



# **Buckinghamshire Council**

**Children's Services**

**Exclusions & Reintegration Team**

## **Exclusion Guidance**

**Division: Children's Services; Exclusion & Reintegration**  
**Author: Exclusions and Reintegration Team**  
**Responsible Manager: James Fowler**

**Date created: September 2010**  
**Date last reviewed: September 2025**  
**Date of next review: August 2026**  
**Version Number: 20**

**Approved by: Gareth Drawmer, Head of Achievement and Learning**

## Contents

Page 2/3	Contents and Page Index
Page 4	Local Authority Contacts
Page 5	Introduction
Page 6/8	Suspensions - School Procedures
Page 9/11	Permanent Exclusion checklist for headteachers
Page 12/14	Permanent Exclusion - School Procedures
Page 15/16	School Procedures - Checklist to Monitor Suspension/Permanent Exclusion Process
Page 17	Notification to LA - Permanent/Suspension/Lunchtime Suspension <b>Form XI</b>
Page 18	Codes - Ethnic origin and Codes
Page 19	Reason codes for suspension/permanent exclusion
Page 20	Register Coding and When to Remove a Pupil from the School Roll
<b>Page 21 - 45</b>	<b>Model Letters</b>
Page 22/23	<b>Letter 1 - From Headteacher</b> Suspension of 5 days or fewer
Page 24/25	<b>Letter 2 - From Headteacher</b> Lunchtime (half-day) suspension totalling a suspension of 5 or fewer days per term
Page 26/28	<b>Letter 3 - From Headteacher</b> Suspension of 5½ - 15 days or where cumulative suspensions in the same term fall within this range
Page 29/31	<b>Letter 4 - From Headteacher</b> Suspension of 15½ days or more or where cumulative suspensions in the same term are 15½ days or more
Page 32/34	<b>Letter 5 - From Headteacher</b> For Permanent Exclusion
Page 35	<b>Letter 6 - From Clerk to the Governing Board</b> Inviting parents to the governing board exclusion meeting for a suspension up to 45 school days
Page 36/37	<b>Letter 7 - From Clerk to the Governing Board</b> Inviting parents to the governing board exclusion meeting for consideration of a permanent exclusion

- Page 38      **Letter 8 - From Clerk to the Governing Board**  
To a parent of a pupil for decision on a suspension of 5½ or more school days
- Page 39/41   **Letter 9 - From Clerk to the Governing Board**  
To the parent of a permanently excluded pupil informing them of the governing board's decision not to reinstate the pupil
- Page 42      **Letter 10 - From Clerk to the Governing Board**  
To the parent of a permanently excluded pupil informing them of the governing board's decision to direct reinstatement
- Page 43      **Letter 11 - From Clerk to the Governing Board**  
To the parent of a permanently excluded pupil informing them of the governing board's decision to reinstate the pupil following the direction or recommendation of an Independent Review Panel (IRP)
- Page 44/45   **Letter 12 - From Clerk to the Governing Board**  
To the parent of a permanently excluded pupil informing them of the governing board's decision not to reinstate the pupil following the direction or recommendation of an Independent Review Panel (IRP)

## LOCAL AUTHORITY CONTACTS

Gareth Drawmer, Head of Achievement and Learning

Telephone No

01296 387762

## EXCLUSIONS & REINTEGRATION:

James Fowler - Education Entitlement Manager

01296 383963

Pippa Tolfree - Exclusion and Reintegration Officer  
(Secondary/Primary – North Bucks)

01296 387147

Rose Lindsay - Exclusion and Reintegration Officer  
(Secondary/Primary - South/Central Bucks)

01296 382024

Berni Little - Exclusion and Reintegration Officer  
(Secondary/Primary – Chilterns & South Bucks)

01296 382117

Lynn Osman - Business Support Specialist

01296 382835

Schoolsweb link: <https://schoolsweb.buckscc.gov.uk/>

(You will need a SchoolsWeb log-on and password to relevant information)

## SEN:

Telephone: 01296 382269

Email: [sen@buckinghamshire.gov.uk](mailto:sen@buckinghamshire.gov.uk)

Or contact your allocated EHC Coordinator directly

## LOCAL AUTHORITY DESIGNATED OFFICERS (LADO):

Telephone: 01296 382070

Email: [secure-lado@buckinghamshire.gov.uk](mailto:secure-lado@buckinghamshire.gov.uk)

## EDUCATION SAFEGUARDING ADVISORY SERVICE (ESAS):

Telephone: 01296 382912

Email: [esas-secure@buckinghamshire.gcsx.gov.uk](mailto:esas-secure@buckinghamshire.gcsx.gov.uk)

## COUNTY ATTENDANCE TEAM:

Telephone: 01296 383954

Email: [countyattendanceteam@buckinghamshire.gov.uk](mailto:countyattendanceteam@buckinghamshire.gov.uk)

## BUCKINGHAMSHIRE FAMILY INFORMATION SERVICE:

[Family Information Service | Buckinghamshire Family Information Service](#)

## VIRTUAL SCHOOL (Education of Children in Public Care):

[The Virtual School | Family Information Service \(buckinghamshire.gov.uk\)](#)

Email: [thevirtualschool@buckinghamshire.gov.uk](mailto:thevirtualschool@buckinghamshire.gov.uk)

## SEND IAS (Special Educational Needs and Disability Information, Advice and Support Service):

[SENDIAS Buckinghamshire Council](#)

Telephone: 01296 383754

Email: [sendias@buckinghamshire.gov.uk](mailto:sendias@buckinghamshire.gov.uk)

## Introduction

Buckinghamshire Council guidance is written to be referred to alongside the DfE Suspension and Permanent Exclusion Guidance August 2024: [DfE Suspension and Permanent Exclusion Guidance](#)  
It is important for schools to consider the following guidance:

- [Behaviour in Schools - Advice for headteachers and school staff \(publishing.service.gov.uk\)](#)
- [Keeping children safe in education - GOV.UK \(www.gov.uk\)](#)
- [Mental health and behaviour in schools \(publishing.service.gov.uk\)](#)

Links to other relevant supplementary guidance can be found in 'Annex B' on page 77 of the statutory guidance here: [DfE Suspension and Permanent Exclusion Guidance](#)

## Terms

The term 'suspension' is a reference to what is described in the legislation as an exclusion for a fixed period.

The term 'headteacher' in this document means the headteacher of a maintained school, the teacher in charge at a PRU and the principal of an academy.

The term 'governing board' means the governing board of a maintained school, the management committee of a PRU and academy trust.

## Update to previous guidance

This Buckinghamshire Council guidance has been updated to reflect the specific changes made to the legislation governing the disciplinary school suspension and permanent exclusion process.

- A technical update has been made to the DfE guidance in 2024 to reflect the School Attendance (Pupil Registration) (England) Regulations 2024. [The School Attendance \(Pupil Registration\) \(England\) Regulations 2024 \(legislation.gov.uk\)](#)
- Further information is set out in [DfE Suspension and Permanent Exclusion Guidance](#)

## Suspensions: School Procedure

### Please note:

Schools and local authorities should not adopt a 'no exclusion' policy. In some cases, a 'no exclusion' policy can present safeguarding issues and expose staff and pupils to unreasonable risks. Instead, schools and local authorities should work to create environments where school exclusions are not necessary because pupil behaviour does not require it.

