaboratively between the school and student.
- Parents may be invited to meet the Headteacher, CEO or Trustee where it is felt that a student may be approaching a Permanent Exclusion. The aim of the meeting will be to discuss past behaviour patterns and make it clear to the parent and student that behaviour must improve. Strategies for improvement will be discussed.
- Once a student accumulates a total of 15 days suspension in one term or 45 days suspension in one academic year, there will be a Trustees' Disciplinary Hearing to consider the circumstances of the suspension. The parents/carers and student will be expected to attend. The student's complete behaviour record will be discussed. The Trustees can either uphold or overturn the Headteacher's decision to exclude.
- Where a Permanent Exclusion takes place, the Chair of Trustees and the Local Authority are automatically informed.

Extreme Clause

The Headteacher will invoke an extreme clause where staff or student's safety is put at risk or the student's anti-social behaviour is so extreme that the school has no other alternative. In these circumstances, the Headteacher will decide on the appropriate sanction.

The Headteacher may decide that Permanent Exclusion is necessary. This may include, but is not limited to the following:

- All steps to encourage the student to align to The Academy expected standards of behaviour have failed.
- Allowing the student to remain in school would be seriously detrimental to the education or welfare of others in the school.
- Persistent and defiant behaviour. This would encompass peer abuse/harassment (bullying) including homophobic, racist or any bullying that is of an offensive nature, or has the intention or outcome of showing extreme disrespect.
- Serious actual or threatened assault/violent behaviour against a student or member of staff.
- Sexual misconduct.
- Supply or misuse of an illegal drug, or mind-altering substance
- Being in possession of an offensive weapon or sharp object with the outcome or intention of causing harm

Permanent Exclusion Process

If a student is permanently excluded by the Headteacher, a Trustees' Disciplinary Panel will be called and the parent/carers, student and school staff will be expected to attend.

The Headteacher, supported by the relevant staff, will present the case for a Permanent Exclusion. The parents and student will be able to make representations to the school and Trust Board.

Trustees can either uphold the Permanent Exclusion or re-instate the student.

If Trustees uphold the decision to Permanently Exclude, the parents can request a review in an Independent Review Panel.

Decisions the Independent Review Panel can make include:

- 'Quashing' the decision and directing Trustees to consider the Permanent Exclusion again,
- recommending they reconsider the decision or
- uphold the Exclusion.

An Independent Review Panel cannot order re-instatement.

If a student is re-instated, the parents and student will meet the relevant staff as soon as possible after the Disciplinary Hearing. A programme of re-integration will be agreed to ensure that all involved do their best to achieve a successful return to school. Fortunately, Permanent Exclusions are very rare and the Trust aligns to the guidance set out by the Government when considering any Permanent Exclusion.

Government Guidance on Exclusion

A decision to exclude a child permanently is a serious one and should only be taken where the basic facts have been clearly established on the balance of probabilities. It will usually be the final step in a process for dealing with disciplinary offences following a wide range of other strategies, which have been tried without success. It is an acknowledgement by RMET that the school has exhausted all available strategies for dealing with the child and should normally be used as a last resort.

There will, however, be exceptional circumstances where, in the Headteacher's judgement, it is appropriate to Permanently Exclude a child for a first or 'one-off' offence. These might include:

- a) serious actual or threatened assault/violent behaviour towards another student or a member of staff;
- b) sexual abuse or assault;
- c) supplying an illegal drug or mind-altering substance;
- d) carrying an offensive weapon.

This list of instances is not exhaustive, but indicates the severity of such offences and the fact that such behaviour can affect the discipline and well-being of the school community.

