



Buckinghamshire Council

Children's Services

Exclusions & Reintegration Team

Exclusion Guidance

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LOCAL AUTHORITY CONTACTS

Telephone No

EXCLUSIONS & REINTEGRATION:

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Pippa Tolfree - Exclusion and Reintegration Officer (Secondary/Primary – North Bucks)	01296 387147
Kate McKenna - Exclusions and Reintegration Officer (Secondary/Primary - South/Central Bucks)	01296 383703
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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

Or contact your allocated EHC Coordinator directly

LOCAL AUTHORITY DESIGNATED OFFICERS (LADO):

Telephone: 01296 382070

Email: secure-lado@buckinghamshire.gov.uk

EDUCATION SAFEGUARDING ADVISORY SERVICE (ESAS):

Telephone: 01296 382912

Email: esas-secure@buckinghamshire.gcsx.gov.uk

COUNTY ATTENDANCE TEAM:

Telephone: 01296 383954

Email:

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

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

[SENDIAS Buckinghamshire Council](#)

Telephone: 01296 383754

Email: sendias@buckinghamshire.gov.uk

Introduction

Buckinghamshire Council guidance is written to be referred to alongside the DfE Suspension and Permanent Exclusion Guidance July 2026 [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 \(www.gov.uk\)](#)
- [Promoting and supporting mental health and wellbeing in schools](#)

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](#) July 2026

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 as per [DFE Suspension and Permanent Exclusion Guidance](#) July 2026

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.

Schools and local authorities should work collaboratively to foster positive, inclusive learning environments where exclusions are rarely needed because pupils are supported to engage successfully in education

- 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](#)
- 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 and 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.

Further examples of unlawful suspension or exclusion would be:

- Exercising undue influence over a parent to remove their child from the school under the threat of a permanent exclusion, encouraging them to choose Elective Home Education or to find another school place.
- Moving a pupil to off-site AP where that is not in the best interests of that pupil
- Sending a pupil home without a formal suspension regardless of whether it occurs with the agreement of the parents
- Placing a pupil on a part-time timetable for behavioural reasons

Ofsted considers any evidence of off-rolling. Where evidence is found that pupils' names have been removed from the school admission register without a formal permanent exclusion or that a school has encouraged parents to remove their child, and leaders have not taken sufficient action to address this, it may negatively affect the school's leadership and governance evaluation.

Please note:

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, for example where there has been further investigation of the pupil's misconduct during the initial suspension and the headteacher has determined that the initial suspension was not an enough of a sufficient sanction, 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.

Cancelling suspensions and exclusions

The headteacher may cancel a suspension or exclusion that has already begun, but this should only be done where it has not yet been reviewed by the governing board. Where a suspension or exclusion is cancelled, parents (or the pupil if aged 18 yrs or older) should be offered an opportunity to meet the headteacher promptly to discuss the reasons for the cancellation. The pupil must be readmitted to the school without delay, and any time already spent out of school before the suspension or exclusion was cancelled still counts towards the pupil's total number of days suspended.

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.
- 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 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

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](#) July 2026 states: -

A permanent exclusion means 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 considered before the decision to permanently exclude is made.

Any decision of a headteacher must be made in line with the principles of administrative law ie the decision must be lawful, reasonable, fair and proportionate.

	Considered
Have you contacted the Exclusions & Re-integration Team?	
Interventions in place or considered	
☐ Has the DfE Suspensions and Permanent Exclusion Guidance July 2026 been consulted? ☐ Can the school demonstrate why permanent exclusion is necessary as a last resort? ☐ Has school data/Behaviour Log been used to highlight and address triggers? ☐ School Behaviour Policy: is it published for parents and pupils to view on the school website and discussed with pupils in school? ☐ Is there in place a Behaviour Plan, Pastoral Support Plan, personalised timetable or an Early Help Assessment? ☐ Has there been an attempt at restorative justice, mediation or internal exclusion? ☐ Has any reduced timetable issued been lawful, time-limited, regularly reviewed and not used as a substitute for suspension or exclusion? ☐ Has there been a discussion of needs and outreach provision from the Pupil Referral Unit? ☐ Has in-reach provision at the Pupil Referral Unit been considered?	
SEN	
☐ Is there an Education, Health and Care Plan in place and have reasonable adjustments been made? ☐ Has an Emergency Annual Review been held? ☐ Have undiagnosed Special Educational Needs been considered? ☐ Has the Graduated Approach been adopted: 'Assess – Plan – Do -Review'?	