- The smallest recordable suspension is for **half a day**. Any amount less than this is still recorded as half a day. Each lunch-time suspension counts statistically as half a day.
- For a suspension of more than five school days, the governing board (or local authority for a pupil suspended from a PRU) must arrange suitable full-time education for any pupil of compulsory school age.
- Regarding the provision of suitable provision for pupils from the sixth day: the chair of the governing board must check that the education provided is suitable and full-time (provision should be on a par with that received by the pupils peers who have not been excluded); that any previous placements have been evaluated, including support for any SEND the pupil may have; check the processes for monitoring attendance and behaviour; check whether the pupil's child protection file and any other information relevant to the pupil's safeguarding and welfare has been securely transferred to their new setting as early as possible, in line with: [Keeping children safe in education - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/consultations/keeping-children-safe-in-education)
- Whilst the statutory duty on governing boards or local authorities is to arrange full-time education from the sixth day of a suspension or permanent exclusion, there is an obvious benefit to the pupil in starting this provision as soon as possible. **In the case of a looked-after child or child with a social worker, the school and the local authority should work together to arrange alternative provision from the first day** following the suspension or permanent exclusion.
- Where it is not possible, or not appropriate, to arrange alternative provision during the first five school days of a suspension or permanent exclusion, the school should take reasonable steps to set and mark work for the pupil. Online pathways such as Google Classroom or Oak Academy can be used but schools should ensure that the work set is accessible and achievable by the pupil outside school.
- The governing board must consider and decide on the reinstatement of a suspended pupil if issuing a suspension which would bring the pupil's total number of school days out of school to more than 15 in a term. In this instance a governing board meeting must be convened to consider the reinstatement within 15 school days of receiving notice of the suspension.
- If a pupil is receiving multiple suspensions, alternative strategies should be considered. If a pupil receives 45 school days of suspensions in one school year, no further suspension can be issued. A permanent exclusion is NOT an automatic next step. Where suspensions are becoming a regular occurrence for a pupil, headteachers and schools should consider whether suspension alone is an effective sanction for the pupil and whether additional strategies need to be put in place to address behaviour.

### Unlawful suspensions

- It would be unlawful to exclude a pupil simply because they have SEN or a disability that the school feels it is unable to meet, or for a reason such as: academic attainment/ability or the failure of a pupil to meet specific conditions before they are reinstated, such as to attend a

reintegration meeting. If any of these unlawful exclusions are carried out and lead to the deletion of a pupil's name from the register, this is known as 'off-rolling'. An informal or unofficial exclusion, such as sending a pupil home 'to cool off', is unlawful when it does not follow the formal school exclusion process and regardless of whether it occurs with the agreement of parents.

- A further example of off-rolling would be exercising undue influence over a parent to remove their child from the school under the threat of a permanent exclusion and encouraging them to choose Elective Home Education or to find another school place.
- Ofsted Inspectors will make a judgement on the effectiveness of leadership and management of the school, including consideration of any evidence that pupils have been removed from the school roll without a formal permanent exclusion or by the school encouraging a parent to remove their child from the school, and leaders have taken insufficient action to address this.

**Please note:**

Our advice to schools is that a full investigation should take place before a suspension is issued. This may mean that the pupil is in isolation until a full investigation is carried out which would then determine the level of sanction.

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 period ends; or a permanent exclusion may be issued to begin immediately after the end of the suspension.

Any further period of suspension must be based on new evidence which must not have been available when the decision was made in relation to the initial suspension. Therefore, from the above and our experience of Buckinghamshire Independent Review Panels, a suspension letter should not make any reference to an investigation.

**Cancelling exclusions**

The headteacher may cancel a suspension that has already begun, but this should only be done where it has not yet been reviewed by the governing board. Where a suspension is cancelled, then:

- Parents, the governing board, and the LA should be notified without delay and, if relevant, the social worker and VSH.
- Parents should be offered the opportunity to meet with the headteacher to discuss the circumstances that led to the suspension being cancelled and the pupil should be allowed back into school.

**Permanent Exclusion**

- A permanent exclusion should only be used as a last resort and where other approaches have been exhausted.
- Before excluding a pupil, please consider whether exclusion is the most appropriate and reasonable sanction and is consistent with the school's Behaviour Policy and the DfE Suspensions and Permanent Exclusion Guidance August 2024.

## Suspension: School Procedures

### Headteacher decides to issue a suspension:

- a) Headteacher to inform parents by telephone or face-to-face
- b) Inform LA, parents, social worker/VSH if applicable, in writing using appropriate letter by the end of the afternoon session of the day the suspension occurs – **Letters 1 - 4**

Letter 1 - Suspension of five or fewer school days in one term and where a public examination is not missed. (*Parents' right to make representations*)

Letter 2 - Lunchtime (half-day) suspension totalling up to five days in one term. (*Parents' right to make representations*)

Letter 3 - 5½ - 15 school days in one term (single suspension or cumulative) or where a public examination will be missed. (*Meeting of governing board panel no later than 50 school days if parents request it*)

Letter 4 - 15½ - 45 school days in one term (single suspension or cumulative). (*governing board panel must meet no later than 15 school days whether or not parents request*)

- c) Arrange for work to be sent home for suspended pupil during days one to five. Arrange suitable full-time education from day six. This must not be a continuation of work being sent home. See note on page 6.
- d) Send completed **Form XI and copy of the letter sent to parents, social worker and VSH if applicable** to the Exclusions & Reintegration Team via [exclusions@buckinghamshire.gov.uk](mailto:exclusions@buckinghamshire.gov.uk) without delay.



### Meeting of Governing Board panel convened:

- a) Clerk to Chair of governing board panel sends **Letter 6** (inviting parents). In practice, this is often sent by the school rather than the Clerk. *Governors are responsible for ensuring that this invitation is sent so they should make sure that they know who is sending it.*
- b) LA representative may be invited (in the case of a maintained school or PRU) if school considers it appropriate.



### Governing Board panel consider headteacher's action:

- a) At conclusion, Clerk sends **Letter 8** without delay

## Permanent Exclusion Checklist for Headteachers

We would recommend that you consult the Exclusions & Reintegration Team for advice before deciding to issue a permanent exclusion.

The DfE Suspension and Permanent Exclusion Guidance August 2024 states: -

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.

You must be able to demonstrate that BOTH factors are taken into account before the decision to permanently exclude is made.

	<b>Considered</b>
<b>Have you contacted the Exclusions &amp; Re-integration Team?</b>	
<b>Interventions in place or considered</b>	
<ul style="list-style-type: none"> <li>• Has the DfE Suspensions and Permanent Exclusion Guidance August 2024 been reviewed?</li> <li>• School data/Behaviour Log to highlight and address triggers?</li> <li>• School behaviour policy - published for parents and pupils to view on the school website and discussed via parent/pupil assemblies? Pupils should be clear on behaviour expectations</li> <li>• Behaviour Plan, Pastoral Support Plan, personalised timetable or an Early Help Assessment?</li> <li>• Staff reports?</li> <li>• Learning Support Unit or safe space?</li> <li>• Restorative Justice/Mediation/Internal Exclusion?</li> <li>• Education Health and Care Plan (EHCP) in place for child with SEN/reasonable adjustments?</li> <li>• Reduced timetable?</li> <li>• Discussion of needs and out-reach provision from the Pupil Referral Unit?</li> <li>• In-reach provision at the Pupil Referral Unit?</li> <li>• Trauma Informed practice in place supported by the Virtual School (extensive training offer and / or awards programme)</li> </ul>	
<b>SEN</b>	
<ul style="list-style-type: none"> <li>• Education, Health and Care Plan?</li> <li>• Emergency Annual Review held?</li> <li>• Special Educational Needs considered?</li> <li>• Is pupil 'K' coded?</li> <li>• Graduated Approach been adopted: 'Assess – Plan – Do -Review'?</li> <li>• Education Health and Care Coordinator (EHCCo) consulted?</li> <li>• Exceptional Funding</li> <li>• Educational Psychologist involvement?</li> </ul>	
<b>Other agencies</b>	
<ul style="list-style-type: none"> <li>• Is pupil open to Social Care? Subject to a CP/CIN Plan?</li> <li>• Social Care consulted if pupil has, or previously has had social care involvement?</li> </ul>	

