

Alexandra Academy Trust Suspensions and Exclusions Policy



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please contact the Alexandra Academy Trust.

For approval by the Curriculum committee	Autumn 2023
For Review	Autumn 2024

Signed _____ (Chair of Curriculum committee)

Dated _____

Exclusions Policy

Trust Mission statement

'Working together to create better futures'

Introduction

This policy outlines the procedures and principles governing the suspension and exclusion of pupils within the Alexandra Academy Trust. It adheres to the latest legislation, considering the best interests for all pupils and maintaining a safe and inclusive learning environment.

Suspension and Permanent Exclusion from maintained schools, academies and pupil referral units in England, including pupil movement 2023

Good behaviour in schools is essential to ensure that all pupils benefit from the opportunities provided by education. The Trustees recognise that school suspensions, exclusions, managed moves and off-site learning are essential behaviour management tools for headteachers and can be used to establish high standards of behaviour in schools and maintain the safety of school communities.

For the vast majority of pupils, suspensions and permanent exclusions may not be necessary, as other strategies can manage their behaviour. If these approaches towards behaviour management have been exhausted, then suspensions and permanent exclusions will sometimes be necessary as a last resort. This is to ensure that other pupils and teaching staff can work in safety and are respected.

This policy outlines the purpose, nature and management of suspension and exclusions at the Alexandra Academy Trust. The Academy Trust policy for suspensions and exclusion reflects the consensus of opinion of the whole teaching staff and has the support of the Board of Trustees.

The implementation of this policy is the responsibility of all the teaching staff.

This policy supports the individual Academy Positive Behaviour policies which create a school culture with high expectations of behaviour. This means that the Suspension and Exclusions Policy should only be necessary when strategies, practices and interventions set out within the Academy Positive Behaviour Policy have not been successful in improving a pupil's

behaviour and when the use of more significant interventions or sanctions are required.

We aim to employ a wide range of strategies, to avoid such issues reaching the point of suspension or exclusion. Suspensions and or exclusions are needed rarely; however, the Academy Trust recognises the need to balance prioritising the needs of the individual child and ensuring the safety of other children and staff. Exclusion may be appropriate following a sustained period of unacceptable behaviour or a single case of an extremely dangerous and/or violent act.

This policy is designed to create high standards of behaviour in schools so that children and young people are protected from disruption and are in a calm, safe, and supportive environment that brings out the best in every pupil. A headteacher now has the ability to cancel an exclusion before the governing board has met to consider whether the pupil should be reinstated. This practice is sometimes known as withdrawing or rescinding an exclusion. If this occurs, the parents, the governing board and the local authority, must be notified and, if relevant, the social worker. Meetings held via the use of remote access should not be a default option and face to face meetings should always be encouraged.

When headteachers suspend or permanently exclude a pupil they must, without delay, notify parents. Legislative changes mean that if a pupil has a social worker, or if a pupil is looked-after, the headteacher must now, also without delay after their decision, notify the social worker and/or Virtual Schools Head (VSH), as applicable. When headteachers suspend or permanently exclude a pupil, they must also notify the local authority, without delay. Legislative changes mean that this must be done regardless of the length of a suspension.

Under the Equality Act 2010, schools must not discriminate against, harass, or victimise pupils because of their: sex; race; disability; religion or belief; sexual orientation; pregnancy/maternity; or gender reassignment. For disabled children, this includes a duty to make reasonable adjustments to any provision, criterion or practice which puts them at a substantial disadvantage, and the provision of auxiliary aids and services. In carrying out their duty means schools must also have due regard to the need to:

- eliminate discrimination, harassment, victimisation, and other conduct that is prohibited by the Equality Act;

- advance equality of opportunity between people who share a relevant protected characteristic and people who do not; and
- foster good relations between people who share a relevant protected characteristic and people who do not share it.

The headteacher's/principals powers to use exclusion

Only the headteacher/principal of a school can suspend or permanently exclude a pupil on disciplinary grounds. A pupil may be suspended for one or more fixed periods (up to a maximum of 45 school days in a single academic year), or permanently excluded.

A pupil's behaviour outside school can be considered grounds for a suspension or permanent exclusion. Any decision of a headteacher/principal, including suspension or permanent exclusion, must be made in line with the principles of administrative law, i.e. that it is: lawful (with respect to the legislation relating directly to suspensions and permanent exclusions and a school's wider legal duties); reasonable; fair; and proportionate.

