

St Joseph's Catholic Primary School

Exclusions policy



Mission Statement

At St Joseph's we welcome all
as members of our school
family.

We learn and care for each other as brothers and sisters;
enriched by the teachings of Jesus.

We encourage creativity;
valuing our unique talents and skills as gifts from God.
Working alongside pupils and
parents/carers, we can all succeed and
realise great things.

Serving the communities within the Parish of St Joseph's
and St John the Baptist and beyond,
we reach out to all.

We respect each other, our different cultures and faiths;
celebrating our richness and diversity.

Through worship and prayer we show our love; striving to
achieve our very best.

Reference to other school policies

This policy should be read in conjunction with our Behaviour, Anti-bullying and Equal Opportunities policies.

Further guidelines and points for consideration can be found in the 2012 Guidance document: ***Exclusion from maintained schools, Academies and pupil referral units in England***

General Principles

St Joseph's Catholic Primary School will only use exclusion as its final sanction in ensuring the good order and discipline it believes is essential for effective learning to take place.

Exclusion will be used sparingly in response to serious breaches of school policy and discipline. It will normally be used only after other sanctions have failed to achieve the desired change in behaviour and attitude.

Permanent exclusion will only be used as a last resort, when all other reasonable steps have been taken and when allowing the child to remain in school would be seriously detrimental to the education and/or welfare of other students or teachers. Permanent exclusion may, on rare occasions, be the only possible response to a single incident of very extreme misconduct.

In applying this exclusion policy, the school will follow current DfE and LA guidance and advice.

When it is necessary to exclude a student, parents will be contacted by telephone, if possible, at the earliest possible opportunity. The exclusion will always be confirmed by a letter which will set out the reasons for the exclusion and also inform the parents of their rights to make representations to the Governing Body.

Each incident of exclusion will be recorded in a standard format. This will give:

- the name of the pupil
- the gender of the pupil
- the ethnic group of the pupil
- the type of exclusion
- in the case of fixed term exclusions, the number of days for which the pupil will be excluded
- the reasons for the exclusion.

Each incident of exclusion will be notified to the Chair of the Governing Body, with a copy of the official exclusion letter.

Procedures for fixed-term exclusions

The Head Teacher alone will normally decide if a student is to be excluded for a fixed period. The only exception will be when the Head Teacher is absent from school when her power to exclude for a fixed period will be delegated to the Deputy Head Teacher.

Each case will be determined on its merit and the particular circumstances will be carefully investigated and considered. The degree of severity of the offence, the frequency of occurrence and the likelihood of re-occurrence will be taken into account, as will the pupil's previous record. If a pupil is to be excluded for the first time, the length of the fixed-term exclusion will normally be 1-3 school days. Longer periods may be used for a more serious offence or for a reoccurrence of misbehaviour following an earlier fixed term exclusion. Fixed-term exclusion may be used for a single occurrence of serious misconduct or for persistent misbehaviour.

Fixed-term exclusion will always be considered in the case of serious and unprovoked violence towards fellow pupils or staff. It will also be considered in cases of the bringing of dangerous objects or illegal substances on to the school premises.

When the Head Teacher or Deputy Head has decided that there are adequate grounds for excluding a student, the parents will be informed as soon as possible, by telephone if this is available. A letter will be sent to parents on the day of the exclusion. This letter will set out:

- The reasons for the exclusion
- The length of the exclusion
- A suggested date on which parents may meet the Head Teacher to discuss the exclusion.
- Their right to make representations to the Governing Body.

Information regarding the exclusion will be sent to the Chair of Governors / Brighton and Hove city Council / DABCEC.

All model letters are found in Appendix 1.

Representations to the Governing Body concerning fixed-term exclusions will normally be made in the first instance to the Chair of Governors. This may be delegated to a committee of at least three members and this committee may be called a Discipline Committee (DC).

The following people should **not** sit on a DC:

- Governors who know the pupil or victim
- Governors who have been involved in the incident for which the pupil was excluded.
- Any governor who has taken part in the decision to exclude the pupil.

