



Exclusions Policy

Date Written:	September 2020
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Adopted by the Board of Trustees:	December 2020
Date of Review:	September 2022

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1. Aims

Our school aims to ensure that:

- The exclusions process is applied fairly, lawfully, reasonably and consistently;
- The exclusions process is understood by the academy trust, governors, staff, parents and pupils;
- Pupils in school are safe and happy;
- Pupils do not become NEET (not in education, employment or training).

2. Legislation and Statutory Guidance

This policy should be read in conjunction with, and not in place of, the September 2017 statutory guidance from the Department for Education: Exclusion from maintained schools, academies and pupil referral units in England.

It is based on the following legislation, which outlines schools' powers to exclude pupils:

- Section 51A of the Education Act 2002, as amended by the Education Act 2011;
- The School Discipline (Pupil Exclusions and Reviews) (England) Regulations 2012;
- The Education and Inspections Act 2006;
- Section 579 of the Education Act 1996, which defines 'school day';
- The Education (Provision of Full-Time Education for Excluded Pupils) (England) Regulations 2007, as amended by The Education (Provision of Full-Time Education for Excluded Pupils) (England) (Amendment) Regulations 2014.

This policy complies with our funding agreement and articles of association.

3. The Decision to Exclude

A pupil may be excluded for one or more fixed periods (up to a maximum of 45 school days in a single academic year) or permanently. A fixed period exclusion could be for a whole day(s) or for parts of the school day. Lunch time exclusions count as half a school day. An exclusion must be on disciplinary grounds and the behaviour of a pupil inside or outside of school can be considered grounds for an exclusion.

Headteachers ensure that exclusions are rational, lawful, reasonable, fair and proportionate. Informal or unofficial exclusions are **always** unlawful (e.g. 'cool off' time at home). When administering the exclusion process, regard is given to the SEN Code of Practice and the Headteacher ensures pupils with protected characteristics (sex, race, disability, religion or belief, sexual orientation, pregnancy/maternity, gender reassignment) are not discriminated against, harassed or victimised.

Only the Headteacher can exclude a pupil from school. A permanent exclusion will be taken as a last resort. A decision to exclude a pupil will be taken only:

- In response to serious or persistent breaches of the school's behaviour policy, and
- If allowing the pupil to remain in school would seriously harm the education or welfare of the pupil or others in the school.

Before deciding whether to exclude a pupil, either permanently or for a fixed period, the Headteacher will:

- Consider all the relevant facts and evidence, including whether the incident(s) leading to the exclusion were provoked;
- Allow the pupil to give their version of events;
- Consider if the pupil has special educational needs (SEN).

Early intervention to address the underlying causes of disruptive behaviour is paramount. The Headteacher will ensure that a multi-agency assessment is carried out and that appropriate provision is in place to support any SEN or disability that a child may have. The Headteacher avoids, as far as possible, excluding children with an EHC Plan or children looked after by engaging proactively with their parents or carers and considering what additional support or placement is required. An early or interim review of an EHC Plan may be appropriate.

The Headteacher will consider providing extra support to identify and address the needs of pupils who are eligible for free school meals, are looked after or belong to an ethnic group with a high rate of exclusion (e.g. Caribbean, Gypsy/Roma, Travellers of Irish Heritage).

The Headteacher will uphold their legal duty of care when sending a pupil home following an exclusion.

To avoid a permanent exclusion, the Headteacher may arrange a 'managed move'. They must gain consent from all parties, including the parents and Galileo Academy Trust. The

threat of exclusion must not be used to influence parents' decisions regarding a managed move.

4. Definition of School Day

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

5. Roles and Responsibilities

5.1 The Headteacher

Informing Parents

The Headteacher will, without delay, notify the parents of an excluded pupil of the period of exclusion and the reason(s) for it. This should initially be in person or over the telephone and should include the information detailed in the correct letter in Appendix 1. Also, the Headteacher will immediately send [Model Letter 1, 2, 3 or 4](#) to the parents of an excluded pupil. This can be delivered directly to the parent(s), be left at their usual or last known home address, be posted to their last known or home address or be sent electronically if the school has permission to do so.