In cases where a Headteacher has permanently excluded a student for:

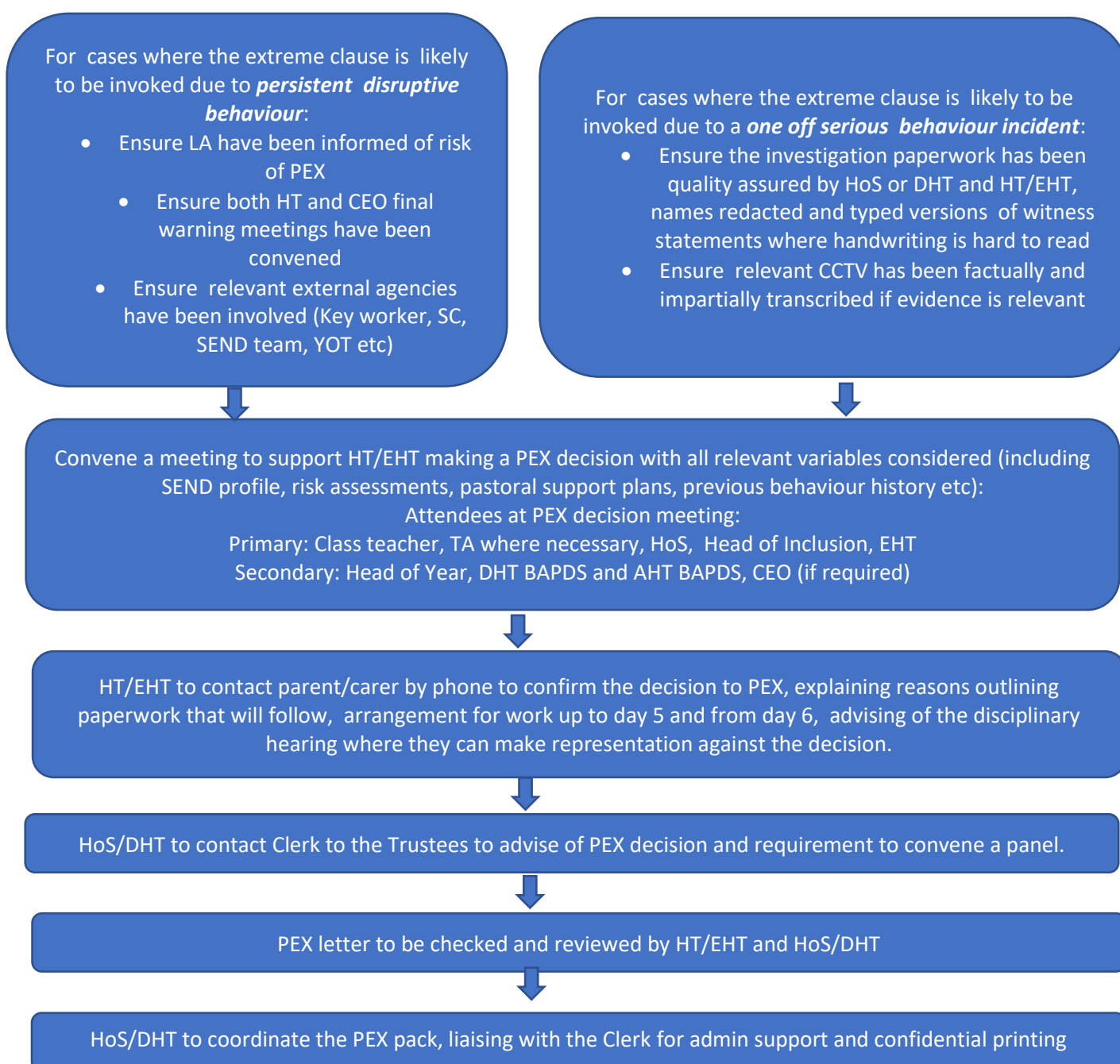
- a) one of the above offences; or

b) persistent and defiant misbehaviour including peer abuse/harassment (bullying) or repeated possession and/or use of an illegal drug on school premises and where the basic facts of the case have been clearly established on the balance of probabilities, the Secretary of State would not normally expect the Trust Board or an Independent Appeal Panel to reinstate the student.