☐ Has there been an application for exceptional funding?	
☐ Has there been Educational Psychologist involvement?	
☐ Is it clear how SEND, safeguarding and vulnerability factors were considered?	
Consider the voice of the child/young person	
☐ Has the pupil been given an opportunity to express their views, and has the school recorded how those views were considered when reaching its decision?	
Consider any exceptional circumstances	
☐ Has there been consideration of mitigating and contributing factors – such as bereavement, mental health, bullying, significant family event and provocation? ☐ Has there been a trauma informed approach	
Consider safeguarding and welfare	
☐ If the pupil has a social worker, has the social worker been involved before the decision is made? ☐ If the pupil is looked after, has the Virtual School Headteacher been consulted? ☐ Has the DSL been involved in discussions where safeguarding concerns exist? ☐ How will you continue to meet your statutory requirement and legal duty of care, e.g. safeguarding checks if appropriate? ☐ If the child is eligible for free school meals, how will the school continue to provide this? ☐ Have arrangements been considered for education during the first five school days pending alternative provision, including setting and marking appropriate work? ☐ Has consideration been given to involvement of Youth Justice Service, police/safer schools officer, CAMHS, Family Support Service and other relevant agencies? ☐ Has the pupil been referred to CAMHS by either parents or school? ☐ If pupil separation is being considered or used for safeguarding reasons, has this been discussed with the DSL/Deputy DSL, have parents/carers been informed, has the governing board been notified, and have education arrangements been considered?	
Other interventions	
☐ Have there been diagnostic assessments such as an SDQ (Strengths and Difficulties Questionnaire) or Boxall profile? ☐ Is a Risk Assessment in place? ☐ Has the pupil had a Time Out Card/Report card and other support strategies? ☐ Is there a key member of staff in school to support the pupil? ☐ Has a 'Safe Space' been offered to the pupil. ?	

Alternatives to Exclusion	
☐ Has alternative provision been considered? ☐ Has off-site direction been considered., ☐ Has a managed move been considered? ☐ If a managed move has been considered, has it complied with the School Admissions Code been agreed by all relevant parties? ☐ Has the school excluded following a failed attempt to secure a managed move? ☐ Has the school documented the reasons why preventative measures are insufficient? ☐ Has the school satisfied itself that no practice associated with this case could constitute informal exclusion or off rolling?	
Investigation and Notification	
☐ Has a thorough investigation taken place with the investigating member of staff using open-ended questions and avoiding suggestive questioning? ☐ Are there witness statements taken, including from the pupil at risk of permanent exclusion? ☐ Are these witness statements signed and dated? If scribed by a member of staff the statement must state that it was read and agreed by the pupil. ☐ Has the headteacher made the decision on the balance of probabilities, based on the available evidence? ☐ Is there clarification regarding the explicit breach of the behaviour policy? ☐ Is it clear why continued attendance would seriously harm the education or welfare of the pupil or others, such as staff or pupils in the school?	
Consider Communications with all parties	
☐ Have all staff been made aware of PSP targets/EHCP/Behaviour Support plan etc? ☐ Have the parents/carers been informed regularly of progress of pupil and invited to contribute to plans? ☐ For children who reside in another Local Authority, has there been contact with relevant agencies in the child's area: SEN Team/Exclusion and Reintegration Officers/Pupil Referral Unit?	

Please note:

According to the DfE Suspension and Permanent Exclusion Guidance July 2026, 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 permanent exclusions
- exclusions which will result in the pupil missing a public examination

Headteacher decides to **exclude permanently**:

- a) Contact Exclusions & Reintegration Team on Tel: 01296 382835 Email: exclusions@buckinghamshire.gov.uk
- 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 without delay
- d) Inform parents in writing 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 and **to parents, social worker and VSH if applicable** without delay
- h) Complete and return the Fair Access Board 'Information Sharing Proforma/Risk Assessment' form, when received from the LA with the 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, 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.