If alternative provision is being arranged, the following information will be included in [Model Letter 1, 2, 3 or 4](#) when notifying parents of an exclusion if it can reasonably be found out within the time scale:

- The start date for any provision of full-time education that has been arranged;
- The start and finish times of any such provision, including the times for morning and afternoon sessions, where relevant;
- The address at which the provision will take place;
- Any information required by the pupil to identify the person they should report to on the first day.

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

Informing the Trust, Local Governing Committee and Local Authority

The Headteacher will, without delay, notify the Trust, the Local Governing Committee and the LA of:

- A permanent exclusion;
- Any exclusion which would result in the pupil being excluded for a total of more than five school days;
- Any exclusion which would result in the pupil missing a national curriculum test.

The Headteacher also notifies the Trust, Local Governing Committee and the LA once a term of any other exclusions, including the reasons for the exclusions and the duration. The pupil's home authority must be notified if it is different to the school's LA when a pupil is permanently excluded.

5.2 The Local Governing Committee

Responsibilities regarding exclusions is delegated to the school's Local Governing Committee (LGC). The LGC has a duty to consider the reinstatement of an excluded pupil (see section 6).

5.3 The LA

For permanent exclusions, the LA is responsible for arranging suitable full-time education to begin no later than the sixth day of the exclusion.

6. Considering the Reinstatement of a Pupil

The school's LGC will legally consider the reinstatement of an excluded pupil within 15 school days of receiving notice of the exclusion if:

- The exclusion is permanent;
- It is a fixed-period exclusion which would bring the pupil's total number of school days of exclusion to more than 15 in a term;
- It would result in a pupil missing a national curriculum test.

If requested to do so by parents, the LGC will consider the reinstatement of an excluded pupil within 50 school days of receiving notice of the exclusion if the pupil would be excluded from school for more than 5 school days, but less than 15, in a term.

Where an exclusion would result in a pupil missing a national curriculum test, the school's LGC will consider, so far as is reasonably acceptable, the reinstatement of the pupil before the date of the test. If this is not practicable, the exclusion will be considered by a smaller sub-committee. In such cases, parents are told they still have a right to make representations to the LGC. The LGC can exercise its discretion and allow an excluded pupil onto the school premises for the sole purpose of taking a test.

Where a fixed term exclusion does not bring the number of days of exclusion to more than 5 in a term, the LGC can consider representations made by parents, but it does not have to meet with parents and cannot reinstate the pupil.

In preparing for a consideration of exclusion hearing, the LGC will:

- Not discuss the exclusion with any other party;
- Ask for written evidence in advance of the meeting (including witness statements and other relevant information held by the school);

- Circulate any written evidence and information, including a list of those who will be present, to all parties at least five school days in advance of the meeting;
- Allow parents and pupils to be accompanied by a friend or representative;
- Make reasonable adjustments as appropriate for people attending the meeting;
- Take steps to enable the excluded pupil to attend the meeting, considering their age and understanding. Alternatively, the LGC should consider how the excluded pupil can feed in his/her views by other means.

Parents and the Headteacher will be invited to the meeting, which will be arranged for a time that is convenient for all parties, and will be allowed to make representations. A Clerk to the LGC will be in attendance at the meeting. The Local Governing Committee will ask all parties to leave, except the Clerk, before making a decision.

The LGC can either:

- Decline to reinstate the pupil, or;
- Direct the reinstatement of the pupil immediately, or on a particular date.

The LGC will consider whether the exclusion was lawful, reasonable and procedurally fair and whether the Headteacher followed their legal duties. They will decide whether or not a fact is true 'on the balance of probabilities' (which differs from the criminal standard of 'beyond reasonable doubt') as well as any evidence that was presented in relation to the decision to exclude. Minutes will be taken of the meeting and provided to all parties on request. The outcome will be recorded on the pupil's educational record. Where reinstatement would make no practical difference, the LGC must still consider whether the pupil should be officially reinstated.

The LGC will notify, in writing, the Headteacher, parents, the school's LA, the Trust and the pupil's home authority (if the pupil resides in a different LA to the school) of its decision, along with the reasons for its decision, without delay, if they legally had to consider the reinstatement of a pupil.