Schools should also consider whether or not to inform the police where such a criminal offence has taken place. They should also consider whether or not to inform other agencies, e.g. Youth Offending Team, Social Workers, etc. Working in partnership with our local community police as a matter of routine, any student found to have been in possession of an offensive weapon or replica will be referred to the police by the school.

Please refer to Appendix 1d for the letter template used for Permanent Exclusion.

PEX (Permanent Exclusion) process flowchart



Clerk to coordinate the panel hearing which must be within 15 days of the PEX decision. Pack must be sent to the Clerk at least one week before the hearing. Clerk to hand deliver/post the pack to parents by special delivery.



Work to be collated and emailed to parent/carer, with links to relevant learning platforms. Where work is paper based, email to be sent to inform parent/carer that it is at Reception ready for collection, or in the post as per parent preference.



Student to be 'B' coded from 6th day of exclusion – if they have taken up placement provided by Medway LA. Student stays on roll for 15 working days during which time an appeal can be made by the parents.



Post hearing: Clerk confirms in writing the Trustees' decision at the conclusion of the meeting with a copy sent to the LA Admissions Officer and the Headteacher. This letter must contain information on the right to request an Independent Review Panel for appeal within 15 school days of receiving the Trustees notification
Trustees' decision must be given to parents within 24 hours, with written confirmation as soon as possible afterwards and no longer than 5 days.



If no appeal is received by the Clerk, the school should notify the LA who will check that they have also not received an appeal and authorise off roll.
Local Authority informed of the decision and agree 'off roll' procedures with Participation Team after appeal deadline or at point of appeal hearing outcome.



Communicate PEX outcome to staff.

PEX Panel Checklist

Exclusion Paperwork for 'persistent disruptive behaviour'

What to <u>include</u> :	What to <u>leave out</u> :
Section A – exclusion notification	
<ul style="list-style-type: none"> • Copy of relevant exclusion letter sent to parents/carers • Copy of all suspension letters from the current school relating to behaviour that led to this exclusion 	<ul style="list-style-type: none"> • Any information on file relating to suspensions from a previous school
Section B – evidence of persistent disruptive behaviour	
<ul style="list-style-type: none"> • Behaviour logs • Electronic monitoring reports • Witness statements from students and staff relating to any 'trigger' incident • Good witness statements must be: <ul style="list-style-type: none"> ✓ Signed and dated ✓ Completed before the decision to exclude, if possible. If written statements are completed after the date of the permanent exclusion, include notes of verbal statements obtained as part of the evidence collection. ✓ Clear about the evidence that led to the decision to exclude. The Headteacher should address any inconsistencies as part of the statement to Trustees at the Disciplinary Hearing Meeting. 	<ul style="list-style-type: none"> • Evidence of academic attainment levels
Section C – school support	
<p>Any action taken to support the child's behaviour prior to the exclusion</p> <p>The Headteacher's exclusion checklist is designed to help Headteachers/Heads of School ensure all possible support has been provided as the permanent exclusion should be a last resort.</p> <ul style="list-style-type: none"> • Pastoral Support Plan ✓ Samples of target setting and support strategies identified ✓ Evidence of review of strategies ✓ Evidence of referrals/involvement of outside agencies to support the child's behaviour • Managed Move paperwork including original agreement and review paperwork • SEND review, including any paperwork regarding a request by the school for a change of placement/provision. This review should be scheduled before the Trust Hearing, if possible. • Details of any alternatives to permanent exclusion considered ✓ List of any alternatives considered and reasons judged not to be appropriate e.g. managed move, long fixed period exclusion, use of alternative provision ✓ Notes of any discussion/correspondence relating to alternatives considered/explored • Evidence of excluded student's view/opinion taken before the decision to permanently exclude 	<ul style="list-style-type: none"> • Referrals to social care • Copies of every individual target card/plan, It is sufficient to provide a sample noting what that sample represents
Section D – parents/carers and student submission	
<ul style="list-style-type: none"> • This will include any paperwork sent by parents/carers and student to the clerk of the Trustees. 	<ul style="list-style-type: none"> • Any comments about the parents' involvement in the child's education
Section E – Appendices	
<p>The school behaviour and Anti Bullying Policy and any other relevant school policy</p> <ul style="list-style-type: none"> • The Headteacher can decide to include only the relevant section of the policies. It would help to have a brief note explaining how the school ensures that all parents/carers know how to access school policies, including revisions. Where age appropriate, a brief note explaining how the school has ensured that the student is aware of school policies, including revisions. 	