When establishing the facts in relation to a suspension or permanent exclusion decision the headteacher/principal must apply the civil standard of proof, i.e. 'on the balance of probabilities' it is more likely than not that a fact is true, rather than the criminal standard of 'beyond reasonable doubt.' This means that the headteacher should accept that something happened if it is more likely that it happened than that it did not happen. The headteacher must take account of their legal duty of care when sending a pupil home following an exclusion.

Headteachers/Principals should also take the pupil's views into account, considering these in light of their age and understanding, before deciding to exclude, unless it would not be appropriate to do so. They should inform the pupil about how their views have been factored into any decision made. Where relevant, the pupil should be given support to express their view, including through advocates such as parents or, if the pupil has one, a social worker. Whilst an exclusion may still be an appropriate sanction, the headteacher should also take account of any contributing factors identified after an incident of misbehaviour has occurred and consider the Academy positive behaviour policy.

It is important that during a suspension, pupils still receive their education. Headteachers should take steps to ensure that work is set and marked for pupils during the first five school days of a suspension. This can include

utilising any online pathways such as Google Classroom or Oak National Academy. The school's legal duties to pupils with disabilities or SEN remain in force, for example, to make reasonable adjustments in how they support disabled pupils during this period. Any time a pupil is sent home due to disciplinary reasons and asked to log on or utilise online pathways should always be recorded as a suspension.

A suspension can also be for parts of the school day. For example, if a pupil's behaviour at lunchtime is disruptive, they may be suspended from the school premises for the duration of the lunchtime period. The legal requirements relating to the suspension, such as the headteacher's duty to notify parents, apply in all cases. Lunchtime suspensions are counted as half a school day in determining whether a governing board meeting is triggered.

A suspension must not be extended or a Headteacher/ Principal must not be '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.

Permanent exclusion

A permanent exclusion is when a pupil is no longer allowed to attend a school (unless the pupil is reinstated). The decision to exclude a pupil permanently should only be taken:

- in response to a serious breach or persistent breaches of the school's behaviour policy; and
- where allowing the pupil to remain in school would seriously harm the education or welfare of the pupil or others such as staff or pupils in the school.

For any permanent exclusion, headteachers/principals should take reasonable steps to ensure that work is set and marked for pupils during the first five school days where the pupil will not be attending alternative provision. Any appropriate referrals to support services or notifying key workers (such as a pupil's social worker) should also be considered.

Cancelling exclusions

The headteacher can cancel any exclusion that has already begun (or one that has not yet begun), but this can only happen when the governing board has not yet met to consider whether the pupil should be reinstated. Where an exclusion is cancelled:

- The headteacher must notify the parents, the governing board, the LA and the pupil's social worker and VSH as applicable, without delay. The notification must also provide the reason for the cancellation;
- The governing board's duty to consider reinstatement ceases, and there is no requirement to hold a meeting to consider reinstatement;
- Parents (or the excluded pupil if they are 18 years or older) should be offered the opportunity to meet the headteacher to discuss the circumstances that led to the exclusion being cancelled which should be arranged without delay;
- The pupil must be allowed back into the school from which they were excluded without delay.
- Any days spent out of school as a result of any exclusion, prior to the cancellation will count towards the maximum of 45 school days permitted in any school year.

A permanent exclusion cannot be cancelled if the pupil has already been excluded for more than 45 school days in a school year or if they will have been so by the time the cancellation takes effect.

Off-rolling and unlawful exclusions

Telling or forcing a pupil to leave school, or not allowing them to attend school, is a suspension (if temporary) or permanent exclusion (if permanent). Whenever a pupil is made to leave school, or forbidden from attending school, on disciplinary grounds, this must be done in accordance with the School Discipline (Pupil Exclusions and Reviews) (England) Regulations 2012 and with regard to relevant parts of this guidance. Suspending a pupil for a short period of time, such as half a day, is permissible but the formal suspension process must still be followed. Each disciplinary suspension and permanent exclusion must be confirmed to the parent in writing with notice of the reasons for the suspension or permanent exclusion.