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](#) July 2026 for further information.

- b) 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 request 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 not to reinstate
- recommend that the governing board reconsiders reinstatement; or
- quash the decision and direct that the governing board reconsiders reinstatement.

- 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 directs 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.
- In 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 a permanently excluded pupil.

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 VSH or Social Worker)

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 without			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 (E code on registration certificate)	
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 50 school days after exclusion			On roll out of school (D code from 6 th day when in provision. If no provision in place continue with E code)	

	Suspension 15½ - 45 days in a term – <i>required</i> no later than 15 school days after exclusion. Exclusion Permanent – <i>required</i> no later than 15 school days after exclusion				
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 (D code 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 ☐ No ☐	
Ethnic Origin (must be included)		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:		Lunchtime only Suspension		
Home:		Start Date	End Date	
Mobile:		Reason	No. of lunchtimes	
Email:				
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):		One-Off Incident: Yes ☐ No ☐ Must be completed		
General				
Governing Board Informed Yes ☐ No ☐	Child has PSP Yes ☐ No ☐		Child has SEN support plan Yes ☐ No ☐	
Other Agency Involvement				
Education Psychology Service Yes ☐ No ☐	Social Care/Virtual School Yes ☐ No ☐		County Attendance Team Yes ☐ No ☐	
PRU Yes ☐ No ☐	Family Support Service Yes ☐ No ☐		Other: Yes ☐ No ☐	

Please send to: Exclusions & Reintegration Team, Buckinghamshire Council
Email to exclusions@buckinghamshire.gov.uk

Codes – Ethnic Origin

Please enter one of the following categories:

AOTH – Any Other Asian Background
ABAN – Bangladeshi
AIND – Indian
APKN – Pakistani
BCRB – Black Caribbean
BAFR – Black African
BOTH – Any Other Black Background
ACHI – Chinese
MWBA – White and Black African
MOTH – Any Other Mixed Background
MWAS – White and Asian
MWBC – White and Black Caribbean
NOBT – Information Not Obtained
OOTH – Any Other Ethnic Group
REFU – Refused
WOTH – Any Other White Background
WBRI – White British
WIRI – White Irish
WIRT – Traveller of Irish Heritage
WROM – Gypsy/Roma

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.

Violence and Threats

- 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
- BW – Brought a weapon or prohibited item into school

Bullying and Discrimination

- BU – Bullying
- TB – Cyber-bullying or threatening behaviour online
- RA – Racist abuse including bullying
- LG – Abuse against sexual orientation and gender identity including bullying
- DS – Abuse relating to disability including bullying

Sexual Behaviour

- SM – Sexual misconduct
- SB – Harmful sexual behaviour
- MB – Misogynistic behaviour
- AB – Misandry behaviour

Substances

- DR – Drug related
- AR – Alcohol related
- SR – Smoking related
- VR – Vape related
- DA – Drug and alcohol related

Other Behaviour

- DM – Damage to property
- TH – Theft
- LD – Persistent disruptive behaviour – low level disruption
- CB – Persistent disruptive behaviour – challenging behaviour
- DB – Persistent or general disruptive behaviour
- MT – Inappropriate use of social media or online technology
- MP – Use of mobile phone
- OS – Misbehaviour outside of school
- 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 July 2026.

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. 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]**. Your child should return to school 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,

[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]** to complete during the suspension period.

[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 to the governing board regarding this suspension. The governing board is not required to meet and cannot direct your child's reinstatement. However, it must consider any representations you make and may place a copy of its findings on your child's educational record. If a meeting were to be arranged, you could request that it be held by remote access. If you wish to make representations, please contact **[Name of Contact]** on/at **[Contact Details-Address, Phone Number, email]** as soon as possible.