Exclusion Paperwork for 'persistent disruptive behaviour'	
What to <u>include</u> :	What to <u>leave out</u> :
Section A – exclusion notification	
<ul style="list-style-type: none"> • Copy of relevant exclusion letter sent to parents/carers • If the Headteacher issued a short fixed period suspension in the first instance, in order to investigate the incident, both letters should be included 	Any other suspension letters
Section B – evidence relating to the serious one-off incident	
<ul style="list-style-type: none"> • Witness statements including a statement by the child being excluded. The Headteacher/Head of School should also complete a contemporaneous statement if they were involved in the incident. If witness statements are anonymised, originals need to be made available at the Trustees Disciplinary Hearing Meeting should they be required by Trustees. (If anonymising statements, all present at the hearing should be able to differentiate between students, therefore using student A, student B etc. • Evidence of the excluded student's view/opinion taken before the decision to permanently exclude • Good witness statements should be: <ul style="list-style-type: none"> ✓ Signed and dated ✓ Completed before the decision to exclude, if possible. If written statements are completed after the date of the permanent exclusion, include notes of verbal statements obtained as part of the evidence collection. ✓ Clear about the evidence that led to the decision to exclude. The Headteacher should address any inconsistencies as part of the statement to Trustees at the Disciplinary Hearing Meeting. 	Behaviour logs or statements relating to academic attainment or behaviour, other than the incident that led to the exclusion
Section C – school support	
<ul style="list-style-type: none"> • If the pupil has identified SEND or other support needs provide evidence that the additional need has been supported. Also include the SEND Policy 	Referrals to social care
Section D – parents/carers and student submission	
<ul style="list-style-type: none"> • This will include any paperwork sent by parents/carers and student to the Clerk of the Trust Board. 	Any school's views or comments about the parents' involvement in the child's education
Section E – Appendices	
<p>The school behaviour Policy and any other relevant school policy (e.g. SEND).</p> <ul style="list-style-type: none"> • The Headteacher can decide to include only the relevant section of the policies. It would help to have a brief note explaining how the school ensures that all parents/carers know how to access school policies, including revisions. Where age appropriate, a brief note explaining how the school has ensured that the student is aware of school policies, including revisions. 	

Appendix 1a

Letter template for suspension up to and including 5 days

Date

Address

Student: Name

Dear Parental salutation and Surname

Name – Year/class - Fixed Period Suspension for x day(s)

I am writing to inform you of my decision to suspend name for a fixed period of x day(s). This means that s/he will not be allowed in The Academy for this period. The suspension will take place on the date.

Name has been excluded for this period because s/he has breached our Behaviour and Anti-Bullying policy on the date, as detailed below:

- Insert reason(s) aligned to the wording of the Behaviour policy and outlining brief detail of the breach/es.

As you will be aware from our Behaviour and Anti-Bullying Policy, with which we would ask you to re-familiarise yourself in order to support improvement in Name 's behaviour, this is a breach serious enough to require suspension.

Support mechanisms Name has been given: (check if support offer needs tweaking aligned to internal mechanisms)

Internal support	✓	External support	✓
1:1 Support		Counselling	
Counselling/therapy		Managed Move offer	
Detentions		Key Worker	
Learning Contract		Early Help Assessment	
Parental Meetings		ELSA	
PSP/RA/School plan		Tools for Schools	
Pupil Passport		SOG	
Report (please state)		EP Assessment	
Internal isolation		NELFT	
Isolation at social times		Alternate Provision	
Time out card		Other project intervention	

You have a duty to ensure that Name is not present in a public place in school hours during this suspension on Date/s unless there is reasonable justification for this. I must advise you that you may receive a penalty notice from Medway Council if Name is present in a public place during school hours on the specified dates. If so, it will be for you to show reasonable justification.