Aims

The Alexandra Academy Trust aims to:

- Ensure that the exclusions process is applied fairly and consistently
- Ensure that the exclusions process is understood by Trustees, Local Governors, staff, parents/carers/guardians and children
- Ensure that children within the Academy Trust are safe and happy
- Ensure that children do not become CMOOE (Children Missing Out on Education)

Strategies

A decision to exclude a child will be taken only:

- In response to serious or persistent breaches of the individual Academy's behaviour policy
- If allowing the child to remain in the Academy would seriously harm the education or welfare of others

Before deciding whether to suspend or permanently exclude a pupil, each Principal will:

- Consider all the relevant facts and evidence, including whether the incident(s) leading to the exclusion were provoked
- Allow the child to give their version of events
- Consider if the child has special educational needs (SEND)
- Consider offsite provision for a period of time

The reasons below are examples of the types of circumstances that may warrant a suspension or permanent exclusion;

- Physical assault against a pupil
- Physical assault against an adult
- Verbal abuse or threatening behaviour against a pupil
- Verbal abuse or threatening behaviour against an adult
- Use, or threat of use, of an offensive weapon or prohibited item that has been prohibited by a school's behaviour policy
- Bullying
- Racist abuse
- Abuse against sexual orientation or gender reassignment
- Abuse relating to disability

This list is not exhaustive and is intended to offer examples rather than be complete or definitive.

Definition

For the purposes of suspensions or exclusions, a school day is defined as any day on which there is a school session. Therefore, INSET or staff training days do not count as a school day.

Roles and Responsibilities

The Principal/Headteacher

The Principal will immediately provide the following information, in writing, to the parents/carers/guardians of an excluded child:

- The reason(s) for the exclusion
- The length of a fixed-term exclusion, (see Appendix 1)
- The length of a Suspension, the fact that it is permanent, (see Appendix 2)
- Information about parents/carers/guardians rights to make representations about the exclusion to the Pupil Discipline Committee and how the child may be involved in this
- Where there is a legal requirement for the Local Governing Board of Governors to meet to consider the reinstatement of a child, and that parents/carers/guardians have a right to attend a meeting, be represented at a meeting (at their own expense) and to bring a friend

The Principal/Headteacher will also notify parents/carers/guardians by the end of the afternoon session on the day their child is excluded that for the first 5 school days of the suspension, or until the start date of any alternative provision where this is earlier. Parents/carers/guardians are legally required to ensure that their child is not present in a public place during school hours without a good reason. Parents/carers/guardians may be given a fixed penalty notice or prosecuted if they fail to do this, (see Appendix 3).

If alternative provision is being arranged, the following information will be included when notifying parents/carers of the exclusion:

- 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 required by the child to identify the person they should report to on the first day
- The relevant Academy is responsible for providing work for the period of exclusion

Where this information on alternative provision is not reasonably ascertainable by the end of the afternoon session, it may be provided in a subsequent notice, but it will be provided no later than **48 hours** before the provision is due to start. The only exception to this is where alternative provision is to be provided before the sixth day of an exclusion, in which case the information can be provided with less than 48 hours' notice with parental consent.

Schools will consider a range of measures to enable the pupil's successful reintegration which can include, but are not limited to:

- Maintaining regular contact during the suspension or off-site direction and welcoming the pupil back to school;
- Daily contact with a designated pastoral professional in school;
- Ensuring the pupil follows an equivalent curriculum during their suspension or off-site direction or receives academic support upon return to catch up on any lost progress;
- Planned pastoral interventions;
- 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.

Informing the Local Board of Governors and local authority

The Principal/Headteacher will immediately notify the Local Governing Board and the local authority (LA) of:

- A permanent exclusion, including when a suspension is made permanent
- Suspensions which would result in the child being excluded for more than 5 school days (or more than 10 lunchtimes) in a term
- Suspensions which would result in the child missing a public examination

The Local Governing Board

A responsibility regarding exclusions is delegated to a Pupil Discipline Committee.

The Pupil Discipline Committee has a duty to consider the reinstatement of a suspended/excluded child (see section 6).

Within 14 days of receipt of a request, the Local Governing Board will provide the Secretary of State with information about any exclusions in the last 12 months.