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: sendistquiries@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 Email: exclusions@buckinghamshire.gov.uk 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
- SEND IAS (formerly Parent Partnership) Telephone: 01296 383754 or Email: sendias@buckinghamshire.gov.uk
- National Autistic Society School Exclusion Service (England) Telephone: 0808 800 4002 or Email: schoolexclusions@nas.org.uk
- Independent Parental Special Education Advice (IPSEA) on 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](#) July 2026

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

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. 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.

[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]**

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: sendistquiries@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 Email: exclusions@buckinghamshire.gov.uk 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
- National Autistic Society School Exclusion Service (England) Telephone: 0808 800 4002 or Email: schoolexclusions@nas.org.uk
- Independent Provider of Special Education Advice (known as IPSEA – 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](#) July 2026

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

LETTER 3 - Suspension of 5½ - 15 days in one term

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. 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]** days. This means that **[Child's Name]** will not be allowed in school for this period. The suspension begins on **[date]** and ends on **[date]**. Your child should return to school 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 the first 5 school days of this suspension, that is on **[specify dates]**. It will be for you to show that there is reasonable justification for this. I must advise you that you may be prosecuted or receive a penalty notice from the local authority if your child is present in a public place on the specified dates without reasonable justification.

We will set work for **[Name of child]** to **complete** during the suspension period. **[detail the arrangements for this]**. Please ensure that work set by the school is completed and returned to us promptly for marking.

[Insert the following paragraph if this suspension is more than 5 days:]

From the **[6th school day of the pupil's suspension [specify date]** until the expiry of the suspension, we will provide suitable full-time education. On **[date]** **[they]** should attend **[give name and address of the alternative provider]** at **[specify the time – this may not be identical to the start time of the home school]** and report to **[staff member's name]**. **(If applicable – say something about transport arrangements from home to the alternative provider).** If these details are not currently available, inform parents that this information will follow.

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

If a meeting were to be arranged, you could request that it be held by remote access.

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 the 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 For further information or advice you can contact them on Telephone: 01325 289350 or Email: sendistquiries@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 Email: exclusions@buckinghamshire.gov.uk 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
- National Autistic Society School Exclusion Service (England) Telephone: 0808 800 4002 or Email: schoolexclusions@nas.org.uk
- Independent Provider of Special Education Advice (known as IPSEA – 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](#) July 2026.

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

LETTER 4 – Where cumulative suspensions in the same term are 15½ days or more

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) to 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 **[Child's Name]** will not be allowed in school for this period. The suspension begins on **[date]** and ends on **[date]**. Your child should return to school 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 for this period 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, have checked whether the incident was provoked and allowed the pupil to give their version of events and informed 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 the first 5 school days of this suspension, that is on **[specify dates]** unless there is reasonable justification for this. I must advise you that you may be prosecuted or receive a penalty notice from the local authority if your child is present in a public place on the specified dates. It will be for you to show that there is reasonable justification.

We will set work for **[Name of child]** to **complete** during the suspension period. **[detail the arrangements for this]**. Please ensure that work set by the school is completed and returned to us promptly for marking.

[Delete the following paragraph if this suspension is less than 6 days:]

From the **[6th school day of the pupil's suspension [specify date]** until the expiry of the suspension, we will provide suitable full-time education. On **[date] [they]** should attend **[give name and address of the alternative provider]** at **[specify the time – this may not be identical to the start time of the home school]** and report to **[staff member's name]**. **(If applicable – say something about transport arrangements from home to the alternative provider).** If these details are not currently available, inform parents that this information will follow.

As your child has now been suspended for more than 15 days this term, the governing board must meet to consider this suspension. At the meeting you may make representations to the governing board and you can request that the meeting be held by remote access, as can your child if they are over 18 years of age. 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 be notified by the Clerk to the governing board of the date, time 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 the 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 For further information or advice you can contact them on Telephone: 01325 289350 or Email: sendinquiries@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 Email: exclusions@buckinghamshire.gov.uk 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
- National Autistic Society School Exclusion Service (England) Telephone: 0808 800 4002 or Email: schoolexclusions@nas.org.uk
- Independent Provider of Special Education Advice (known as IPSEA – 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](#) July 2026.