Teaching governors should only sit on a DC in exceptional circumstances and if the parents are in full agreement.

Before the pupil returns to school, the Head Teacher or senior member of staff will normally meet with the parents to discuss the incident and future conduct. The Head Teacher or senior member of staff may decide to impose conditions on the return or to draw up a home-school contract concerning the pupil's future conduct. Although it will normally not be necessary, the school reserves the right to use fixed-term exclusion up to the maximum period allowed in current legislation (45 days in any one school year). In the case of fixed-term exclusions exceeding the maximum period, the appropriate meeting of the Governors' Discipline Committee will be called.

In the case of an exclusion of up to 5 days the Head Teacher will:

- Ensure that work is set and sent home for completion.
- Notify parents of their responsibility to ensure that their child is not found in a public place during school hours.

If the exclusion is for 6 days or more the Head Teacher will plan full-time, offsite, educational provision from day 6 of the exclusion.

Permanent Exclusion

The Head Teacher alone may decide if a pupil is to be permanently excluded. If the Head Teacher is temporarily absent from school and an incident occurs in which the Deputy Head feels that permanent exclusion may be the appropriate response, the Deputy Head may exclude the student concerned for a fixed-term long enough to allow the Head Teacher to consider the case on her return. Permanent exclusion is seen as a very serious matter and will only be used as a last resort. It is likely to be applied only after all other sanctions, including fixed-term exclusion, have failed to produce the desired response in the student. It may, however, be an appropriate response to a single incident of extreme misconduct, for example, extreme violence towards a fellow pupil or an assault upon a member of staff.

The Head teacher should contact Children's Services Reintegration and Behaviour Support Services for advice before deciding to exclude. The Head Teacher will inform the parents of a permanent exclusion immediately by letter and, if possible, by telephone. The letter will give parents at least seven days notice of a hearing before the Governors' Discipline Committee to consider the exclusion.

The letter will state:

- That the student has been permanently excluded
- The reasons for the permanent exclusion
- Details of previous disciplinary measures leading up to the permanent exclusion.
- The parents right to examine the student's record
- The purpose of the hearing
- That the parents and student should attend and that they may be accompanied by a friend
- That if they do not attend the Hearing it may proceed in their absence
- That if the Governors confirm the exclusion, the parents have a right of appeal to an Independent Appeals Committee.

A copy of this letter will be sent to:

Exclusions Policy Agreed at QSE November 2016 GF/ FM To be reviewed March 2020

- The Chair of Governors
- Local Authority and DABCEC

The Head Teacher will make arrangements for a hearing before the Governors' Discipline Committee to take place within fifteen days of the date of the exclusion. The procedure followed at the hearing will be as informal as possible. It will normally follow the format set out below:

- 1 The committee will meet jointly with the Head Teacher and the parent and/or the pupil and any accompanying friends or legal representatives of the parents.
- 2 The Chair of the committee should open the meeting by outlining the procedures and what the DC's powers are. The Chair should then lead the introductions.
- 3 The Chair will invite the Head Teacher to make their case.
- 4 The parents will be invited to ask questions of the Head Teacher.
- 5 The LA representative should be given the opportunity to ask the Head any questions.
- 6 The panel may question the school.
- 7 The Chair should invite the parents to make their case.
- 8 The Head Teacher will have an opportunity to ask questions of the parents.
- 9 The LA representative will be invited to question the parents.
- 10 The panel may question the parents.
- 11 The Chair will invite the LA to make their representation.
- 12 The parents should be given the opportunity to ask the LA any questions.
- 13 The Head should be given the opportunity to ask the LA any questions.
- 14 The panel may ask the LA any questions
- 15 The Head Teacher and the parents will be given an opportunity to sum up their case.
- 16 The Head Teacher and the parents and student will then withdraw from the meeting and allow the Governors to consider the case on their own. The role of the LA is purely advisory.