Where a pupil is excluded permanently and the Local Governing Committee decline to reinstate the pupil, [Model Letter 5](#) will be sent from the Clerk to the LGC to the parent of the excluded pupil. The letter can be delivered directly to the parents, delivered to their last known address or posted first class to their last known address.

7. An Independent Review

If applied for by parents, the Local Authority will arrange for an independent panel to review the decision of the LGC not to reinstate a permanently excluded pupil. Applications for an independent review must be made within 15 school days of notice being given to the parents by the LGC of its decision to not reinstate a pupil or within 15 school days of the final determination of a discrimination claim under the Equality Act 2010. The Local Authority will ensure that the Independent Review is carried out in compliance with the Department for Education's document: Exclusion from maintained schools, academies and pupil referral units in England (September 2017).

8. Police Involvement

If a police investigation is underway, the Headteacher will not delay making a decision on an exclusion and will make a decision using the evidence available to them at the time. In the same way, the LGC cannot postpone a meeting and must decide to reinstate the pupil or not based on the evidence available.

An Independent Review Panel, when considering adjournment, must consider:

- Whether any charge has been brought against the pupil and, if so, what the charge is;
- Whether relevant witnesses and documents are available;
- The likely length of delay if the hearing were adjourned and the effect it may have on the excluded pupil, the parents, any victim or the school; and
- Whether an adjournment or declining to adjourn might result in injustice.

If adjourned, the Clerk will monitor the progress of the police investigation and reconvene the panel at the earliest opportunity.

9. School Registers

The Local Governing Committee will ensure that the name of a permanently excluded pupil is removed from the school admissions register if:

- 15 school days have passed since the parents were notified of the LGC's decision to not reinstate the pupil and no application has been made for an Independent Review Panel, or;
- The parents have stated in writing that they will not be applying for an Independent Review Panel.

Where an application for an independent review has been made within 15 school days, the LGC will wait until that review has concluded and any reconsideration has been completed before removing a pupil's name from the register. Where a pupil's name is to be deleted from the school admissions register, the school must make a return to the LA as soon as the grounds for deletion are met.

Whilst an excluded pupil's name remains on the school's admissions register, the pupil is marked in using the relevant code. Where alternative provision has been made for an excluded pupil and they attend it, Code B or Code D will be used on the attendance register. Where excluded pupils are not attending alternative provision, they are marked absent and code E is used.

10. Returning from a Fixed-Term Exclusion

Following a fixed-term exclusion, a re-integration meeting will be held involving the pupil, parents, a member of senior staff and other staff, where appropriate. The following measures may be implemented when a pupil returns from a fixed-term exclusion:

- Agreeing a behaviour contract;
- Putting the child on a Home School Book that is to be signed by a member of the SLT daily;
- Weekly meetings with parents of the child excluded;
- Allocating a key person to the child for child-initiated discussions when needed;
- Personalised reward system that is visual.

11. Parental Understanding of the Exclusions Process

Throughout the exclusions process, as detailed in this policy, all relevant parties will take all reasonable steps to ensure that, where the parents' first language is not English or parents find reading challenging, parents understand the details of their child's exclusion and their right to make representations to the LGC and apply for Independent Panel Review (if applicable).

12. (COVID19) School Exclusion Process during the Coronavirus(COVID19) Outbreak

The statutory guidance describes the temporary changes made to the school exclusion process between 25th September 2020 and 24th March 2021.

- www.uk/government/publications/school-exclusion/changes-to-the-school-exclusion-process

13. Links with Other Policies

This exclusions policy is linked to our:

- Behaviour Policy;
- SEN Policy and Information Report;
- Equality Objectives and Statement.

Appendix 1 – Sample Model Letters

Model Letter 1 - From the Headteacher notifying a parent of a fixed-period exclusion of less than 6 days, and where a public examination is not missed

Dear **[Parent's Name]**,

I am writing to inform you of my decision to exclude **[child's name]** for a fixed period of **[period of exclusion]**. This means that **[child's name]** will not be allowed in school for this period.

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(s) for exclusion]**.

You have a duty to ensure that your child is not present in a public place during school hours during this exclusion (i.e. **[dates]**) unless there is a 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.