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

LETTER 5 - For a Permanent Exclusion

From Headteacher – to be sent *on the day* of the exclusion 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) to exclusions@buckinghamshire.gov.uk. Copy of letter to be sent to the VSH and/or social worker if applicable.

Dear [Parent’s Name]

Name of pupil: **DoB:**

I regret to inform you of my decision to exclude **[Child’s Name]** permanently with effect from **[Date]**. This means that **[they]** will not be allowed in this school unless **[they] are** reinstated by the school’s governing board.

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. **[Child’s Name]** has been excluded permanently because **[Reason for Exclusion – The reason for the exclusion should be given in plain English and should be explicit. The headteacher should have investigated the incident fully, have checked whether the incident was provoked and allowed the pupil to give their version of events and informed the pupil about how their views have been factored into any decision made.]**.

Both of the following thresholds of permanent exclusion have been met:

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

You must specify the breach type relevant to the above first threshold within the main body of your letter

(Where the pupil has SEN, you may wish to insert the following) This case is a special case for special educational needs. The following steps have been taken to make reasonable adjustments for this child/adjustments)

Alternative arrangements for **[child’s name]**’s education to continue will be made. For the first 5 school days of the exclusion, we will set work for **[child’s name]** and would ask you to ensure this work is completed and returned

[Insert this paragraph for pupils above compulsory school age e.g sixth formers]
As **[Child’s name]** is above compulsory school age, the Local Authority is not under an obligation to arrange education for **[them]** following this permanent exclusion.

promptly to school for marking. As this is a

dates. It will be for you to show that there is reasonable justification.

permanent exclusion, the governing board must meet to consider it. At the meeting you may make

[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]** 5th 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].**

representations to the governing board and ask them to reinstate your child in school. You can request that the meeting be held by remote access, as can your child if they are over 18 years of age.

The governing board 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 be notified by the Clerk to the governing board of the date, time, 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

[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 **[name of pupil]** education from the sixth school day of exclusion. You can contact them at **[give contact details]**.

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 the examination date, or the Chair of the governing board may 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). For further information or advice, you can contact them on Telephone: 01325 289350 or Email: sendistquiries@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 Email: exclusions@buckinghamshire.gov.uk 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
- National Autistic Society School Exclusion Service (England) Telephone: 0808 800 4002 or Email: schoolexclusions@nas.org.uk
- Independent Provider of Special Education Advice (known as IPSEA – 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](#) July 2026.

Yours sincerely

Headteacher

cc Exclusions & Reintegration Team exclusions@buckinghamshire.gov.uk

Yours sincerely
[Name]
Clerk to the Governing Board

cc Headteacher
Exclusions & Reintegration Team 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. You are invited to this meeting and you are welcome to bring a friend or legal advisor with you should you wish. Please also note that **[pupil’s name]** can also attend, along with their social worker, if applicable.

You can request that the meeting be held by remote access, as can your child if they are over 18 years of age.

[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 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 will consider the exclusion 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.

If you
want to
provide
any
written

evidence for the meeting, it should be sent to me at the address below 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 contact me at **[insert full address and email address]** to 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

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 made the decision 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

LETTER 9 – To parent informing them of the governing board’s decision not to reinstate the pupil. A copy of this should also be sent to the child’s social worker, if applicable.

LETTER FROM CLERK

Please note: it is important that the reasons given for deciding not to reinstate a pupil are given in sufficient detail that the governing board’s reasoning is clear. It must also refer to both of the required elements (serious breach or persistent breaches AND where allowing the pupil to remain would seriously harm the education or welfare of the pupil or others).

Dear [Parent’s Name]

PERMANENT EXCLUSION

Name of pupil: DoB:

The meeting of the governing board at [school] on [date] considered whether to offer reinstatement to [name of pupil] or to uphold the decision by [headteacher] to exclude [them] permanently. The governing board, after carefully considering the representations made and all the available evidence, has decided to decline to reinstate [name of pupil]. This means that the permanent exclusion has been upheld.

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. It is important to explain how and why both of the required elements were considered and decided upon.]