Considering the Reinstatement of a Child

The Pupil Discipline Committee will consider the reinstatement of an excluded child within 15 school days of receiving the notice of the exclusion if:

- The exclusion is permanent
- It is a fixed-term exclusion which would bring the child's total number of school days of exclusion to more than 15 in a term
- It would result in a child missing a public examination (SATS)

Where an exclusion would result in a child missing a public examination, the Pupil Discipline Committee will consider the reinstatement of the child before the date of the examination. If this is not practicable, the Pupil Discipline Committee will consider the exclusion and decide whether or not to reinstate the child.

The Pupil Discipline Committee can either:

- Decline to reinstate the child, or
- Direct the reinstatement of the child immediately, or on a particular date

In reaching a decision, the Pupil Discipline Committee will consider whether the exclusion was lawful, reasonable and procedurally fair and whether the Principal followed their legal duties. They will decide whether or not a fact is true 'on the balance of probabilities', which differs from the criminal standard of 'beyond reasonable doubt', as well as any evidence that was presented in relation to the decision to exclude.

Minutes will be taken of the meeting, and a record of evidence considered kept. The outcome will also be recorded on the child's educational record.

The Pupil Discipline Committee will notify, in writing, the Principal, parents/carers and the LA of its decision, along with reasons for its decision, without delay.

Permanent Exclusion

Where an exclusion is permanent, the Pupil Discipline Committee's decision will also include the following:

- The fact that it is permanent

- Notice of parents/carers/guardians 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
- The name and address to whom an application for a review should be submitted
- That any application should set out the grounds on which it is being made and that, where appropriate, reference to how the child's SEND are considered to be relevant to the exclusion
- That, regardless of whether the excluded child has recognised SEND, parents/carers/guardians have a right to require the Alexandra Academy Trust to appoint a SEND expert to attend the review
- Details of the role of the SEND expert and that there would be no cost to parents/carers for this appointment
- That parents/carers/guardians must make clear if they wish for a SEND expert to be appointed in any application for a review
- That parents/carers/guardians may, at their own expense, appoint someone to make written and/or oral representations to the panel, and parents/carers/guardians may also bring a friend to the review
- That if parents/carers/guardians believe that the exclusion has occurred as a result of 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. A claim of discrimination made under these routes should be lodged within months of the date on which the discrimination is alleged to have taken place.

An Independent Review

If parents/carers/guardians apply for an independent review, The Alexandra Academy Trust will arrange for an independent panel to review the decision of the Local Governing Board not to reinstate a permanently excluded child.

Applications for an independent review must be made within 15 school days of notice being given to the parents/carers/guardians by the Local Governing Board of its decision to not reinstate a child.

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 Academy Trustee/ Local Governors category and 2 members will come from the Headteacher category.

A lay member to chair the panel who has not worked in any school in a paid capacity, disregarding any experience as an Academy Trustee/Governor or volunteer

Academy Governors/Trustees who have served as a Governor/Trustee for at least 12 consecutive months in the last 5 years, provided they have not been teachers or Headteachers/Principals during this time

Headteachers/Principals or individuals who have been a Headteacher/Principal within the last 5 years

A person may **not** serve as a member of a review panel if they:

- Are a Local Governor or Trustee of the Alexandra Academy Trust
- Are the Headteacher/Principal of the excluding Academy, or have held this position in the last 5 years
- Are an employee of the Alexandra Academy Trust
- Have, or at any time have had, any connection with the Alexandra Academy Trust, Board of Trustees, Local Governing Board, parents/carers/guardians or child, 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
- A clerk will be appointed to the panel.

The independent panel will decide one of the following:

- Uphold the decision of the Local Board of Governors
- Recommend that the Local Board of Governors reconsider reinstatement
- Quash the Local Board of Governors decision and direct that they reconsider reinstatement (only when the decision is judged to be flawed) The panel's decision can be decided by a majority vote. In the case of a tied decision, the Chair has the casting vote.

School Registers

A child's name will be removed from the excluding Academy's admissions register if:

- 15 school days have passed since the parents/carers/guardians were notified of the exclusion panel's decision to not reinstate the child and no application has been made for an independent review panel
- The parents/carers/guardians have stated in writing that they will not be applying for an independent review panel.
- Where an application for an independent review has been made, the Local Board of Governors will wait until that review has concluded before removing a child's name from the register.
- Where alternative provision has been made for an excluded child and they attend it, code B (education off-site) or code D (dual registration) will be used on the attendance register.
- Where an excluded child is not attending alternative provision, code E (absent) will be used.