We will set work for Name to be completed for the period of suspension, which will be communicated to you by the first day of suspension. Please ensure that work set by is completed and returned to us at the reintegration meeting for marking.

You have the right to make representations about this decision to the Trust Board. If you wish to make representations, please contact Ms S. Ulyatt, Clerk to the Trust, sulyatt@rmgs.org.uk

Whilst the Trust Board has no power to direct reinstatement, they must consider any representations you make and may place a copy of their findings on **Name's** school record.

You should also be aware that if you think the suspension relates to a disability **name** has, and you think disability discrimination has occurred, you have the right to appeal and/or make a claim to the First Tier (SEND) Tribunal:

<http://www.justice.gov.uk/guidance/courts-and-tribunals/tribunals/send/index.htm>

Making a claim would not affect your right to make representations to the Trust Board. The time limit in which to make any claim for alleged disability discrimination is six months from the date of the alleged discrimination. Claims for any other type of alleged discrimination can be made in the County Court and must be made within six months of the date of the alleged discrimination.

You will be required to attend a reintegration meeting with Name/s on Date at time. The purpose of the reintegration meeting is to discuss how best your child's return to school can be managed. Within this meeting you and name will be required to re-visit the Home School Agreement. Failure to attend a reintegration meeting will be a factor considered by a magistrates' court if, on future application, they consider whether to impose a parenting order on you. In this meeting we will discuss your child's previous behaviour record to include any previous suspensions in order to address emerging or concerning patterns. ***Please note this is the number suspension that name has received whilst a student at name school.***

Name may be discussed with Trustees, and this could result in the issuing of a Trustee's final Warning in a separate meeting with regard to **his/her** future conduct at **school name**. We will write to you in due course with the details of this meeting, if required.

You also have the right to see a copy of **name's** school record. Due to confidentiality restrictions, you will need to notify me in writing if you wish to do this and this may incur the cost of photocopying.

You can also find general information about suspension from school at the Department for Education website [here](#).

You may also wish to contact the [Coram Children's Legal Centre](#), a provider of free legal advice, assistance and representation in relation to children's rights in the UK, or you can telephone the Education Law free advice helpline on 0345 345 4345 (open Monday to Friday: 9am to 8pm and Saturday: 9am to 12.30pm).

You may wish to contact Medway's Inclusion Team, Gun Wharf Dock Road Chatham Kent ME4 4TR 01634 332572 who can provide further advice.

Yours sincerely,

Name
Headteacher/Executive Headteacher

Appendix 1b

Letter template for suspension between 6 and 15 days inclusive:

Date

Address

Student: Name

Dear Parental salutation and Surname

Name – Year/class - Fixed Period Suspension for x day(s)

I am writing to inform you of my decision to suspend Name for a fixed period of x day(s). This means that s/he will not be allowed in The Academy for this period. The suspension will take place on the date.

Name has been excluded for this period because s/he has breached our Behaviour and Anti-Bullying policy on the date, as detailed below:

- Insert reason(s) aligned to the wording of the Behaviour policy and outlining brief detail of the breach/es.

As you will be aware from our Behaviour and Anti-Bullying Policy, with which we would ask you to re-familiarise yourself in order to support improvement in Name 's behaviour, this is a breach serious enough to require suspension.