You have the right to make representations to the Local Governing Committee of the school. If you wish to make representations, please contact **[name of contact]** on/at **[contact details – address, phone number, email]**, as soon as possible.

The school will continue to set work for **[name of child]** during the period of **his/her** exclusion **[Please insert what arrangements are in place for this]**. Please ensure that any work set by the school is completed and returned to us for marking.

You may want to contact **[name]** at Redcar & Cleveland Local Authority **on/at [contact details – address, phone number, email]**, who can provide advice. You may also find it useful to contact The Coram Children's Legal Centre on 0808 802 0008 or www.childrenslegalcentre.com. They can offer free legal advice on English Law and policy affecting children and families.

[Name of child]'s exclusion expires on **[date]** and we expect **[name of child]** to be back in school on **[date]** at **[time]**, when I would also like to meet with you to discuss **[name of child]**'s reintegration and the support available to ensure a successful return.

Yours sincerely

Headteacher

Model Letter 2 – From the Headteacher notifying a parent of a fixed period exclusion of 6 to 15 days, or where cumulative exclusions in the same term fall within this range, or where a public examination is missed

Dear **[parent's name]**,

I am writing to inform you of my decision to exclude **[child's name]** for a fixed period of

[period of exclusion]. This means that **[child's name]** will not be allowed in school for this period.

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(s) for exclusion]**.

You have a duty to ensure that your child is not present in a public place during school hours during **[the first five days of]** this exclusion (i.e. **[dates]**) unless there is a 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.

You have the right to request a meeting of the Local Governing Committee at which you may make representations and the decision to exclude can be reviewed. As the length of the exclusion is more than 5 school days (or equivalent), the Local Governing Committee must meet if you request it to do so. The latest date the Local Governing Committee can meet is **[date here – no later than 50 school days from the date the LGC is notified]**. If you wish to make representations to the Local Governing Committee 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.

The school will continue to set work for **[name of child]** during the period of **his/her** exclusion **[Please insert what arrangements are in place for this]**. Please ensure that any work set by the school is completed and returned to us for marking.

You may want to contact **[name]** at Redcar and Cleveland Local Authority **on/at [contact details – address, phone number, email]**, who can provide advice. You may also find it useful to contact The Coram Children's Legal Centre on 0808 802 0008 or www.childrenslegalcentre.com. They can offer free legal advice on English Law and policy affecting children and families.

[Name of child]'s exclusion expires on **[date]** and we expect **[name of child]** to be back in school on **[date]** at **[time]**, when I would also like to meet with you to discuss **[name of child]**'s reintegration and the support available to ensure a successful return.

Yours sincerely

Headteacher

Model Letter 3 – From the Headteacher notifying a parent of a fixed period exclusion of 16 days or more, or where cumulative exclusions in the same term are 16 days or more

Dear **[parent's name]**,

I am writing to inform you of my decision to exclude **[child's name]** for a fixed period of

[period of exclusion]. This means that **[child's name]** will not be allowed in school for this period.

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(s) for exclusion]**.

You have a duty to ensure that your child is not present in a public place during school hours during **[the first five days of]** this exclusion (i.e. **[dates]**) unless there is a 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.

As the length of the exclusion is more than 15 school days (or equivalent), the Local Governing Committee must automatically meet to consider the exclusion. At the review meeting, you may make representations if you wish to do so. The latest date the Local Governing Committee can meet is **[date here – no later than 15 school days from the date the LGC is notified]**. If you wish to make representations to the Local Governing Committee and wish to be accompanied by a friend or representative (at your own expense), please contact **[name of contact] on/at [contact details – address, phone number, email]** as soon as possible. You will, whether you choose to make representations or not, be notified by the Clerk to the Local Governing Committee of the time, date and location of the meeting.

The school will continue to set work for **[name of child]** during the period of **his/her** exclusion **[Please insert what arrangements are in place for this]**. Please ensure that any work set by the school is completed and returned to us for marking.

You may want to contact **[name]** at Redcar and Cleveland Local Authority **on/at [contact details – address, phone number, email]**, who can provide advice. You may also find it useful to contact The Coram Children's Legal Centre on 0808 802 0008 or www.childrenslegalcentre.com. They can offer free legal advice on English Law and policy affecting children and families.