Returning from a Fixed-Term Exclusion

Following a fixed-term exclusion, a re-integration meeting will be held involving the child, parents/carers/guardians, a member of senior staff and other staff, where appropriate.

The following measures may be implemented when a child returns from a fixed-term exclusion:

- Agreeing a behaviour contract
- Putting a child 'on report'
- Internal isolation

Monitoring Arrangements

The Principal monitors the number of exclusions every term and reports back to the Local Board of Governors. They also liaise with the local authority to ensure suitable full-time education for the excluded child.

This policy will be reviewed by the Curriculum & Standards Committee every 3 years. At every review, the policy will be shared with the Board of Trustees and each Local Governing Board.

Outcomes

This policy will promote the excellent ethos of Alexandra Academy Trust. It will underpin excellent teaching, learning and progress. It will promote the

high standards and high expectations set out in the Academy Trust's Aims and Code of Conduct.

This policy should be read in conjunction with the following policies:

- Cared-For-Child Policy
- Child Protection and Safeguarding Policy
- GDPR Policy
- Inclusion Policy
- Individual Curriculum Policies
- Marking and Feedback Policy
- Positive Behaviour Policy
- Equality Policy
- Staff Code of Conduct Policy
- Special Educational Needs and Disability Policy

Appendix 1

Sample letter

[From the Principal notifying parent of a fixed period exclusion of 5 school days or fewer in one term, and where a public examination is not missed]

Note: The Principal should notify the parent/carer immediately of the decision to exclude, ideally by telephone. The telephone call should be followed by a letter within one school day.

Dear **Parent/Carer/Guardian**

[Child's Name, Date of Birth]

Fixed Term Exclusion

I am writing to inform you of my decision to suspend or permanently exclude **[Child's Name]** for a period of **[number of days] days**. This means that **your child** will not be allowed in school for this period. The exclusion begins/began on **[date]** at **[time]** and ends on **[date]**. **[Child's Name]** should therefore return to school on **[Date]** at **[Time]** and report to **[Name of staff/place]**.

I realise that this exclusion may well be upsetting for you and your family, but the decision to exclude **[Child's Name]** has not been taken lightly. Your child has been excluded for this fixed period because **[give reason for exclusion]**.

[for pupils of compulsory school age]

You have a duty to ensure that your child is not present in a public place in school hours during this exclusion on **[specify dates]** unless there is reasonable justification for this. I must advise you that you may receive a penalty notice from the Local Authority if your child is present in a public place during school hours on the specified dates. If so, it will be for you to show reasonable justification.

We will set work for **[Child's Name]** to be completed on the days specified above during the period of his/her suspension exclusion. **[detail the arrangements for this]**. Please ensure that work set by the school is completed and returned to us promptly for marking.

You have the right to make representations about this decision to the school Pupil Discipline Committee. If you wish to make representations please contact **[Name of Contact]** on/at **[address, phone number, email]**, as soon as possible.

Whilst the Pupil Discipline Committee has no power to direct reinstatement, they must consider any representations you make and may place a copy of their findings on your child's school record.

You should also be aware that if you think the suspension/exclusion relates to a disability your child has, and you think disability discrimination has occurred (under the Equality Act 2010), you have the right to appeal and/or make a claim, to the First Tier Tribunal (Special Educational Needs and Disability) <http://www.justice.gov.uk/tribunals/send>. Making a claim would not affect your right to make representation to the Board of Directors.

[This following paragraph will be used if you want to hold a reintegration meeting]

You and [Child's Name] are requested to attend a reintegration meeting with me [alternatively, specify the name of another staff member] on [date] at [time]. If that is not convenient please contact the school [within the next ten days] to arrange a suitable alternative date and time. The purpose of the reintegration meeting is to discuss how best your child's return to school can be managed. **(If parents/carers/guardians cannot attend the reintegration meeting this is not a reason to delay re admission following the end of the fixed term exclusion.)**

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

You may wish to contact Cheshire East Exclusions Team: telephone 01270 375277, or email: exclusions@cheshireeast.gov.uk who can provide advice.

You may also find it useful to contact the Coram Children's Legal Centre — they offer information and advice on education, including exclusion from school. They can be contacted on 0300 330 5485, or at www.childrenslegalcentre.com.