The Governors will decide to either:

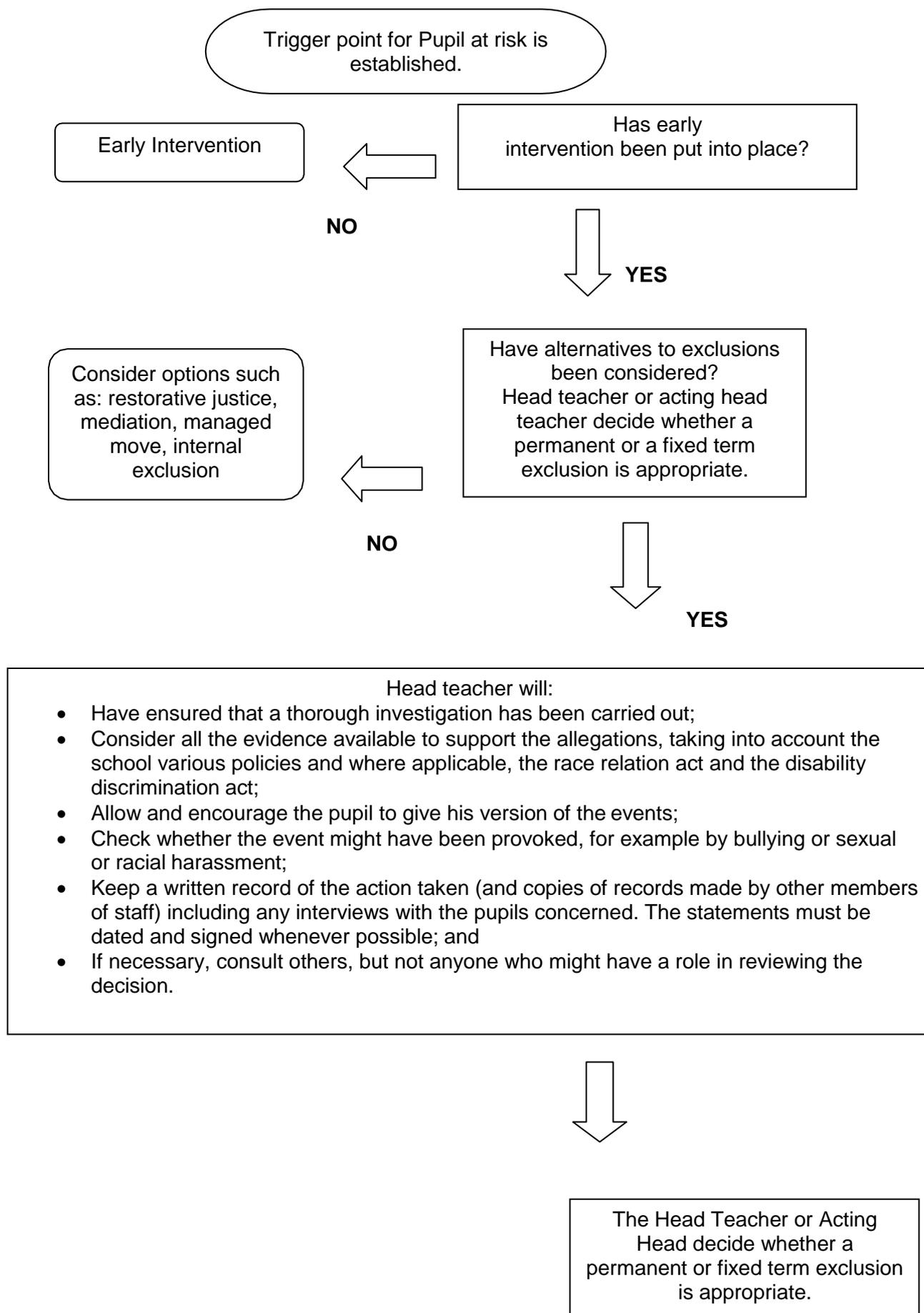
- a. Confirm the permanent exclusion
- b. To order the immediate reinstatement of the student.

In considering the exclusion, the DC should answer the following questions:

- Did the pupil do what he/she has been accused of?
- Did the head teacher follow the correct procedure?
- Is the exclusion and appropriate response?

In order to uphold the exclusion the DC must be able to answer 'yes' to **all** the above questions. If the answer for any of them is 'no' the DC should consider overturning the exclusion. The decision of the Governors' Discipline Committee will be communicated to the parents by letter within one day of the hearing stating the reasons for the decision. If the Governors have decided to confirm the permanent exclusion, the letter will inform parents of their right of appeal to an Independent Appeals Committee.

Flowchart to decide whether to exclude



Decision: Head teacher, acting head teacher, or deputy takes the decision to exclude a pupil for a **fixed period**.

Contact parent: The head teacher should ensure that a parent/carer has been contacted immediately, ideally by telephone and is available, if appropriate, to arrange collection and supervision of the pupil. The child's welfare must always be the prime consideration

Exclusion during morning session:
the exclusion takes effect from the afternoon session, notice must be given to the parent before the start of the afternoon session.

Lunchtime exclusion:
Pupils who are disruptive during the lunch time may be excluded just for the duration of the lunchtime.
Lunchtime exclusion will count as half a day for statistical purpose and for parents to make representation but are not counted in the school's 6th day duty to provide full-time education.

Exclusion during afternoon session:
- if the exclusion takes effect from the next school day. Notice to the parent must be given before the start of that school day.
- If the exclusion takes place from that afternoon, the notice must be given at the end of the afternoon session

Written notice

The head teacher must give a written notice to the parents informing them of:

- The precise period and the reasons of the exclusion;
- The parent's duties during the first five days;
- The parent's right to make representation to the Governing body and how the pupil may be involved in this;
- The person the parent should contact if they wish to make such representation;
- The arrangement made by the school to set and mark work for the pupil during the initial 5 days of the exclusion; if relevant, the school day on which the pupil will be provided with full-time education; and if relevant details of a reintegration interview.

The head must inform the Governing Body if a pupil is being excluded for more than 15 days in any one term. Pupils can be excluded for one or more fixed periods, which when aggregated, do not exceed 45 school days in any one school year.

Educational provision during the exclusion:

The school has a duty to arrange suitable full-time educational provision from and including the 6th consecutive day of the exclusion.

Where a Looked After Child is excluded provision should be in place from the 1st day of exclusion.

Reintegration interview:

The head teacher or a senior member of staff should arrange and conduct a reintegration interview with a parent and the pupil at the end of the exclusion at a date and time convenient for the parent on the school premises.

The notice for a reintegration interview must be given no later than 6 school days before the date of the interview (it can be combined with the notice of the exclusion).

If the parent fails to attend, the school must keep a record of the failure as well as any explanation given as it can be one factor taken into account in the Magistrates' Court when deciding whether to impose a parenting order.

School **must** offer a reintegration interview after any exclusion.

If the school or the LA considers that parental influence could be better brought to bear in the behaviour of the pupil, a parenting contract may be offered. If the parent fails to engage with the school or LA in attempting to improve the child's behaviour, the school or LA may consider applying to the Magistrate's Court to compel the parent to comply with certain requirements. See related guidance.

Head teacher or acting head decides to **exclude permanently**

Pupil's excluded in a morning session and exclusion takes effect from that afternoon, notice must be given before the start of the day.

Pupil's excluded at the end of afternoon session and exclusion takes effect from the next school day, notice must be given before the start of the day

Notify the parent immediately ideally by telephone, followed by a letter. Notice must be in writing and state all the required facts

If pupil is provided with alternative provision meeting all regulation before the 6th day, they are marked on the school register under code B or Code D

Governing body and the LA must be informed within one day (and the 'home' LA if different)

If pupil is not provided with alternative provision until the 6th day, they should be marked absent on the school register using code E

Provision must be made by the LA from the 6th school day of exclusion

If any exclusion would result in the pupil missing public examination, the governing body should try to meet before the date of the examination.

On receiving notice of the exclusion, the governing body must convene a meeting between the 6th and the 15th school day after the date of receipt of the notice to consider the exclusion. They must invite the parent, the head teacher and an LA officer. They should circulate, at least 5 days before the meeting any written statements (including witness statement) and a list of attendees.

The governing body might ask the LA officer for advice but must take its decision alone, asking the other parties to withdraw; only the clerk may stay.

The governing body must inform the parent, the head teacher and the LA officer of its decision in writing within one school day of the hearing, stating the reasons. They must also state the last day for lodging an appeal and explain that the grounds for the appeal must be set out in writing. A copy of the letter should be placed on the pupil's school record with copies of relevant papers.

The LA should write to the parent with 3 working days of the meeting indicating the latest date by which an appeal may be lodged and how and whom to appeal to. Parents have the right to an appeal hearing even if they did not attend the meeting



If parent appeals within the time limit, an appeal panel should aim to meet no later than 15th school day after the day on which the appeal was lodged. For detail, see the appeal flowchart



If the appeal is upheld, delete pupil from the admission or the attendance register only after the appeal process has been completed



Appendix 1

Model letter 1

From head teacher notifying parent of a fixed period exclusion of 5 school days or fewer in one term, and where a public examination is not missed.

Dear

I am writing to inform you of my decision to exclude **[Child's Name]** for a fixed period of **[specify period]**. This means that he/she will not be allowed in school for this period. The exclusion begins/began on **[date]** and ends on **[date]**.

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 for this fixed period because **[reason for exclusion]**.

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

We will set work for **[Child's Name]** to be completed on the days specified in the previous paragraph as school days during the period of his/her exclusion when you must ensure that he/she is not present in a public place without reasonable justification. **[detail the arrangements for this]**. Please ensure that work set by the school is completed and returned to us promptly for marking.

[School other than PRU] You have the right to make representations about this decision to the governing body. If you wish to make representations please contact the Clerk to the Governors **[inset name]** on/at **[contact details — address, phone number, email]**, as soon as possible. Whilst the governing body has no power to direct reinstatement, they must consider any representations you make and may place a copy of their findings on your child's school record.

You should also be aware that if you think the exclusion relates to a disability your child has, and you think disability discrimination has occurred, you have the right to appeal, and/or make a claim, to the Special Educational Needs and Disability Tribunal (SENDIST). The address to which appeals should be sent is SENDIST, Mowden Hall, Staindrop Road, Darlington DL3 9DN.

You **[and your child or pupil's name]** are requested to attend a reintegration interview with me **[alternatively, specify the name of another staff member]** at **[place]** on **[date]** at **[time]**. If that is not convenient, please contact the school **[within the next ten days]** to arrange a suitable alternative date and time. The purpose of the reintegration interview is to discuss how best your child's return to school can be managed. Failure to attend a reintegration interview will be a factor taken into account by a magistrates' court if, on future application, they consider whether to impose a parenting order on you.

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

You may wish to contact (LA) who can provide advice. The contact details for the Local Education Area, Exclusions Officer Lisa Howard, Exclusions Officer, Access to Education Team, Brighton & Hove City Council Tel. 01273 293480 or The Coram Children's Legal Centre 08088 020 008 <http://www.childrenslegalcentre.com>

[Child's Name]'s exclusion expires on **[date]** and we expect **[Child's Name]** to be back in school on **[date]** at **[time]**.

Yours sincerely

Headteacher

Model letter 2

*From head teacher notifying parent(s) of a pupil of that pupil's fixed period exclusion of **more than 5 school days (up to and including 15 school days) in a term.***

Dear **[Parent's name]**

I am writing to inform you of my decision to exclude **[Child's Name]** for a fixed period of **[specify period]**. This means that **[Child's Name]** will not be allowed in school for this period. The exclusion start date is **[date]** and the end date is **[date]**. Your child should return to school on **[date]**.

I realise that this exclusion may well be upsetting for you and your family, but my decision to exclude **[Child's Name]** has not been taken lightly. **[Child's Name]** has been excluded for this fixed period because **[specify reasons for exclusion]**. 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 exclusion, that is on **[specify dates]**. 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. It will be for you to show that there is reasonable justification for this. We will set work for **[Child's Name]** during the **[first 5 or specify other number as appropriate]** school days of his [or her] exclusion **[specify the arrangements for this]**. Please ensure that work set by the school is completed and returned to us promptly for marking.