[Name of child]'s exclusion expires on **[date]** and we expect **[name of child]** to be back in school on **[date]** at **[time]**, when I would also like to meet with you to discuss **[name of child]**'s reintegration and the support available to ensure a successful return.

Yours sincerely
Headteacher

Model Letter 4 – From the Headteacher notifying a parent of a permanent exclusion

Dear **[parent's name]**,

I regret to inform you of my decision to exclude **[child's name]** permanently from **[date]**. This means that **[child's name]** will not be allowed back to this school pending a meeting of the Local Governing Committee of the school.

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(s) for exclusion – also include any other relevant previous history here]**.

You have a duty to ensure that your child is not present in a public place during school hours during the first five days of this exclusion (i.e. **[dates]**) unless there is a 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 **[name of child]**'s education will continue to be made. For the first five school days of the exclusion, we will set work and would ask you to ensure this work is completed and returned promptly to school for marking. From the 6th day of the exclusion onwards (i.e. from **[date]**) the local authority will provide suitable full-time education.

As this is a permanent exclusion, the Local Governing Committee must meet to consider it. At this meeting, you may make representations to the Local Governing Committee if you wish to do so; **[name of child]** can also attend if wished, and you may ask the governors to reinstate your child in school. The Local Governing Committee have the power to uphold the exclusion, in which case you may make an application against their decision to an Independent Review Panel.

The latest date by which the Local Governing Committee must meet is **[date here – no later than 15 school days from the date the LGC is notified]**. If you wish to make representations to the Local Governing Committee and wish to be accompanied by a friend or representative (at your own expense), then please contact the Clerk to the Local Governing Committee as soon as possible on **[name of contact] on/at [contact details – address, phone number, email]**. You will, whether you choose to make representations or not, be notified by the Clerk to the Local Governing Committee of the time, date and location of the meeting.

You also have the right to see 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.

You may wish to:

- look at the statutory guidance on exclusions:
https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/630073/Exclusion_from_maintained_schools_academies_and_pupil_referral_units_guidance.pdf

- contact the Coram Children’s Legal Centre: www.childrenslegalcentre.com 08088 020 008 who can offer free legal advice on English Law and policy affecting children and families.
- **[where considered relevant by the Headteacher, links to local services, such as Traveller Education Services or the local parent partnership (www.parentpartnership.org.uk).**]

I am sending a copy of this letter to Galileo Academy Trust, the Chair of the Local Governing Committee and the Local Authority.

Yours sincerely

Headteacher

Model Letter 5 – From the Clerk to the LGC to the parent of a permanently excluded pupil upholding a permanent exclusion

Dear **[Parent’s name]**,

The meeting of the Local Governing Committee Exclusion Hearing at [school name] on [date] considered the decision by the Headteacher to permanently exclude your [son/daughter] [name of pupil]. The Local Governing Committee, after carefully considering the representations made and all the available evidence, have decided to uphold [name of pupil]'s exclusion.

The reasons for the Local Governing Committee's decision are as follows:

- the procedure for the permanent exclusion was carried out properly;
- there was an accumulation of incidents and/or there was an individual incident serious enough to result in permanent exclusion [more detail on specifics if possible];
- based on evidence from the Headteacher, the school had exhausted all the strategies and support that was available [more detail on the specifics if possible];
- [Name of child]'s behaviour conflicted with the school's Behaviour Policy [more detail on the specifics if possible];
- The Local Governing Committee was concerned that if your child remained at [name of school], there would be serious harm to his/her education, safety and/or well-being and to that of other pupils, and to the safety and/or well-being of members of staff [delete / amend this as applicable]

You have the right to appeal against this decision. If you wish to appeal, please notify [name of the clerk to the Independent Review Panel] of your wish to appeal. You must set out the reasons for your appeal in writing and send them, along with any written evidence, to [address] by no later than [specify the latest date – the 15th school day after the date of this letter]. If you have not lodged an appeal by [repeat latest date], your right to appeal will lapse.