You may also wish to look at the Department For Education's guidance 'Exclusion from maintained schools, academies and pupil referral units in England' through the follow

Appendix 2

Sample letter

Permanent Exclusion

[Please note a copy of this letter must be emailed to the Local Authority on exclusionce@cheshireeast.gov.uk within one school day of the date of exclusion. Work for the first five days of the exclusion should be sent home straight away]

Note: The Principal should notify the parent /carer/guardian immediately of the decision to exclude, **ideally in a face to face meeting**. This should be followed up with a letter within **one** school day.

Dear [Parent/Carer/Guardian]

[Name of pupil]
[Date of Birth]

Permanent Exclusion

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

I realise this exclusion may well be upsetting for you and your family, but the decision to permanently exclude **[Child's Name]** has not been taken lightly. **[Child's Name]** has been excluded for this fixed period because **[give one main reason for exclusion from national list and include other relevant information]**.

You have a duty to ensure that your child is not present in a public place during school hours during the first 5 days of this exclusion, that is **[specify dates]** unless there is reasonable justification for this. I must warn you that you may receive a penalty notice from the Local Authority or be prosecuted if your child is present in a public place during school hours on the specified dates. It will be for you to show that there is reasonable justification.

Alternative arrangements for **[Child's Name]** education to continue will be made. For the first 5 days of the exclusion, we will set work for **[Child's Name]** and would ask that you ensure this work is completed and returned promptly to the school for marking. From the 6th day of the exclusion onwards **[specify date]** Cheshire East Local Authority will provide suitable full-time education. Someone will be in touch with you within the next couple of days to discuss these arrangements.

[Where the pupil lives in another LA]

I have today informed **[name of officer]** at **[name of LA]** of your child's exclusion and they will be in touch with you about arrangements for his/her

continued education from the sixth day of this exclusion. You can contact them at **[give contact details]**

As this is a permanent exclusion, Governors must meet to consider reinstatement. You have the right to make representations to the Academy Governors in person and/or in writing and to bring a friend or representative with you if you wish. You may also wish for your son/daughter to attend this meeting. At the meeting you may make your views known to the Board (known as representations) and ask for your child to be reinstated in school. Governors have the power to reinstate your child immediately or from a specified date, or, alternatively, they have the power to uphold the exclusion. If this is the case, you have the right to ask that the exclusion is reviewed by an Independent Review Panel. The latest date by which the Governors must meet is **[specify the date – up to 15 school days after the Governors were notified of the exclusion]**. If you wish to make representations, please contact **[Name of contact]** on/at **[contact details - address, phone number, email]** as soon as possible. You will, whether you choose to make representations or not, be notified by the Clerk to the Governors of the time, date and location of the meeting. Please advise us if you have a disability or special needs which would affect your ability to attend or participate fully in a meeting at the school. Also please inform **[contact]** if it would be helpful for you to have an interpreter present at the meeting.

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

You should also be aware that if you think the exclusion has occurred as a result of discrimination relating to a disability, you may appeal and / or make a claim under the Equality Act 2012 to the First Tier Tribunal (Special Educational Needs and Disability) <http://www.justice.gov.uk/tribunals/send>. Making a claim would not affect your right to make representations to the discipline committee.

You may wish to the Cheshire East Contact Centre on 0300 123 5500 who can provide further advice and assistance. You may also find it useful to contact the Coram Children's Legal Centre, which is an independent national advice centre for parents of children in all schools. They offer information and support about education law and policy in England and Wales, including advice on exclusions from school. They can be contacted on 08088 020 008 or at www.childrenslegalcentre.com

If your child has special educational needs you can also call Parent Partnership on 01625374278. Alternatively, or in addition to, you may wish to contact any local law centre for advice.

Yours sincerely

[Name]

Principal

Cc: email copy to exclusionsce@cheshireeast.gov.uk

Appendix 3

FIXED TERM EXCLUSION RECORD

Name of child:	Class:
Reason for Exclusion:	
Staff involved:	Children involved:
No of days exclusion issued:	Actioned by:
Exclusion start date:	Return to Academy date:
Date and time of re-integration meeting:	To be led by:
Parent/Carer/Guardian informed: YES/NO	Informed by: