

Exclusion Checklist:

	Action	Date Completed	By Whom
1	Incident resulting in potential permanent exclusion occurred		
2	Incident fully investigated with statements gathered from staff and pupils involved		
3	Incident reported to the Principal/Head Teacher for their decision/ recommendation		
4	The Principal/Head Teacher has given due regard to any SEND/Heritage needs of the pupil		
5	Principal/Head Teacher decides to exclude: "A 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 in the school."ⁱ		
6	Parent notified of exclusion and reason for it immediately by telephone and followed with a letter within 1 working day (see below)		
7	Headteacher to notify Chair of Governors of the exclusion		
8	Headteacher to notify Local Authority of the permanent exclusion (completing Permanent Exclusion Form within six days so that the LA can arrange suitable full-time education no later than the sixth school day of the exclusion)		
9	Letter to parent/carer informing them of: • the reason(s) for the exclusion; • the period of a fixed-period suspension or, for a permanent exclusion, the fact that it is permanent; • parents' right to make representations about the exclusion to the governing board (in line with the requirements set out in paragraphs 95 to 105) and how the pupil may be involved in this; • how any representations should be made; and • where there is a legal requirement for the governing board to consider the exclusion, that parents have a right to attend a meeting, to be represented at that meeting (at their own expense) and to bring a friend."ⁱⁱ		
10	Convene Governors' Discipline Committee/Panel within 15 school days of the exclusion, liaising with three Governors, the parent and the Discipline Committee/Panel Clerk		
11	Letter inviting the parent/carer to the hearing		

12	Pack containing the following documents prepared and sent to parent/carers and Governors: • letter inviting the parents to the hearing (including a link to the DfE Suspension and Permanent Exclusion Guidance) • letter informing parents of the permanent exclusion • headteacher's/principal's report • anonymised witness statements (if relevant) • an order of hearing • academy/school's behaviour policy The Headteacher/Principal to ensure that the pages of the pack are numbered consecutively.		
13	Governors Discipline Committee/Panel takes place as per procedure		
14	Parent notified of outcome in writing within one day (or as soon as possible thereafter), including the following: • the reasons for its decision in sufficient detail to enable all parties to understand why the decision was made; • relevant sources of free and impartial information that will allow them to make an informed decision on whether and, if so, how to seek a review of the decision (including the information set out in paragraph 75 of the guidance); • details of where the parents' application for an IRP should be sent; • the statutory guidance provided to SEN experts in paragraphs 230 to 233ⁱⁱⁱ		
15	After 15 school days of the decision letter being received by the parents (and only if a request for review has not been received) the pupil can be removed from the school's roll ^{iv}		

ⁱ DfE Suspension and Permanent Exclusion from maintained schools, academies and pupil referral units in England, including pupil movement Sept 2022 (Page 13 P11)

ⁱⁱ DfE Suspension and Permanent Exclusion from maintained schools, academies and pupil referral units in England, including pupil movement Sept 2022 (Page 26 P63)

ⁱⁱⁱ DfE Suspension and Permanent Exclusion from maintained schools, academies and pupil referral units in England, including pupil movement Sept 2022 (Page 45 P135-138)

^{iv} DfE Suspension and Permanent Exclusion from maintained schools, academies and pupil referral units in England, including pupil movement Sept 2022 (Page 46 P139)