<ul style="list-style-type: none"> <li>• Has The Virtual School been consulted via weekly clinics and the advice fully implemented and outcomes documented.</li> <li>• Have other external agencies been contacted ie Youth, Justice and Support Team, youth work agencies, or the safer school's team?</li> <li>• Referred to CAMHS by either parents or school?</li> </ul>	
<b>Consider the voice of the child/young person</b>	
<ul style="list-style-type: none"> <li>• Head teacher has conducted a full investigation?</li> <li>• Pupil informed about how their views are included?</li> </ul>	
<b>Consider any exceptional circumstances</b>	
<ul style="list-style-type: none"> <li>• Mitigating and contributing factors – such as bereavement, mental health, bullying, significant family event and provocation?</li> <li>• Are there any historic issues leading to trauma and attachment difficulties?</li> </ul>	
<b>Consider safeguarding and welfare</b>	
<ul style="list-style-type: none"> <li>• How will you continue to meet your statutory requirement and legal duty of care, e.g. work sent home, safeguarding checks particularly where there is social care involvement? Would the child be disadvantaged if eligible for free school meals?</li> </ul>	
<b>Consider actions to take</b>	
<ul style="list-style-type: none"> <li>• Diagnostic assessments such as SDQ or Boxall profile</li> <li>• Referral to CAMHS/Paediatrician/Educational Psychologist</li> <li>• Consultation (via clinic) with Virtual School team if Social Worker involved past or present and advice followed and outcomes documented.</li> <li>• Multi-Agency Assessment: MARF referral for Family Support Service/Social Care</li> <li>• Risk Assessment, if needed</li> <li>• Use of Time IN Card/Report card and other support strategies</li> <li>• Appoint a key trusted member of staff in school for support</li> <li>• Use of a 'Safe Space' to report to</li> <li>• Consultation with OT via drop in service to explore and address sensory needs with implementation and outcomes documented.</li> </ul>	
<b>Alternatives to Exclusion</b>	
<ul style="list-style-type: none"> <li>• Alternative provision</li> <li>• Direction Off Site (as detailed in DfE Suspension &amp; Permanent Exclusion Guidance August 2024) in consultation with the Virtual School where they have any social care history.</li> <li>• Managed Moves in consultation with the Virtual School where they have any social care history.</li> </ul>	
<b>Investigation and Notification</b>	
<ul style="list-style-type: none"> <li>• Has a thorough investigation taken place with the investigating member of staff using open-ended questions and avoiding suggestive questioning?</li> <li>• Witness statements taken including PX pupil?</li> <li>• Witness statements signed and dated? Ideally written by pupil but if scribed by teacher it must state it was read and agreed by pupil.</li> </ul>	
<b>Consider safeguarding and welfare</b>	
<ul style="list-style-type: none"> <li>• How will you continue to meet your statutory requirement and legal duty of care, e.g. work sent home, safeguarding checks if appropriate? Would the pupil be disadvantaged if eligible for free school meals?</li> </ul>	
<b>Consider Communications with all parties</b>	
<ul style="list-style-type: none"> <li>• Staff aware of PSP targets/EHCP/Behaviour Support plan etc?</li> <li>• Staff aware of Trauma Informed and Attachment Aware approaches and have received CPD from the Virtual School.</li> </ul>	

<ul style="list-style-type: none"><li>• Parents/Carers informed regularly of progress of pupil and invited to contribute to plans?</li><li>• For children who reside in another Local Authority, discuss with relevant agencies in the child's area: SEN Team/Exclusion and Reintegration Officers/Pupil Referral Unit</li></ul>	
--	--

**Please note:**

According to the DfE Suspension and Permanent Exclusion Guidance August 2024, types of circumstances that may warrant a suspension or permanent exclusion includes the: -

**Use, or threat of use,** of an offensive weapon or prohibited item that has been prohibited by the school's behaviour policy (not merely **possession** of said item).

## Permanent Exclusion: School Procedures

The Governing Board panel, the LA, and where relevant the VSH and social worker must, without delay, be informed of:

- all suspensions, no matter the length
- all permanent exclusions
- exclusions which will result in the pupil missing a public examination

### Headteacher decides to exclude permanently:

- a) Contact Exclusions & Reintegration Team on 01296 382835.
- b) Contact the child's social worker, if applicable, and the VSH if the child is CLA.
- c) Headteacher to inform parents by telephone or face-to-face.
- d) Inform parents in writing by the end of the afternoon session of the day the exclusion occurs using **Letter 5**.
- e) Arrange for work to be set for excluded pupil for days 1 – 5.
- f) The LA will provide education from the sixth day of a permanent exclusion.
- g) Send completed Form XI to the Exclusions & Reintegration Team and a copy of **Letter 5** to the Exclusions & Reintegration Team via [exclusions@buckinghamshire.gov.uk](mailto:exclusions@buckinghamshire.gov.uk) and to **parents, social worker and VSH if applicable – on the day of the PX**.
- h) Complete and return the Fair Access Board 'Information Sharing Proforma/Risk Assessment' form, when received from the LA with acknowledgement letter.



**Governing board panel meeting** convened no later than 15 school days from notice of exclusion to consider whether to offer reinstatement:

- a) In preparation for the governing board meeting, witness statements can be gathered from the headteacher, the pupil's teachers, the designated safeguarding lead, the pupil themselves, witnesses, the pupil's parent(s) and if applicable, the designated teacher for looked-after children. Where possible, written statements should also be gathered from the pupil's social worker, and for looked-after children the area's VSH.
- b) A parent may invite a representative of the LA to attend a meeting of an Academy's governing board as an observer; that representative may only make representations with the governing board's consent. The child's social worker must be invited in person or remotely and the VSH if the child is a CLA. See [DfE Suspension and Permanent Exclusion Guidance](#) for further information.
- c) Clerk to Chair of governing board panel (*or the school on their behalf*) invites parents to the meeting - **Letter 7**. *Governors are responsible for ensuring that this invitation is sent so they should make sure that they know who is sending it.*



At the meeting, the **governing board panel** considers representations made and decides whether or not to offer reinstatement:

- At the conclusion of the meeting, governors reach their decision, and the Clerk sends **Letter 9** (if reinstatement is not offered) or **Letter 10** (if reinstatement is offered). Letter 9 must include information on the parents' right to request an IRP.
- The governing board must notify parents or the pupil if they are 18 years or over, the headteacher, and where relevant, the pupil's social worker and/or the VSH of its decision, and the reasons for their decision, in writing and without delay.



**Exclusions & Reintegration Team respond to actions of governing board:**

- If reinstatement is not offered, the E&R Team writes to parents advising them of how to request an Independent Review - copy to headteacher and Chair of governing board.



**If the governing board does not offer reinstatement:**

- Parents may appeal to an Independent Review Panel. The request for this must be received within 15 school days from the parent receiving notification from the governing board of their decision not to offer reinstatement. Where the notice is sent by first class post, it is treated as having been given on the second working day after it was posted.
- When attending an IRP, the VSH/social worker should focus on helping the panel consider whether the child's background and educational needs were considered by the headteacher in the lead up to the permanent exclusion, including whether any additional support for the pupil could be provided to improve their behaviour and avoid exclusion where possible.
- If the VSH/social worker believes that this was not the case, they should, where possible, advise the panel on the contribution that the pupil's needs could have made to the circumstances of the pupil's permanent exclusion.



The **Independent Review Panel** can: -

- uphold the governing board's decision;
- recommend that the governing board reconsiders reinstatement; or
- quash the decision and direct that the governing board reconsiders reinstatement.

If the IRP **upholds** the governor's decision not to offer reinstatement, the pupil remains permanently excluded.



- In the case of an academy, the school would be required to make an equivalent payment directly to the local authority in which the school is located. This payment will be in addition to any funding that would normally follow an excluded pupil.



- If the Independent Review Panel **recommends** that the governing board reconsiders its decision not to offer reinstatement, the governors must reconvene to review their decision within 10 school days of being given notice of the panel's decision.
- It is not necessary to repeat the whole meeting, but the governors should conscientiously reconsider whether the pupil should be reinstated.
- They can decide to offer reinstatement or confirm their previous decision not to offer reinstatement however the governing board may face challenge in the courts if it refuses to reinstate the pupil, without strong justification.



**Acquiring a new school placement for a pupil where Permanent Exclusion has been upheld**

- Parents will need to make an in-year application via the preferred school's admission process or via Buckinghamshire Council Admissions Team.
- The Fair Access Protocol may be used to place vulnerable or hard to place pupils where they are having difficulty in securing a school placement.