Support mechanisms Name has been given: (check if support offer needs tweaking aligned to internal mechanisms)

Internal support	✓	External support	✓
<i>1:1 Support</i>		<i>Counselling</i>	
<i>Counselling/therapy</i>		<i>Managed Move offer</i>	
<i>Detentions</i>		<i>Key Worker</i>	
<i>Learning Contract</i>		<i>Early Help Assessment</i>	
<i>Parental Meetings</i>		<i>ELSA</i>	
<i>PSP/RA/School plan</i>		<i>Tools for Schools</i>	
<i>Pupil Passport</i>		<i>SSG</i>	
<i>Report (please state)</i>		<i>EP Assessment</i>	
<i>Internal isolation</i>		<i>NELFT</i>	
<i>Isolation at social times</i>		<i>Alternate Provision</i>	
<i>Time out card</i>		<i>Other project intervention</i>	

You have a duty to ensure that Name is not present in a public place in school hours during the first 5 days of this suspension unless there is reasonable justification for this. I must advise you that you may receive a penalty notice from Medway Council if Name is present in a public place during school hours on the specified dates. If so, it will be for you to show reasonable justification.

We will set work Name during first 5 days school days of his/her suspension, which will be communicated to you by the first day of suspension. Please ensure that work set by the school is completed and returned to us promptly for marking.

From the 6th school day of **Name's** suspension, **date** until the expiry of his/her suspension we will provide suitable full-time education. **If not known, say that arrangements will be notified by a further letter (no later than 48hrs before the start of the provision)** On **date** he/she should attend at **name and address of alternative provider at time** and report to **staff member's name**. [insert transport arrangements from home to alternative provider if applicable].

You have the right to make representations about this decision to the Trust Board. If you wish to make representations, please contact Ms S. Ulyatt, Clerk to the Trust, sulyatt@rmgs.org.uk

Whilst the Trust Board has no power to direct reinstatement, they must consider any representations you make and may place a copy of their findings on **Name's** school record.

You should also be aware that if you think the suspension relates to a disability **name** has, and you think disability discrimination has occurred, you have the right to appeal and/or make a claim to the First Tier (SEND) Tribunal:

<http://www.justice.gov.uk/guidance/courts-and-tribunals/tribunals/send/index.htm>

Making a claim would not affect your right to make representations to the Trust Board. The time limit in which to make any claim for alleged disability discrimination is six months from the date of the alleged discrimination. Claims for any other type of alleged discrimination can be made in the County Court and must be made within six months of the date of the alleged discrimination.

You will be required to attend a reintegration meeting with Name/s on Date at time. The purpose of the reintegration meeting is to discuss how best your child's return to school can be managed. Within this meeting you and name will be required to re-visit the Home School Agreement. Failure to attend a reintegration meeting will be a factor considered by a magistrates' court if, on future application, they consider whether to impose a parenting order on you. In this meeting we will discuss your child's previous behaviour record to include any previous suspensions in order to address emerging or concerning patterns. ***Please note this is the **number** suspension that **name** has received whilst a student at **name** school.***

Name may be discussed with Trustees, and this could result in the issuing of a Trustee's final Warning in a separate meeting with regard to **his/her** future conduct at **school name**. We will write to you in due course with the details of this meeting, if required.

You also have the right to see a copy of **name's** school record. Due to confidentiality restrictions, you will need to notify me in writing if you wish to do this and this may incur the cost of photocopying.

You can also find general information about suspension from school at the Department for Education website [here](#).

You may also wish to contact the [Coram Children's Legal Centre](#), a provider of free legal advice, assistance and representation in relation to children's rights in the UK, or you can telephone the Education Law free advice helpline on 0345 345 4345 (open Monday to Friday: 9am to 8pm and Saturday: 9am to 12.30pm).

You may wish to contact Medway's Inclusion Team, Gun Wharf Dock Road Chatham Kent ME4 4TR 01634 332572 who can provide further advice.

Yours sincerely,

Name
Headteacher/Executive Headteacher

Appendix 1c

Suspension for more than 15 days in one school term or 45 days in one academic year

Date

Address

Student: Name

Dear Parental salutation and Surname

Name – Year/class - Fixed Period Suspension for x day(s)

I am writing to inform you of my decision to suspend name for a fixed period of x day(s). This means that s/he will not be allowed in The Academy for this period. The suspension will take place on the date.

Name has been excluded for this period because s/he has breached our Behaviour and Anti-Bullying policy on the date, as detailed below:

- Insert reason(s) aligned to the wording of the Behaviour policy and outlining brief detail of the breach/es.