You have the right to request an Independent Review Panel hearing (IRP). If you wish to make this request, please notify the Clerk to the Independent Review Panel within 15 school days of receipt of this letter. You must set out the reasons for your request in writing and may also include reference to any special educational needs that are considered to be relevant to the exclusion.

You may also request that the review is held via remote access. If your child is over 18 yrs of age they can make this request.

[If the school has bought into the Local Authority’s Legal Services, please use the paragraph below. If the school has made their own IRP arrangements, add the relevant information here.]

Send your application to Legal and Administrative Services, County Hall, Aylesbury, HP20 1UZ for the attention of Jeanette King by no later than [specify the latest date – 15 school days after receipt of this letter].

You have the right to require the [Local

Authority/Academy Trust - delete as appropriate] to appoint an SEN expert to attend the review regardless of whether your child has recognised special educational needs.

The role of the SEN expert would be to provide impartial advice to the panel on how special educational needs might be relevant to the exclusion. The SEN expert should base their advice on the evidence provided to the panel. The SEN expert’s role does not include making an 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 a request for an IRP 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 For further information or advice you can contact them on Telephone: 01325 289350 or Email: sendistquiries@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.

The Independent Review Panel Will consist of a three-members: 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.]** If you have fresh evidence to present to the panel you may do so. The panel must meet no later than the 15th school day after the date on which your request is lodged. In exceptional circumstances panels may adjourn a hearing until a later date.

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 Local Authority, County Hall, Aylesbury, Bucks HP20 1UZ Telephone 01296 382835 or Email exclusions@buckinghamshire.gov.uk 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
- National Autistic Society School Exclusion Service (England) Telephone: 0808 800 4002 or Email:

schoolexclusions@nas.org.uk

- Independent Provider of Special Education Advice (known as IPSEA – 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](#) July 2026.

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

LETTER 10 – To the parent of a permanently excluded pupil informing them of the governing board's decision to direct reinstatement. 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:**

The meeting of the governing board at **[school]** on **[date]** considered whether to offer reinstatement to **[name of pupil]** or to uphold the decision by **[headteacher]** to exclude **[them]** permanently. The governing board, after carefully considering 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]]**.

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 Email: exclusions@buckinghamshire.gov.uk

Yours sincerely

[name]

Clerk to the Governing Board

cc Headteacher
Exclusions & Reintegration Team 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]]**.

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 Email: exclusions@buckinghamshire.gov.uk

Yours sincerely

[name]

Clerk to the Governing Board

cc Headteacher
Exclusions & Reintegration Team exclusions@buckinghamshire.gov.uk

LETTER 12 – To the parent of a permanently excluded pupil informing them of the governing board’s decision not 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

Please note: it is important that the reasons given for deciding not to reinstate a pupil are given in sufficient detail that the governing board’s reasoning is clear. It must also refer to **both** of the required elements (serious breach or persistent breaches AND where allowing the pupil to remain would seriously harm the education or welfare of the pupil or others).

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 [name of pupil] permanently. The governing board, after conscientiously reconsidering the representations made and all the available evidence, have decided not to offer the reinstatement of [name of pupil] at [name of school].

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. This should demonstrate how the governors have addressed the concerns raised by the Independent Review Panel and why they felt that reinstatement could not be offered].

You should 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 For further information or advice you can contact them on Telephone: 01325 289350 or Email: sendistquiries@hmcts.gsi.gov.uk

If you believe any other form of discrimination has occurred, you can appeal to the County Court. 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 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
- National Autistic Society School Exclusion Service (England) Telephone: 0808 800 4002 or Email: schoolexclusions@nas.org.uk
- Independent Provider of Special Education Advice (known as IPSEA – 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 Email: exclusions@buckinghamshire.gov.uk

Yours sincerely

[name]

Clerk to the Governing Board

cc Headteacher
Exclusions & Reintegration Team exclusions@buckinghamshire.gov.uk

APPENDIX 1

Guidance on the Use of CCTV and Mobile Phone Footage in School Exclusion Hearings

Purpose and Scope

This guidance outlines the consideration necessary for the appropriate use of CCTV and mobile phone footage as evidence for school exclusions. It should be read in conjunction with school policies and privacy notices as well as the DfE statutory guidance *Suspension and permanent exclusion from maintained schools, academies and pupil referral units in England, including pupil movement* (July 2026) (the statutory guidance).

Legal basis to use CCTV and mobile phone footage

Headteachers have statutory powers to exclude pupils¹ and in certain circumstances the governing board are legally required to consider the reinstatement of an excluded pupil².

As a statutory obligation, using relevant personal information, including CCTV or mobile phone footage, for this reason would be considered a lawful purpose under UK GDPR Article 6(1)(e) – “*processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller*”.

For special category data, such as race/ethnicity or health data, the processing would be lawful under Article 9(2)(g) – “*processing is necessary for reasons of substantial public interest*” with a basis in law.

Data Protection requirements

The use of any footage which contains personal data is not excluded just because it contains third party images or audio, but it should only be used when it is necessary and proportionate to do so. In practice this means the school needs to balance their data protection obligations with the requirement to have a fair hearing.

Factors relevant to necessity and proportionality may include:

- the content of the footage ie is it relevant or sensitive
- how clear and unequivocal is the footage
- will the footage help determine facts or further the investigation
- will the footage help support, disprove or cast doubt on any witness statement
- whether the footage is of, or contains any other information that relates to, an identifiable third party
- whether the third-party information is already known, or will become known by the parents, pupil, board etc (including from the pupil, witness statements or otherwise)
- whether third parties would expect the CCTV to be used as evidence (check privacy notices and policies)
- if disclosure to the parents, pupil, board etc could result in some harm to the rights or freedoms of the third parties
- third party information can be removed or restricted (e.g. pixilation, blurring etc)
- viewing could be restricted (e.g. only viewing in the school rather than copies being provided)
- whether the footage can be described in a witness statement and whether that description could be disputed

Using and sharing/disclosing CCTV and mobile phone footage

- Schools should ensure that public law principles underpin all decision-making processes. Governing board decisions must be lawful, rational, and procedurally fair³.
- All relevant information should be considered and all irrelevant information discounted.

¹ S51A Education Act 2002

² S51A Education Act 2002 and regulations made under that section.

³ See para 245 of the statutory guidance

- Both case law⁴ and statutory guidance indicates that any evidence used should be shared with relevant parties which includes the governing board and parents or pupils if they are 18 or over⁵. Where decisions are based on specific evidence this would form part of the reason for the decision. The failure to do so could mean the decision was irrational or there was procedural impropriety.

Mobile phone footage

Parents (or the pupil if 18 or over) can make representations and this may include mobile phone footage from third parties. Provided such footage has been properly obtained by the parents (or pupil) the same considerations as above should apply.

Other considerations

Where footage is of the excluded pupil, they have the statutory right to request a copy of the footage. Where it contains footage of third parties, the school should consider whether the third parties have consented to the disclosure of their information or if it is **reasonable** to disclose the information to the excluded pupil without that consent having regard to all the relevant circumstances.

The relevant circumstances include the type of information that would be disclosed, any duty of confidentiality owed, whether consent could be obtained, capacity and express refusal of consent. The importance of the footage to the excluded pupil in both understanding why they were excluded and being able to challenge the exclusion would also be relevant.

Social Media and Police Involvement

Schools should seek advice from their Data Protection Officer or legal advice before accessing social media content themselves.

In cases of police investigation, evidence may be disclosed under Paragraphs 10 and 2 of Schedules 1 and 2 of the Data Protection Act 2018. There is both public interest or substantial public interest as police are investigating a crime. It is disclosed as police are carrying out public task and authority.

References

- Information Commissioner's Office: <https://ico.org.uk/for-organisations/uk-gdpr-guidance-and-resources/cctv-and-video-surveillance/>
- UK Government Guidance: <https://www.gov.uk/guidance/data-protection-in-schools> and [DFE Suspension and Permanent Exclusion Guidance](#) July 2026.
- [Data Protection Act 2018](#)

⁴ The King (on the application of LM, AM) v An Academy Trust EWHC 2267 [2024]

⁵ S51A Education Act 2002