- If the Independent Review Panel **quashes** the decision of the governing board meeting, and direct that the governing board reconsiders reinstatement, the governors must reconvene to review their decision within 10 school days of being given notice of the panel's decision.
- It is not necessary to repeat the whole meeting, but the governors should conscientiously reconsider whether the pupil should be reinstated.
- They can decide to offer reinstatement or confirm their previous decision not to offer reinstatement however the governing board may face challenge in the courts if it refuses to reinstate the pupil, without strong justification.
- Following a direction to reconsider, unless within ten school days of receiving notice of the panel's decision, the governing board decides to reinstate the pupil an adjustment may be made to the school's budget in the sum of £4,000 if the panel has ordered this.

### School Procedure - checklist to monitor suspension/permanent exclusion process

Pupil Name: \_\_\_\_\_ DOB: \_\_\_\_\_

Name of School: \_\_\_\_\_

Ethnic Origin: \_\_\_\_\_ Gender: \_\_\_\_\_

Authority: \_\_\_\_\_

Unique Pupil Number: \_\_\_\_\_ SEN: \_\_\_\_\_

Reason: \_\_\_\_\_

**Child Looked After:** YES/NO **CP Plan:** YES/NO **CiN:** YES/NO (If yes to any of these, inform Social Care)

PROCEDURE	TIMELINE	KEY DATES		PUPIL STATUS	COMMENTS
		ACTUAL	END		
a) Headteacher notifies parents, governing board, LA, social worker and VSH (if CLA) b) Complete and return the Fair Access Board 'Information Sharing Proforma/Risk Assessment' form, when received from the LA with acknowledgement letter	On day of suspension/permanent exclusion by phone or face-to-face. Followed with a letter - sent by end of school day.			On roll out of school	
c) School work set for days 1 - 5. Full-time provision arranged from day 6 (this cannot be a continuation of work sent home)	From day 1, Alternative Provision is ideally sought for a pupil with a social worker or CLA			On roll out of school <b>(E code on registration certificate)</b>	
d) Governing board panel meeting	Suspension up to 5 days in a term – Meeting not required.  Suspension 5½ - 15 days in a term – <i>At parents' request</i> no later than <b>50</b> school days after exclusion			On roll out of school <b>(D code from 6<sup>th</sup> day when in provision. If no provision in place continue with E code)</b>	

	<p>Suspension 15½ - 45 days in a term – <i>required</i> no later than <b>15</b> school days after exclusion.</p> <p>Exclusion Permanent – <i>required</i> no later than <b>15</b> school days after exclusion</p>				
e) Governing board notifies parent/s, headteacher and the LA, social worker and VSH (if CLA) whether reinstatement has or has not been offered	Without delay			On roll out of school (as above) or On roll in school if reinstated	
f) LA writes to parents, headteacher confirming governing board panel decision and right of appeal where appropriate	Without delay			On roll out of school <b>(D code</b> if in provision)	
g) Parents notify LA/academy, in writing, that they do not intend to appeal, or expiry of time allowed for lodging request for a review.	Review period 15 school days after the day on which notice was given. Where notice sent by first class post, it is treated as having been given on the second working day after it was posted.			Pupil off roll once notified to do so by E&R Team	

## Notification to LA of Permanent, Suspension or Lunchtime Exclusion

School Name			Home Education Authority (if not Bucks)	
Pupil's Legal Surname		Pupil's Legal First Name(s)		
Date of Birth	Gender	Year Group	Child in Care Yes <input type="checkbox"/> No <input type="checkbox"/>	
Ethnic Origin ( <b>must be included</b> )			SEN Code of Practice Stage (circle) N K E	
Pupil's Address				
Parent/Carer Name		Parent/Carer address (if different from above)		
Parental/Carer contacts:		<b>Lunchtime only Suspension</b>		
Home:		Start Date	End Date	
Mobile:				
Email:		Reason	No. of lunchtimes	

Suspension		Permanent Exclusion	
Start Date: (Inclusive)	End Date: (Inclusive)	Start Date:	
No. of Days:	Reason(s) Code(s):	Reason(s) Code(s):	
Total days suspension this academic year (including this suspension):		One-Off Incident: Yes <input type="checkbox"/> No <input type="checkbox"/>	

## General

Governing Board Informed Yes <input type="checkbox"/> No <input type="checkbox"/>	Child has PSP Yes <input type="checkbox"/> No <input type="checkbox"/>	Child has SEN support plan Yes <input type="checkbox"/> No <input type="checkbox"/>
--	---	--

## Other Agency Involvement

Education Psychology Service Yes <input type="checkbox"/> No <input type="checkbox"/>	Social Care/Virtual School Yes <input type="checkbox"/> No <input type="checkbox"/>	County Attendance Team Yes <input type="checkbox"/> No <input type="checkbox"/>
PRU Yes <input type="checkbox"/> No <input type="checkbox"/>	Family Support Service Yes <input type="checkbox"/> No <input type="checkbox"/>	Other: ..... Yes <input type="checkbox"/> No <input type="checkbox"/>

Please send to: Exclusions & Reintegration Team, Buckinghamshire Council  
Email to [exclusions@buckinghamshire.gov.uk](mailto:exclusions@buckinghamshire.gov.uk)

## Codes – Ethnic Origin

Please enter one of the following categories:

- AAO - Any other Asian Background
- ABA - Bangladeshi
- AIN - Indian
- APK - Pakistani
- BLB - Black Caribbean
- BLF - African
- BLG - Any other Black background
- CHE - Chinese
- MBA - White/Black African
- MOT - Any other Mixed background
- MWA - White/Asian
- MWB - White/Black Caribbean
- NOT - Info not obtained
- OEO - Any other Ethnic Group
- REF - Refused
- WHA - Any other White background
- WHB - White British
- WHR - Irish
- WHT - Traveller Irish Heritage
- WRO - Roma/Roma Gypsy

## Categories – Reasons for suspension/permanent exclusion

*This information is essential to enable Exclusions & Reintegration Team to meet its requirements to monitor and report upon suspensions and permanent exclusions.*

Following the expansion of the categories and the collection of multiple reasons, **'Other' can no longer** be recorded as category for suspensions or permanent exclusions.

Schools can select up to three categories. However, schools should only select more than one reason where it is appropriate. Where the description is covered in more than one category, please record all reasons that apply, such as 'Bullying' and 'Racist abuse' when racist bullying has taken place.

Please note: There is no requirement to order the reasons, which will be presented as unweighted counts in statistical outputs.

PP	Physical assault against a pupil
PA	Physical assault against an adult
VP	Verbal abuse / threatening behaviour against a pupil
VA	Verbal abuse / threatening behaviour against an adult
OW	Use or threat of use of an offensive weapon or prohibited item which could be used as a weapon
BU	Bullying
RA	Racist abuse
LG	Abuse against sexual orientation and gender identity
DS	Abuse relating to disability
SM	Sexual misconduct
DA	Drug and alcohol related
DM	Damage
TH	Theft
DB	Persistent disruptive behaviour
MT	Inappropriate use of social media or online technology
PH	Wilful and repeated transgression of protective measures in place to protect public health

## Register Coding

It is important to use the correct Register code throughout the suspension and permanent exclusion process and to understand when a pupil can be removed from the school roll.

- **Suspension:**
  - The pupil should be E coded for any days of a suspension.
- **Permanent Exclusion:**
  - The pupil should be E coded for the first five days of the exclusion whilst work is sent home by the school.
  - Once alternative provision is made (for example at the PRU), the pupil should be D coded from the start of this provision. This is usually from the sixth day after the exclusion was issued.
  - If sixth day provision is not in place, the pupil will continue to be E coded until provision is made.

## When to Remove a Pupil from the School Roll

- The pupil must remain on the school roll throughout the exclusion process.
- The pupil will become dual-registered once the PRU (or similar) provision is in place.
- Following the governing board meeting, the parents have 15 school days in which they can request an Independent Review Panel. The pupil must remain on the school roll during this period unless the parent states in writing that they are not going to request an IRP.
- Once the 15 days has elapsed, if no request has been made for an IRP, the pupil can be removed from the school roll. **You will be notified of this date** by the Exclusions & Reintegration Team's Business Support Specialist.
- If the parent does request an IRP, the pupil must remain on roll at the school until that meeting has taken place and the outcome is known.
- If the IRP directs the governors to re-consider their decision, the pupil must remain on roll until the governors have done this (within the 10 days allowed for this).
- If the governors do not offer to reinstate the pupil, the school can remove the pupil from the school roll. **You will be notified of this date** by the Exclusions & Reintegration Team's Business Support Specialist.

## Model Letters

### Model letters

You may choose to write your own letters, but you must ensure the wording incorporates all the points covered by the DfE Suspension and Permanent Exclusion Guidance August 2024.

***If you have saved letters from previous versions of this Guidance, please ensure that these are deleted and replaced with the new letters that follow.***

Where the parents' first language is not English, consideration should be given, where practicable, to translating the letter or taking additional steps to ensure that the details of the suspension or permanent exclusion and their right to make representations to the governing board have been understood.

**LETTER 1** - Suspension of five days or fewer

**From Headteacher** – to be sent *on the day* of the suspension following telephone or face-to-face notification to the parent by the headteacher. Copy to be sent to the E&R Team together with Form XI (page 16 above) via email to [exclusions@buckinghamshire.gov.uk](mailto:exclusions@buckinghamshire.gov.uk). Copy of letter to be sent to the VSH and/or social worker if applicable.

---

Dear **[Parents Name]**

**Name of pupil:**

**DoB:**

I am writing to inform you of my decision to suspend **[Child's Name]** for **[number of days]**. This means that they will not be allowed in school for this period. The suspension begins 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 **[Child's Name]** has not been taken lightly. **[Child's Name]** has been suspended because **[Reason for Suspension: The reason for the suspension should be given in plain English and should be explicit. The headteacher should have investigated the incident fully, checked whether the incident was provoked and allowed the pupil to give their version of events]. They should inform the pupil about how their views have been factored into any decision made.**

**[Where the pupil has SEN, you may wish to insert the following:]**

We are aware of **[child name]**'s special educational needs. The following steps have been taken to make reasonable adjustments for this: **[add adjustments]**

**[Delete this paragraph for pupils not yet of compulsory school age or for those above compulsory school age (sixth formers):]**

You have a duty to ensure that your child is not present in a public place in school hours during this suspension 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 date(s). If so, it will be for you to show reasonable justification.

We will set work for **[Name of child]** during the **[..... days]** of the suspension **[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's governing board. If you wish to make representations please contact **[Name of Contact]** on/at **[Contact Details- Address, Phone Number, email]** as soon as possible. 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.

You should also be aware that, if you think this suspension relates to a disability your child has, and you think disability discrimination has occurred, you have the right to appeal and/or make a claim to First-tier Tribunal. For further information or advice, you can contact them on Telephone: 01325 289350 or Email: [sendistqueries@hmcts.gsi.gov.uk](mailto:sendistqueries@hmcts.gsi.gov.uk)

If you believe any other form of discrimination has occurred, you can appeal to the County Court. Making a claim would not affect your right to make representations to the governing board. A claim of discrimination made under these routes should be lodged within six months of the date on which the discrimination is alleged to have taken place e.g. the day on which the pupil was suspended.

You also have the right to see and have a copy of **[Name of 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 may wish to contact: Exclusions & Reintegration Team at Buckinghamshire Council, County Hall, Aylesbury, Bucks HP20 1UZ Telephone: 01296 382835 if you have any questions about the exclusion procedures.

You may also find it useful to contact any of the following organisations for advice or support:

- Child Law Advice. They aim to provide legal advice and information to parents on state education matters. They can be contacted on Telephone: 0300 330 5485 or [www.childlawadvice.org.uk](http://www.childlawadvice.org.uk)
- SEND IAS (formerly Parent Partnership) Telephone: 01296 383754 or Email: [sendias@buckinghamshire.gov.uk](mailto:sendias@buckinghamshire.gov.uk)
- National Autistic Society School Exclusion Service (England) Telephone: 0808 800 4002 or Email: [schoolexclusions@nas.org.uk](mailto:schoolexclusions@nas.org.uk)
- Independent Parental Special Education Advice (IPSEA) on [www.ipsea.org.uk](http://www.ipsea.org.uk)

**[Insert reference to other local sources of independent advice if known].**

The statutory exclusions guidance can be found at: [DfE Suspension and Permanent Exclusion Guidance](#)

**[Name of Child]**'s suspension expires on **[Date]** and we expect **[Name of Child]** to be back in school on **[Date]** at **[Time]**. You are invited to attend a reintegration meeting to be held on **[Date]** at **[Time]** with **[Name]**.

Yours sincerely

**Headteacher**

cc Exclusions & Reintegration Team [exclusions@buckinghamshire.gov.uk](mailto:exclusions@buckinghamshire.gov.uk)

**LETTER 2** - Lunchtime only suspension totalling no more than five days (each lunchtime suspension counts as half a day).

**From Headteacher** – to be sent *on the day* of the suspension following telephone or face-to-face notification to the parent by the headteacher. Copy to be sent to the E&R Team together with Form XI (page 16 above) via email to [exclusions@buckinghamshire.gov.uk](mailto:exclusions@buckinghamshire.gov.uk). Copy of letter to be sent to the VSH and/or social worker if applicable.

Dear **[Parents Name]**

**Name of pupil:**

**DoB:**

I am writing to inform you of my decision to suspend **[Child's Name]** during lunchtimes for **[number of days]** days from **[date]** to **[date]**. **[Child's Name]** can return for lunchtime as from **[date]**.

I realise that this suspension may well be upsetting for you and your family, but the decision to suspend **[Child's Name]** has not been taken lightly. **[Child's Name]** has been suspended because **[Reason for Exclusion: The reason for the suspension should be given in plain English and should be explicit. The headteacher should have investigated the incident fully, checked whether the incident was provoked and allowed the pupil to give their version of events]. They should inform the pupil about how their views have been factored into any decision made.**

This suspension covers the lunch period only from **[time]** to **[time]** and you are asked to please make arrangements for your child's supervision away from school during this period.

Each lunchtime will count as a half-day suspension and will be added to your child's record of suspensions.

The total number of days of lunchtime suspensions is **[number of days]**.

**[Where the pupil has SEN, you may wish to insert the following:]**

We are aware of **[child name]**'s special educational needs. The following steps have been taken to make reasonable adjustments for this: **[add adjustments]**

**[Delete this paragraph for pupils not yet of compulsory school age or for those above compulsory school age (sixth formers):]**

You have a duty to ensure that your child is not present in a public place in school hours during this suspension 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.

You have the right to make representations about this decision to the governing board. If you wish to make representations, please contact **[Name of Contact]** on/at **[Contact Details- Address, Phone Number, email]** as soon as possible. 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.

You should also be aware that, if you think this suspension relates to a disability your child has, and you think disability discrimination has occurred, you have the right to appeal and/or make a claim to First-tier Tribunal. For further information or advice, you can contact them on Telephone: 01325 289350 or Email: [sendistqueries@hmcts.gsi.gov.uk](mailto:sendistqueries@hmcts.gsi.gov.uk)

If you believe any other form of discrimination has occurred, you can appeal to the County Court. Making a claim would not affect your right to make representations to the governing board. A claim of discrimination made under these routes should be lodged within six months of the date on which the discrimination is alleged to have taken place e.g. the day on which the pupil was excluded.

You also have the right to see and have a copy of **[Name of 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 may wish to contact: Exclusions & Reintegration Team at Buckinghamshire Council, County Hall, Aylesbury, Bucks HP20 1UZ. Telephone: 01296 382835 if you have any questions about the exclusion procedures.

You may also find it useful to contact any of the following organisations for advice or support:

- Coram's Child Law Advice service can be accessed through their website: <https://childlawadvice.org.uk/information-pages/school-exclusion> or contacted on: 0300 330 5485 from Monday to Friday, 8am – 6pm.
- SEND IAS (formerly Parent Partnership) Telephone: 01296 383754 or Email: [sendias@buckinghamshire.gov.uk](mailto:sendias@buckinghamshire.gov.uk)
- National Autistic Society School Exclusion Service (England) Telephone: 0808 800 4002 or Email: [schoolexclusions@nas.org.uk](mailto:schoolexclusions@nas.org.uk)
- Independent Provider of Special Education Advice (known as IPSEA – [www.ipsea.org.uk](http://www.ipsea.org.uk)) is a registered charity. It offers free and independent information, advice and support to help get the right education for children and young people with all kinds of special educational needs (SEN) and disabilities.