You may, at your own expense, appoint someone to make written and/or oral representations to the panel and you may bring with you a friend to the review. Regardless of whether [name of pupil] has a recognised special educational need, you would have a right to require Galileo Academy Trust to appoint, at their own cost, an expert in special educational needs to attend the review to provide expert advice. You must make clear, in any request for such a review, if you wish for such a person to be appointed.

The Independent Review Panel will rehear all facts of the case. If you have fresh evidence to present to the panel, you may do so. The panel must meet no later than the 15th school day after the date on which your request for a review is received. In exceptional circumstances, panels may adjourn the hearing until a later date.

In determining the outcome of the review, the panel can make one of three decisions: they may uphold your child's exclusion; recommend that the Local Governing Committee reconsiders their decision; or quash the decision and direct that the Local Governing Committee considers the exclusion again.

If you have not submitted your request for an Independent Review by [date i.e. 15 school days from the date on which notice in writing of the Local Governing Committee's

decision was given to parents - notice is deemed to have been given on the same day if it is delivered directly, or on the second working day after posting if it is sent by first class mail], you will lose your right to do so. Please advise if you have a disability or special needs which would affect your ability to attend or participate in such a review. Also, please inform the Clerk to the Independent Appeal Panel if it would be helpful for you to have an interpreter present at the hearing.

If your child is receiving support for Special Educational Needs (SEN), is being formally assessed for an Education, Health and Care Plan or has a statement of SEN, you have access to the SEND Information, Advice and Support Service who may offer support throughout the exclusions process. They can be contacted on 01642 444527 or 0800 073 8800.

You may also find it useful to contact The Coram Children's Legal Centre on 0808 802 0008 or www.childrenslegalcentre.com. They can offer free legal advice on English Law and policy affecting children and families.

You may also wish to look at:

- the statutory guidance on exclusions: exclusion guidance
[https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/630073/Exclusion from maintained schools academies and pupil referral units guidance.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/630073/Exclusion_from_maintained_schools_academies_and_pupil_referral_units_guidance.pdf)
- guidance on making a claim of discrimination to the First-tier Tribunal
<http://www.justice.gov.uk/tribunals/send/appeals>.

In addition to the right to apply for an Independent Review Panel, if you believe that the exclusion has occurred because of discrimination then you may make a claim under the Equality Act 2010 to the First-tier Tribunal (Special Educational Needs and Disability), in the case of disability discrimination, or the County Court, in the case of other forms of discrimination. A claim of discrimination made under these routes should be lodged within 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 arrangements currently being made for **[name of pupil]**'s education will continue.

Yours sincerely

Clerk to the Local Governing Committee

Model Letter 6 – From the Clerk to the Independent Appeal Panel notifying the parent of the outcome of his or her appeal

Dear **[parent's name]**,

Following the hearing of your appeal by the Independent Appeal Panel constituted on **[date]** at **[location]** against the decision of the Local Governing Committee of **[name of school]** not to reinstate **[child's name]**, I am writing to advise you of the panel's decision.

After careful consideration of your representations, both oral and written, and those of the school **[and of others if applicable, for example any victim]**, and in the light of the available evidence, the panel has decided:

[Choose appropriate option from below]

(i) to uphold the exclusion **or**

(ii) to direct **[pupil's name]**'s reinstatement in **[name of school]** with effect from **[date and time]**. **[Pupil's name]** should report to **[name of school staff member]** at that time.

or

(iii) that it is not practical to direct **[pupil's name]**'s reinstatement **[here give reasons, for example, because this is an exceptional case where reinstatement would not be in the pupil's best interests or those of the whole school community]**. Otherwise, reinstatement would have been appropriate. Your child's school record will show that the permanent exclusion was overturned on appeal even though reinstatement was not directed.

[Give reasons in as much detail as possible for the Local Governing Committee's decision: the decision may be challenged by judicial review or be the subject of a complaint of maladministration by the appeal panel to the Local Government Ombudsman]

The panel's decision is binding on you, the Local Governing Committee of **[name of school]** and Redcar and Cleveland Local Authority.

For decisions (i) and (iii) above include: The alternative arrangements put in place for **[pupil's name]**'s full-time education will continue for the time being; but **[LA officer's name]** will be in touch with you to discuss future provision.

A copy of this letter will be added to **[pupil's name]**'s school record for future reference.

Yours sincerely