As you will be aware from our Behaviour and Anti-Bullying Policy, with which we would ask you to re-familiarise yourself in order to support improvement in Name 's behaviour, this is a breach serious enough to require suspension.

Support mechanisms Name has been given: (check if support offer needs tweaking aligned to internal mechanisms)

Internal support	✓	External support	✓
<i>1:1 Support</i>		<i>Counselling</i>	
<i>Counselling/therapy</i>		<i>Managed Move offer</i>	
<i>Detentions</i>		<i>Key Worker</i>	
<i>Learning Contract</i>		<i>Early Help Assessment</i>	
<i>Parental Meetings</i>		<i>ELSA</i>	
<i>PSP/RA/School plan</i>		<i>Tools for Schools</i>	
<i>Pupil Passport</i>		<i>SSG</i>	
<i>Report (please state)</i>		<i>EP Assessment</i>	
<i>Internal isolation</i>		<i>NELFT</i>	
<i>Isolation at social times</i>		<i>Alternate Provision</i>	
<i>Time out card</i>		<i>Other project intervention</i>	

You have a duty to ensure that Name is not present in a public place in school hours during the first 5 days of this suspension unless there is reasonable justification for this. I must advise you that you may receive a penalty notice from Medway Council if Name is present in a public place during school hours on the specified dates. If so, it will be for you to show reasonable justification.

We will set work Name during first 5 days school days of his/her suspension, which will be communicated to you by the first day of suspension. Please ensure that work set by the school is

completed and returned to us promptly for marking.

From the 6th school day of Name's suspension, date until the expiry of his/her suspension we will provide suitable full-time education. **If not known, say that arrangements will be notified by a further letter (no later than 48hrs before the start of the provision)** On date he/she should attend at name and address of alternative provider at time and report to staff member's name. [insert transport arrangements from home to alternative provider if applicable].

As the length of the suspension amounts to more than 15 school days in total in one term/45 days in one academic year (delete as appropriate), the Trust Board Disciplinary Committee must meet to consider the suspension. At the review meeting you may make representations to the Committee if you wish. The latest date on which the Trust Board can meet is date – no later than 15 school days from the date that the Trust Board are notified. If you wish to make representations to the governing body or wish to be accompanied by a friend or representative please contact please contact Ms S. Ulyatt, Clerk to the Trust, sulyatt@rmgs.org.uk as soon as possible. You will, whether you choose to make representations or not, be notified by the Clerk of the time, date and location of the meeting. Please advise the Clerk 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 the Clerk if it would be helpful for you to have an interpreter present at the meeting. Name, where applicable, is encouraged to attend any proposed meeting.

You should also be aware that if you think the suspension relates to a disability name has, and you think disability discrimination has occurred, you have the right to appeal and/or make a claim to the First Tier (SEND) Tribunal:

<http://www.justice.gov.uk/guidance/courts-and-tribunals/tribunals/send/index.htm>

Making a claim would not affect your right to make representations to the Trust Board. The time limit in which to make any claim for alleged disability discrimination is six months from the date of the alleged discrimination. Claims for any other type of alleged discrimination can be made in the County Court and must be made within six months of the date of the alleged discrimination.

You will be required to attend a reintegration meeting with Name/s on Date at time. The purpose of the reintegration meeting is to discuss how best your child's return to school can be managed. Within this meeting you and name will be required to re-visit the Home School Agreement. Failure to attend a reintegration meeting will be a factor considered by a magistrates' court if, on future application, they consider whether to impose a parenting order on you. In this meeting we will discuss your child's previous behaviour record to include any previous suspensions in order to address emerging or concerning patterns. ***Please note this is the number suspension that name has received whilst a student at name school.***

Name may be discussed with Trustees, and this could result in the issuing of a Trustee's final Warning in a separate meeting with regard to his/her future conduct at school name. We will write to you in due course with the details of this meeting, if required.