**[Insert reference to other local sources of independent advice if known]**

The statutory exclusions guidance can be found at: [DfE Suspension and Permanent Exclusion Guidance](#)

**[Child's Name]** suspension expires on **[Date]** and we expect **[Child's Name]** to be back at lunchtimes on **[Date]** at **[Time]**. You are invited to attend a reintegration meeting to be held on **[Date]** at **[Time]** with **[Name]**.

Yours sincerely

**Headteacher**

cc Exclusions & Reintegration Team [exclusions@buckinghamshire.gov.uk](mailto:exclusions@buckinghamshire.gov.uk)



days in a term, the governing board must meet if you request it to do so. The latest date by which the governing board must meet, if you request a meeting, is **[insert date – no later than 50 school days after the date on which the governing board were notified of this suspension]**.

If you do wish to make representations to the governing board and wish to be accompanied by a friend or representative, please contact **[Name of Contact]** on/at **[Contact Details – Address, Phone Number, email]**, as soon as possible. Please also note that **[pupil's name]** can attend, along with a social worker, if appropriate. Please advise if you have a disability or special needs which would affect your ability to attend or take part in a meeting at the school. Also, please inform **[name of contact]** if it would be helpful for you to have an interpreter present at the meeting.

**[Where a public examination will be missed, please insert the following text into the letter:]**

As a public examination will be missed, the Governing Board will try to consider the suspension before that date, or the Chair of Governing Board may exceptionally consider the suspension and decide whether or not to reinstate **[pupil's name]** or allow return for the duration of the examination.

You should also be aware that, if you think this suspension relates to a disability your child has, and you think disability discrimination has occurred, you have the right to appeal and/or make a claim to First-tier Tribunal [www.gov.uk/special-educational-needs-disability-tribunal](http://www.gov.uk/special-educational-needs-disability-tribunal) For further information or advice you can contact them on Telephone: 01325 289350 or Email: [sendistqueries@hmcts.gsi.gov.uk](mailto:sendistqueries@hmcts.gsi.gov.uk)

If you believe any other form of discrimination has occurred, you can appeal to the County Court. Making a claim would not affect your right to make representations to the governing board. A claim of discrimination made under these routes should be lodged within six months of the date on which the discrimination is alleged to have taken place e.g. the day on which the pupil was suspended.

You also have the right to see and have a copy of **[Name of 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 may wish to contact: Exclusions & Reintegration Team at Buckinghamshire LA, County Hall, Aylesbury, Bucks HP20 1UZ Telephone 01296 382835 if you have any questions about the exclusion procedures.

You may also find it useful to contact any of the following organisations for advice or support:

- Coram's Child Law Advice service can be accessed through their website <https://childlawadvice.org.uk/information-pages/school-exclusion> or contacted on 0300 330 5485 from Monday to Friday, 8am – 6pm.
- SEND IAS (formerly Parent Partnership) Telephone: 01296 383754 or Email: [sendias@buckinghamshire.gov.uk](mailto:sendias@buckinghamshire.gov.uk)
- National Autistic Society School Exclusion Service (England) Telephone: 0808 800 4002 or Email: [schoolexclusions@nas.org.uk](mailto:schoolexclusions@nas.org.uk)

- Independent Provider of Special Education Advice (known as IPSEA – [www.ipsea.org.uk](http://www.ipsea.org.uk)) is a registered charity. It offers free and independent information, advice and support to help get the right education for children and young people with all kinds of special educational needs (SEN) and disabilities.

The statutory exclusions guidance can be found at: [DfE Suspension and Permanent Exclusion Guidance](#)

**[Name of Child]**'s suspension expires on **[Date]** and we expect **[Name of Child]** to be back in school on **[Date]** at **[Time]**. You are invited to attend a reintegration meeting to be held on **[Date]** at **[Time]** with **[Name]**.

Yours sincerely

**Headteacher**

cc Exclusions & Reintegration Team [exclusions@buckinghamshire.gov.uk](mailto:exclusions@buckinghamshire.gov.uk)



As the length of the suspension is more than 15 school days in total in one term, the governing board must meet to consider the suspension. At the meeting you may make representations to the governing board if you wish. The latest date on which the governing board can meet is **[date no later than 15 school days after the date on which the governing board was notified of this suspension]**.

If you wish to make representations to the governing board and wish to be accompanied by a friend or representative, please contact **[Name of contact]** on/at **[Contact Details - Address, Phone Number, email]**, as soon as possible. Please also note that **[pupil's name]** can attend, along with their social worker, if applicable.

You will, whether you choose to make representations or not, be notified by the Clerk to the governing board of the time, date and location of the meeting. Please advise if you have a disability or special needs that would affect your ability to attend or take part in a meeting at the school. Also, please inform **[name of contact]** if it would be helpful for you to have an interpreter present at the meeting.

**[Where a public examination would be missed, please insert the following text into the letter here:]**

As a public examination will be missed, the Governing Board will try to consider the suspension before that date, or the Chair of Governing Board may exceptionally consider the suspension and decide whether or not to reinstate **[pupil's name]** or allow return for the duration of the examination.

You should also be aware that, if you think this suspension relates to a disability your child has, and you think disability discrimination has occurred, you have the right to appeal and/or make a claim to First-tier Tribunal [www.gov.uk/special-educational-needs-disability-tribunal](http://www.gov.uk/special-educational-needs-disability-tribunal) For further information or advice you can contact them on Telephone: 01325 289350 or Email: [sendistqueries@hmcts.gsi.gov.uk](mailto:sendistqueries@hmcts.gsi.gov.uk)

If you believe any other form of discrimination has occurred, you can appeal to the County Court. Making a claim would not affect your right to make representations to the governing board. A claim of discrimination made under these routes should be lodged within six months of the date on which the discrimination is alleged to have taken place e.g. the day on which the pupil was suspended.

You also have the right to see and have a copy of **[Name of 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 may wish to contact: Exclusions & Reintegration Team at Buckinghamshire LA, County Hall, Aylesbury, Bucks HP20 1UZ Telephone 01296 382835 if you have any questions about the exclusion procedures.

You may also find it useful to contact any of the following organisations for advice or support:

- Coram's Child Law Advice service can be accessed through their website <https://childlawadvice.org.uk/information-pages/school-exclusion> or contacted on 0300 330 5485 from Monday to Friday, 8am – 6pm.
- SEND IAS (formerly Parent Partnership) Telephone: 01296 383754 or

Email: [sendias@buckinghamshire.gov.uk](mailto:sendias@buckinghamshire.gov.uk)

- National Autistic Society School Exclusion Service (England) Telephone: 0808 800 4002 or Email: [schoolexclusions@nas.org.uk](mailto:schoolexclusions@nas.org.uk)
- Independent Provider of Special Education Advice (known as IPSEA – [www.ipsea.org.uk](http://www.ipsea.org.uk)) is a registered charity. It offers free and independent information, advice and support to help get the right education for children and young people with all kinds of special educational needs (SEN) and disabilities.

**[Insert reference to other local sources of independent advice if known].**

The statutory exclusions guidance can be found at: [DfE Suspension and Permanent Exclusion Guidance](#)

**[Name of Child]**'s suspension expires on **[Date]** and we expect **[Name of Child]** to be back in school on **[Date]** at **[Time]**. You are invited to attend a reintegration meeting to be held on **[Date]** at **[Time]** with **[Name]**.

Yours sincerely

**Headteacher**

cc Exclusions & Reintegration Team [exclusions@buckinghamshire.gov.uk](mailto:exclusions@buckinghamshire.gov.uk)



**[Insert this paragraph for pupils not yet of compulsory school age:]**

As **[Child's name]** is not yet of Statutory School Age, the Local Authority is not under an obligation to provide education for **[them]** until the term after **[their]** 5<sup>th</sup> birthday. You can make your own education arrangements if you wish. The Exclusions and Reintegration Team will be in touch with you to explain this further.