From the 6th school day of the pupil's exclusion **[specify date]** until the expiry of his exclusion we will provide suitable full-time education. On **[date]** he should attend at **[set out arrangements for alternative provision following the first 5 days of the exclusion]**.

You have the right to request a meeting of the school's discipline committee to whom you may make representations, and my decision to exclude can be reviewed. As the period of this exclusion is more than 5 school days in a term the discipline committee must meet if you request it to do so. The latest date by which the discipline committee must meet, if you request a meeting, is **[specify date]**. If you do wish to make representations to the discipline committee, and wish to be accompanied by a friend or representative, please contact the Clerk to the Governors **[name]** on/at **[contact details — address, phone number, email]**, as soon as possible. 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 the Clerk to the Governors if it would be helpful for you to have an interpreter present at the meeting.

You should be aware that if you think the exclusion relates to a disability your child has, and you think disability discrimination has occurred, you may make a claim to the Special Educational Needs and Disability Tribunal (SENDIST). The address to which claims should be sent is: SENDIST, Mowden Hall, Staindrop Road, Darlington DL3 9DN. Making a claim would not affect your right to make representations to the discipline committee.

You **[and pupil's name]** are requested to attend a reintegration interview with me at **[place]** on **[date]** at **[time]**. If that is not convenient, please contact the school before your child is due to return to arrange a suitable alternative date and time. The purpose of the reintegration interview is to discuss how best your child's return to school can be managed. Failure to attend a reintegration interview will be a factor taken into account by a magistrates' court if, on future application, they consider whether to impose a parenting order on you. You have the right to see and have a copy of, your child's school record. Due to confidentiality restrictions, you must notify me in writing if you wish to be supplied with a copy of your 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 (LA) who can provide advice. The contact details for the Local Education Area, Exclusions Officer Lisa Howard, Exclusions Officer, Access to Education Team, Brighton & Hove City Council Tel. 01273 293480 or The Coram Children's Legal Centre 08088 020 008 <http://www.childrenslegalcentre.com>

[Child's Name]'s exclusion expires on **[date]** and we expect **[Child's Name]** to be back in school on **[date]** at **[time]**.

Yours sincerely

Headteacher

Model letter 3

*From head teacher notifying parent of a fixed period exclusion of more **than 15 school days in total in one term.***

Dear **[Parent's Name]**

I am writing to inform you of my decision to exclude **[Child's Name]** for a fixed period of **[specify period]**. This means that **[Child's Name]** will not be allowed in school for this period. The exclusion begins/began on **[date]** and ends on **[date]**.

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 for this fixed period because **[reason for exclusion]**.

You have a duty to ensure that your child is not present in a public place in school hours during **[the first five school days of exclusion or 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 **[Child's Name]** during the **[first five school days or specify dates]** of his / her exclusion **[specify the arrangements for this]**. Please ensure that work set by the school is completed and returned to us promptly for marking.

From the 6th school day of the pupil's exclusion **[specify date]** until the expiry of his exclusion we will provide suitable full-time education. **[Set out the arrangements for alternative provision following the first 5 days of the exclusion]**

As the length of the exclusion is more than 15 school days in total in one term the governing body must meet to consider the exclusion. At the review meeting you may make representations to the governing body if you wish. The latest date on which the governing body can meet is **[date here — no later than 15 school days from the date the governing body is notified]**. If you wish to make representations to the governing body and wish to be accompanied by a friend or representative please contact the Clerk to the Governors **[name]** on/at **[contact details — address, phone number, email]**, as soon as possible. You will, whether you choose to make representations or not, be notified by the Clerk to the governing body of the time, date and location of the meeting. 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 the Clerk to the Governors if it would be helpful for you to have an interpreter present at the meeting.

You should also be aware that if you think the exclusion relates to a disability your child has, and you think disability discrimination has occurred, you have the right to appeal to the Special Educational Needs and Disability Tribunal (SENDIST). The address to which appeals should be sent is SENDIST, Mowden Hall, Staindrop Road, Darlington DL3 9DN. Making a claim would not affect your right to make representations to the governing body.