You also have the right to see a copy of name's school record. Due to confidentiality restrictions, you will need to notify me in writing if you wish to do this and this may incur the cost of photocopying.

You can also find general information about suspension from school at the Department for Education website [here](#).

You may also wish to contact the [Coram Children's Legal Centre](#), a provider of free legal advice, assistance and representation in relation to children's rights in the UK, or you can telephone the Education Law free advice helpline on 0345 345 4345 (open Monday to Friday: 9am to 8pm and Saturday: 9am to 12.30pm).

You may wish to contact Medway's Inclusion Team, Gun Wharf Dock Road Chatham Kent ME4 4TR 01634 332572 who can provide further advice.

Yours sincerely,

Name
Headteacher/Executive Headteacher

Appendix 1d

Letter template for Permanent Exclusion

Date:

Address

Student: Name and DOB and school year

Notice of decision to Permanent Exclude

I regret to inform you of my decision to permanently exclude **Name** with effect from **Date**. This means that Name will not be allowed in this school unless she is reinstated by the Governing Body by an appeal panel.

I realise that this exclusion may well be upsetting for you and your family, but the decision to permanently exclude **Name** has not been taken lightly. **Name** has been permanently excluded for:

- **Insert reason aligned to behaviour and anti-bullying policy**

You have a duty to ensure that **Name** is not present in a public place in school hours during the first five school days of this exclusion, i.e. on **date range** 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 **Name's** education to continue will be made. For the first five school days of the permanent exclusion we will set work for **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 **date**, the Local Authority, Medway, will provide suitable full-time education. These arrangements of day 6 provision, will be notified in writing by a **Senior Admission and Access Officer(correct title?)** from the Local Authority-

As this is a permanent exclusion the Trust Board's Discipline Panel must meet to consider it. At the review meeting you may make representations to the Trust Board if you wish and ask them to reinstate your child in school. The Trust Board has the power to reinstate your child immediately or from a specified date, or, alternatively, has the power to uphold the exclusion in which case you may apply for their decision to be reviewed and you appeal against the decision, to an Independent Review Panel. The latest date by which the Trust Board Discipline Panel must meet is the **date**, which is calculated on school working days.

If you wish to make representations to the Trust Board and wish to be accompanied by a friend or representative please contact **Susannah Ulyatt, Clerk to Trustees, sulyatt@rmgs.org.uk**, as soon as possible. You will, whether you choose to make representations or not, be notified by the Clerk to the Trust Board 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 the **Clerk** 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. The address to which claims should be sent is:

1st Floor, Darlington Magistrates Court, Parkgate, Darlington DL1 1RU, e-mail send@justice.gov.uk. Your claim must be lodged within 6 months of the date of the exclusion.

You may access further information on the following link. www.justice.gov.uk/tribunals/send/appeals.

Making a claim would not affect your right to make representations to the Trust Board. The time limit in which to make any claim for alleged disability discrimination is six months from the date of the alleged discrimination. Claims for any other type of alleged discrimination can be made in the County Court and must be made within six months of the date of the alleged discrimination.

You have the right to see a copy of **Name's** school record. Due to confidentiality restrictions, you must request this in writing, and I will be happy to supply a copy if you request it. There may however be a charge for photocopying.

You may also find it useful to contact the Children's Legal Centre. They aim to provide free legal advice and information to parents on state education matters. They can be contacted **on** 0300 330 5480 **or on** <http://www.childrenslegalcentre.com/>. The advice line is open from 8am to 8pm Monday to Friday, except Bank Holidays and 24th December to the 1st January

You may wish to contact Medway's Inclusion Team, Gun Wharf Dock Road Chatham Kent ME4 4TR 01634 332572 who can provide further advice.

Statutory guidance on Exclusion can be accessed on the following link www.gov.uk/government/publications/school-exclusion

Yours sincerely,

Name
Headteacher/Executive Headteacher

cc *Senior Admissions Officer – Medway Council*
Susannah Ulyatt, Clerk to the Trust Board