**[Delete this paragraph for pupils not yet of compulsory school age or for those above compulsory school age (sixth formers):]**

From the sixth school day of the exclusion onwards i.e. from **[specify the date]** the local authority **[give the name of the authority]** will provide suitable full-time education. **[set out the arrangements if known at time of writing, if not known say that arrangements will be notified shortly by a further letter or by phone].**

**[Insert this paragraph where a pupil lives in a local authority other than the excluding school's local authority:]**

I have also today informed **[name of officer]** at **[name of local authority]** of your child's exclusion and they will be in touch with you about arrangements for **[their]** education from the sixth school day of exclusion. You can contact them at **[give contact details].**

As this is a permanent exclusion the governing board must meet to consider it. At the meeting you may make representations to the governing board if you wish and ask them to reinstate your child in school.

The governing board committee have the power to direct reinstatement of your child immediately or from a specified date; or, alternatively, they have the power to decline to reinstate your child in which case you may appeal against their decision to an independent review panel.

The latest date on which the governing board must meet is **[insert date. (This should be 15 school days after the date on which the governing board were notified of this exclusion)].**

If you wish to make representations to the governing board and wish to be accompanied by a friend or representative, please contact **[Name of Contact]** on/at **[Contact Details – Address, Phone Number, email]**, as soon as possible. Please also note that **[pupil's name]** can attend.

You will, whether you chose to make representations or not, be notified by the Clerk to the governing 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 or take part in the meeting. Also, please inform **[name of contact]** if it would be helpful for you to have an interpreter present at the meeting.

**[Where a public examination would be missed, please insert the following text into the letter here:]**

As a public examination will be missed, the Governing Board will try to consider the exclusion before that date, or the Chair of Governing Board may exceptionally consider the exclusion and decide whether or not to reinstate **[pupil's name]** or allow return for the duration of the examination.

You should also be aware that, if you think this 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 First-tier Tribunal ([www.gov.uk/special-educational-needs-disability-tribunal](http://www.gov.uk/special-educational-needs-disability-tribunal)). For further information or advice, you can contact them on Telephone: 01325 289350 or Email: [sendistqueries@hmcts.gsi.gov.uk](mailto:sendistqueries@hmcts.gsi.gov.uk)

If you believe any other form of discrimination has occurred, you can appeal to the County Court. Making a claim would not affect your right to make representations to the governing board. A claim of discrimination made under these routes should be lodged within six months of the date on which the discrimination is alleged to have taken place e.g. the day on which the pupil was excluded.

You also have the right to see and have a copy of **[Name of 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 may wish to contact: Exclusions & Reintegration Team at Buckinghamshire LA, County Hall, Aylesbury, Bucks HP20 1UZ Telephone 01296 382835 if you have any questions about the exclusion procedures.

You may also find it useful to contact any of the following organisations for advice or support:

- Coram's Child Law Advice service can be accessed through their website <https://childlawadvice.org.uk/information-pages/school-exclusion> or contacted on 0300 330 5485 from Monday to Friday, 8am – 6pm.
- SEND IAS (formerly Parent Partnership) Telephone: 01296 383754 or Email: [sendias@buckinghamshire.gov.uk](mailto:sendias@buckinghamshire.gov.uk)
- National Autistic Society School Exclusion Service (England) Telephone: 0808 800 4002 or Email: [schoolexclusions@nas.org.uk](mailto:schoolexclusions@nas.org.uk)
- Independent Provider of Special Education Advice (known as IPSEA – [www.ipsea.org.uk](http://www.ipsea.org.uk)) is a registered charity. It offers free and independent information, advice and support to help get the right education for children and young people with all kinds of special educational needs (SEN) and disabilities.

**[Insert reference to other local sources of independent advice if known]**

The statutory exclusions guidance can be found at: [DfE Suspension and Permanent Exclusion Guidance](#)

Yours sincerely

**Headteacher**

cc Exclusions & Reintegration Team [exclusions@buckinghamshire.gov.uk](mailto:exclusions@buckinghamshire.gov.uk)

**LETTER 6** – Parents’ invitation to the governing board meeting for suspension/suspensions of 5½ days upwards

**FROM CLERK TO THE GOVERNING BOARD (In practise, this letter is very often sent by the school. Ensure you know who is sending it.)** Copy of letter to be sent to the VSH and/or social worker if applicable.

Dear **[Parent’s Name]**

**Name of pupil:**

**DoB:**

I am writing to inform you that a meeting of the governing board will take place on **[date]** at **[time]** to consider the headteacher's decision to suspend **[pupil’s name]** from school from **[start date]** to **[end date]**. You are welcome to bring a friend or legal advisor with you should you wish. Please also note that **[pupil’s name]** can attend, along with their social worker, if applicable.

**[Add a paragraph at this point to identify the steps you will take to enable and encourage the suspended pupil to attend the meeting and speak on their own behalf (such as providing accessible information or allowing them to bring a friend), taking into account the suspended pupil’s age and understanding, or how the pupil may feed in their views by other means if attending the suspension meeting is not possible.]**

Please let us know if you have a disability or special needs which would affect your ability to attend or take part in the meeting. Also please inform **[contact]** if it would be helpful for you to have an interpreter at the meeting.

The governing board committee will consider the suspension process and there will be 3 or 5 Governors present. At this meeting the Chair will briefly explain the procedure, the reasons for the suspension and witnesses may be called if appropriate. You and/or your representative can present verbal evidence and/or give a written account. You will also have the opportunity to question the headteacher and the governing board.

**[If the Panel members are known, insert this information here:]**

The Governing Board panel members will be **[Names of panel members]**. Please inform me if you feel that there is a conflict of interest with any of these Committee members.

May I remind you that if you want to provide any written evidence for the meeting, it should be sent to me at the address given above to allow the governing board to circulate all the information to all parties at least five school days before the meeting date. Following their consideration of all evidence and representations, the governing board will make a decision as to whether the suspension was made on appropriate grounds.

Please write to me at **[insert full address]** and let me know if you will be attending this meeting.

Yours sincerely

**[Name]**

**Clerk to the Governing Board**

cc Headteacher  
Exclusions & Reintegration Team [exclusions@buckinghamshire.gov.uk](mailto:exclusions@buckinghamshire.gov.uk)

**LETTER 7** – Parents’ invitation to the governing board Permanent Exclusion Hearing

**LETTER FROM CLERK (or sent by school)** Copy of letter to be sent to the VSH and/or social worker if applicable.

Dear **[Parent’s name]**

**Name of pupil:**

**DoB:**

I am writing to inform you that a meeting of the school governing board will take place on **[date]** at **[time]** to consider whether to offer reinstatement to **[pupil’s name]** or to uphold the headteacher’s decision to exclude **[pupil’s name]** permanently from school and you are invited to this meeting. You are welcome to bring a friend or legal advisor with you should you wish. Please also note that **[pupil’s name]** can attend, along with their social worker, if applicable.

**[Add a paragraph at this point to identify the steps you will take to enable and encourage the excluded pupils to attend the meeting and speak on their own behalf (such as providing accessible information or allowing them to bring a friend), taking into account the pupil’s age and understanding, or how the excluded pupil may feed in their views by other means if attending the exclusion meeting is not possible.]**

**[In the case of a maintained school or PRU insert:]**

A representative of the Local Authority will be invited to the meeting.

**[In the case of an Academy insert:]**

You may invite a representative of the Local Authority to attend the meeting of the Academy’s Governing Board as an observer. That representative may only make representations with the Governing Board’s consent. Please contact the Exclusions & Reintegration Team on 01296 382835 if you wish an LA representative to attend.

Please let us know if you have a disability or special needs which would affect your ability to attend or take part in the meeting. Also please inform **[contact]** if it would be helpful for you to have an interpreter at the meeting.