You **[and your child or name of pupil]** are invited to attend a reintegration interview with me **[alternatively, specify the name of another staff member]** at **[place]** on **[date]** at **[time]**. If that is not convenient, please contact the school before your child is due to return to arrange a suitable alternative date and time. The purpose of the reintegration interview is to discuss how best your child's return to school can be managed. Failure to attend a reintegration interview will be a factor taken into account by a magistrates' court if, on future application, they consider whether to impose a parenting order on you.

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

You may wish to contact (LA) who can provide advice. The contact details for the Local Education Area, Exclusions Officer Lisa Howard, Exclusions Officer, Access to Education Team, Brighton & Hove City Council Tel. 01273 293480 or The Coram Children's Legal Centre 08088 020 008 <http://www.childrenslegalcentre.com>

[Name of Child]'s exclusion expires on **[date]** and we expect **[Name of Child]** to be back in school on **[date]** at **[time]**.

Yours sincerely

Headteacher

Model letter 4

*From the head teacher notifying the parent(s) of that **pupil's permanent exclusion.***

Dear **[Parent's Name]**

I regret to inform you of my decision to permanently exclude **[Child's Name]** with effect from **[date]**. This means that **[Child's Name]** will not be allowed in this school/this PRU unless he/she is reinstated by the governing body/the discipline committee or by an appeal panel.

I realise that this exclusion may well be upsetting for you and your family, but the decision to permanently exclude **[Child's Name]** has not been taken lightly. **[Child's Name]** has been excluded because **[reasons for the exclusion include any other relevant previous history]**.

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 exclusion, i.e. on **[specify the precise dates]** unless there is reasonable justification. You could be prosecuted or receive a penalty notice if your child is present in a public place during school hours on those dates. It will be for you to show reasonable justification.

Alternative arrangements for **[Child's Name]**'s education to continue will be made. For the first five 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 promptly to school for marking. From the sixth school day of the exclusion onwards — i.e. from **[specify the date]** the local authority, East Sussex County Council's Children's Services department will provide suitable full-time education. You will be contacted shortly by the Reintegration Support Manager to discuss these arrangements.

As this is a permanent exclusion the governing body must meet to consider it. At the review meeting you may make representations to the governing body if you wish and ask them to reinstate your child in school. The governing body have 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 Appeal Panel. The latest date by which the governing body must meet is **[specify the date — the 15th school day after the date on which the governing body was notified of the exclusion]**. If you wish to make representations to the governing body and wish to be accompanied by a friend or representative please contact the Clerk to the Governors **[name]** on/at **[contact details — address, phone number, email]**, as soon as possible. You will, whether you choose to make representations or not, be notified by the Clerk to the governing body of the time, date and location of the meeting. Please let us know if you have a disability or special needs which would affect your ability to attend the meeting. Also, please inform the Clerk to the Governors if it would be helpful for you to have an interpreter present at the meeting.

If you think this exclusion relates to a disability your child has, and you think discrimination has occurred, you may raise the issue with the governing body

You have the right to see a copy of **[Name of Child]**'s school record. Due to confidentiality restrictions, you must 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 (LA) who can provide advice. The contact details for the Local Education Area, Exclusions Officer Lisa Howard, Exclusions Officer , Access to Education Team, Brighton & Hove City Council Tel. 01273 293480 or The Coram Children's Legal Centre 08088 020 008 <http://www.childrenslegalcentre.com>

Yours sincerely

Headteacher

Further information and publications

Brighton & Hove City Council publishes a leaflet for parents and carers about the exclusions process. If you would like a copy, please contact the Exclusions Co-ordinator on (01273) 293480.

Government Guidance on Exclusion from Schools and Pupil Referral Units (Sept 2008) is available from the Department for Education on 0845 60 2222 60 or from their website:

- www.education.gov.uk

For general independent advice about the exclusions process and other school related matters contact:

Coram's Legal Centre

At www.childrenslegalcentre.com

Telephone 08088 020 088