The governing board committee has the power to reinstate your child immediately or from a specified date; or, alternatively, they have the power to uphold the exclusion in which case you may appeal against their decision to an independent review panel.

The governing board committee will consider the exclusion process and there will be 3 or 5 Governors present. At this meeting the Chair will briefly explain the procedure, the reasons for the exclusion and witnesses may be called if appropriate. You and/or your representative can present verbal evidence and/or give a written account. You will also have the opportunity to question the headteacher and the governing board.

**[If the Panel members are known, insert this information here:]**

The Governing Board panel members will be **[Names of panel members]**. Please inform me if you feel that there is a conflict of interest with any of these panel members.

May I remind you that if you want to provide any written evidence for the meeting, it should be sent to me at the address given above to allow the governing board to circulate all the information to all parties at least five school days before the meeting date. Following their consideration of all evidence and representations, the governing board will make a decision as to whether the exclusion was made on appropriate grounds.

Please contact me at **[insert full address and/or telephone number]** and let me know if you will be attending this meeting.

Yours sincerely

[Name]

**Clerk to the Governing Board**

cc Headteacher  
Exclusions & Reintegration Team [exclusions@buckinghamshire.gov.uk](mailto:exclusions@buckinghamshire.gov.uk)

**LETTER 8 – To parent informing them of the outcome of the governing board hearing for a suspension of 5 ½ days or more.** A copy of this should also be sent to the child's social worker, if applicable.

**LETTER FROM CLERK**

---

Dear **[Parent's name]**

**Name of pupil:**

**DoB:**

**Suspension From [start date] to [end date]**

I am writing to let you know of the decision reached by the school's governing board at the meeting held on **[insert date]** to consider the actions of the headteacher, in relation to your child's suspension from school.

The governing board decided to: **[complete relevant section from options below]**

- Confirm the headteacher's action **[stating reasons]**
- Direct reinstatement **[stating reasons]**
- Note on **[Pupil's Name]** school file that even though the suspension has been served the governing board felt that it was **[inappropriate / length was inappropriate]** and should have been **[state length] [stating reasons]**

Yours sincerely

[Name]

**Clerk to the Governing Board**

cc Headteacher

Exclusions & Reintegration Team [exclusions@buckinghamshire.gov.uk](mailto:exclusions@buckinghamshire.gov.uk)



assessment of the pupil's special educational needs. There will be no cost to you for this appointment.

If you wish the **[Local Authority/Academy Trust - delete as appropriate]** to appoint an SEN expert to attend the review, you must make it clear in your application for a review.

You may, at your own expense, appoint someone to make written and/or oral representations to the panel and also bring a friend to the review. Please note that **[pupil's name]** may also attend.

If you have not lodged an appeal by **[repeat latest date]**, you will lose your right to appeal. Please advise if you have a disability or special needs which would affect your ability to attend or take part in the hearing. Also, please inform **[name of the clerk to the review panel]** if it would be helpful for you to have an interpreter present at the hearing.

You should also be aware that, if you think this 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 First-tier Tribunal [www.gov.uk/special-educational-needs-disability-tribunal](http://www.gov.uk/special-educational-needs-disability-tribunal) For further information or advice you can contact them on Telephone: 01325 289350 or Email: [sendistqueries@hmcts.gsi.gov.uk](mailto:sendistqueries@hmcts.gsi.gov.uk)

If you believe any other form of discrimination has occurred, you can appeal to the County Court. Making a claim would not affect your right to make representations to the governing board. A claim of discrimination made under these routes should be lodged within six months of the date on which the discrimination is alleged to have taken place e.g. the day on which the pupil was excluded.

Your appeal would be heard by an Independent Review Panel. A three-member panel will comprise one serving or recently retired (within the last 5 years) headteacher, one serving, or recently serving, experienced governor and one lay member who will be the Chairman. **[Use the following if there is a possibility that a five member panel may sit: A five member panel will comprise two serving, or recently retired (within the last 5 years) headteachers, two serving, or recently serving, experienced Governors and one lay member who will be the Chairman.]** The review panel will rehear all the facts of the case – if you have fresh evidence to present to the panel you may do so. The panel must meet no later than the 15<sup>th</sup> school day after the date on which your appeal is lodged. In exceptional circumstances panels may adjourn a hearing until a later date.

In determining your appeal, the review panel can make one of three decisions:

- they may uphold the governing board's decision;
- they may recommend that the governing board reconsiders your child's reinstatement
- they may quash the decision and direct that the governing board reconsiders your child's reinstatement

You may wish to contact: Exclusions & Reintegration Team at Buckinghamshire LA, County Hall, Aylesbury, Bucks HP20 1UZ Telephone 01296 382835 if you have any questions about the exclusion procedures.

You may also find it useful to contact any of the following organisations for advice or support:

- Coram’s Child Law Advice service can be accessed through their website <https://childlawadvice.org.uk/information-pages/school-exclusion/> or contacted on 0300 330 5485 from Monday to Friday, 8am – 6pm.
- SEND IAS (formerly Parent Partnership) Telephone: 01296 383754 or Email: [sendias@buckinghamshire.gov.uk](mailto:sendias@buckinghamshire.gov.uk)
- National Autistic Society School Exclusion Service (England) Telephone: 0808 800 4002 or Email: [schoolexclusions@nas.org.uk](mailto:schoolexclusions@nas.org.uk)
- Independent Provider of Special Education Advice (known as IPSEA – [www.ipsea.org.uk](http://www.ipsea.org.uk)) is a registered charity. It offers free and independent information, advice and support to help get the right education for children and young people with all kinds of special educational needs (SEN) and disabilities.

**[Insert reference to other local sources of independent advice if known]**

The statutory exclusions guidance can be found at: [DfE Suspension and Permanent Exclusion Guidance](#)

The arrangements currently being made for **[pupil’s name]**’s education will continue.

Yours sincerely

**[name]**

**Clerk to the Governing Board**

cc Headteacher  
Exclusions & Reintegration Team [exclusions@buckinghamshire.gov.uk](mailto:exclusions@buckinghamshire.gov.uk)



**LETTER 11** – To the parent of a permanently excluded pupil informing them of the governing board’s decision to offer reinstatement following reconsideration after the direction or recommendation of an Independent Review Panel. A copy of this should also be sent to the child’s social worker, if applicable.

## LETTER FROM CLERK

---

Dear **[Parent’s Name]**

### PERMANENT EXCLUSION

**Name of pupil:**

**DoB:**

Following the outcome of the Independent Review Panel on **[date]**, the governing board at **[school]** reconvened on **[date]** to consider whether to offer reinstatement to **[name of pupil]** or to uphold the decision by **[headteacher]** to exclude **[them]** permanently. The governing board, after conscientiously reconsidering the representations made and all the available evidence, have decided to direct the reinstatement of **[name of pupil]** at **[name of school]** **[immediately or from [state date]]**. This means that the permanent exclusion has been overturned.

The reasons for the governing board’s decision are as follows: **[give the reasons in as much details as possible, explaining how they were arrived at]**.

You and **[pupil’s name]** will be invited to attend a reintegration interview with **[Name of headteacher]**. The purpose of the reintegration interview is to discuss how best your child’s return to school can be managed.

The Exclusions & Reintegration Officer will be pleased to discuss the reintegration process with you. Telephone: 01296 382835.

Yours sincerely

**[name]**

**Clerk to the Governing Board**

cc Headteacher

Exclusions & Reintegration Team [exclusions@buckinghamshire.gov.uk](mailto:exclusions@buckinghamshire.gov.uk)



- Independent Provider of Special Education Advice (known as IPSEA – [www.ipsea.org.uk](http://www.ipsea.org.uk)) is a registered charity. It offers free and independent information, advice and support to help get the right education for children and young people with all kinds of special educational needs (SEN) and disabilities.

The Exclusions & Reintegration Officer will be pleased to discuss **[child's name]**'s future educational provision with you. Telephone: 01296 382835.

Yours sincerely

**[name]**

**Clerk to the Governing Board**

cc Headteacher  
Exclusions & Reintegration Team [exclusions@buckinghamshire.gov.uk](mailto:exclusions@buckinghamshire.gov.uk)