

Permanent Exclusion from Kirklees Schools

Notification Form

To be used from September 2020

Schools must submit the following information to the LA on the day the headteacher made the decision to permanently exclude:

* Section A1: Information about the child
* Section A2: Information about the Permanent Exclusion / Fixed Term Exclusions
* Section B: Attendance & Managed Moves
* Section C: Other professionals involved
* Section D: Curriculum & Support Planning
* Section E: Risk assessment

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| **Please submit this form to the LA without delay once the head teacher has made the decision to exclude, please include a copy of the exclusion letter when submitting this form.**How to submit the notification to the local authority (Kirklees):Link: [https://sst.kirklees.gov.uk/Login](https://sst.kirklees.gov.uk/Login%22%20%5Ct%20%22_blank)Select: Upload to a Service - ExclusionsSelect: Service - Exclusions**Please do not send this information by post** |

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| **For further information please contact:****Kirklees:** Tel: 01484-221919education.safeguardingservice@kirklees.gov.uk**Exclusions Officers:** Tel: 01924-478482allison.langdale@eat.uk.com or tracy.rider@eat.uk.com |

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| **UPDATES:******SCHOOL EXCLUSION RISKS AFTER COVID-19 REPORT****<http://www.education.ox.ac.uk/research/excluded-lives/>**Changes to the school exclusion process during the coronavirus (COVID-19)**<https://www.gov.uk/government/publications/school-exclusion/changes-to-the-school-exclusion-process-during-the-coronavirus-outbreak>Exclusion advice, guidance and support materials can be found in the link below:<https://www.eat.uk.com/our-services/permanent-exclusions/>**Exclusion Guidance 2017:**[Exclusion from maintained schools, academies and pupil referral units in England](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/641418/20170831_Exclusion_Stat_guidance_Web_version.pdf)**PLEASE NOTE NEW EXCLUSION CODES SHOULD BE USED FROM 1st AUGUST 2020** |
| **Section A: Information about the child** |

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| UPN | Click here to enter text. |
| First Name | Click here to enter text. |
| Surname | Click here to enter text. |
| SEN status  | **No SEN** **[ ]  SEN SUPPORT [ ]** **EHCP request submitted [ ]  EHCP decision to assess [ ]  EHCP [ ]**  |
| **Date of EHCP Final Plan (if applicable)****Date of last annual or early annual review.****Category of Need****If the pupil has a physical disability please provide basic details****Please indicate EHCP decision to assess date or date EHCP request was submitted (if applicable).** | Click here to enter a date.Click here to enter a date.Click here to enter text.Click here to enter text.Click here to enter a date. |
| **Is the pupil a Child in Care?****If ‘Yes’, please name the Local Authority and allocated Social Worker****Is the child Previously Looked after?** | **YES** **[ ]  NO [ ]** Click here to enter text.**YES** **[ ]  NO [ ]**  |
| **DFE Guidance**: **Please refer to 25 (P11) within the exclusion guidance when a child has an EHCP or is a LAC** |
| Gender | Click here to enter text. |
| Ethnicity | Click here to enter text. |
| Date of Birth | Click here to enter text. |
| Year Group | Click here to enter text. |
| If parents live at separate addresses **please give alternative contact address and telephone number** | Click here to enter text. |
| Family home language  | Click here to enter text. |
| Please give details of any other agencies involved with this pupil **please include contact details if possible** | Click here to enter text. |
| Parents’ or carers’ name and address & contact details. | Click here to enter text. |
| **DFE Guidance**: 44. For a permanent exclusion, if the pupil lives outside the local authority area in which the school is located, the head teacher must also notify the pupil’s ‘home authority’ of the exclusion and the reason(s) for it without delay. |
| If parents live at separate addresses **please give alternative contact address and telephone number** | Click here to enter text. |
| Family home language if different from above. | Click here to enter text. |

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| **Section A2: Information about the permanent exclusion** |
| School Name | Click here to enter text. |
| Previous schools attended (including primary) | Click here to enter text. |
| Reason for permanent exclusion | Choose an item. |
| Date form completed | Click here to enter a date. |
| Date of Head Teachers decision to permanently exclude | Click here to enter a date. |
| DATE DAY 6 REQUIRED  | Click here to enter a date. |
| Was the child on a fixed term exclusion prior to the permanent exclusion? | **YES** **[ ]  NO [ ]**  |
| **DFE Guidance**: 3. The law does not allow for extending a fixed-period exclusion or ‘converting’ a fixed-period exclusion into a permanent exclusion. In exceptional cases, usually where further evidence has come to light, a further fixed-period exclusion may be issued to begin immediately after the first period ends; or a permanent exclusion may be issued to begin immediately after the end of the fixed period.34. If a child is excluded for a further fixed-period following their original exclusion, or is subsequently permanently excluded, the head teacher must inform parents without delay and issue a new exclusion notice to parents. |
| If the reason for the permanent exclusion is a criminal offence, have the police been informed? | **YES** **[ ]  NO [ ]** [Exclusion from maintained schools, academies and pupil referral units in England](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/641418/20170831_Exclusion_Stat_guidance_Web_version.pdf) (Please refer to Section 12) |
| Is the pupil a Child in Care?If ‘Yes’, please name the Local Authority and allocated Social Worker | **YES** **[ ]  NO [ ]** Click here to enter text. |
| Note: Please provide details of any other agencies involved with this pupil in Section D**please include contact details if possible** |

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| **Fixed term exclusion records** (please indicate FTE history this academic year) |

DFE Guidance:

55. The governing board must consider the reinstatement of an excluded pupil within 15 school days of receiving notice of the exclusion if:

* 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;
* DFE Guidance: Disruptive behaviour can be an indication of unmet needs. Where a school has concerns about a pupil’s behaviour, it should try to identify whether there are any causal factors and intervene early in order to reduce the need for a subsequent exclusion. In this situation, schools should consider whether a multi-agency assessment that goes beyond the pupil’s educational needs is required. Schools should have a strategy for reintegrating a pupil who returns to school following a fixed-period exclusion and for managing their future behaviour.

**Please include the last two full terms FT exclusion data and the current term data**

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| **AUTUMN Term** | Number of days FTE exclusion (1 lunchtime = 0.5 days exclusion) |       |
| **SPRING Term**  | Number of days FTE exclusion (1 lunchtime = 0.5 days exclusion) |       |
| **SUMMER Term**  | Number of days FTE exclusion (1 lunchtime = 0.5 days exclusion) |       |

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| Reason for FTE (please include reasons for all FTE) | Click here to enter text. |

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| **Section B: Attendance & Managed Moves** |

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| Attendance % on the day of the exclusion | Click here to enter text. |

**Schools, including academies and free schools, should:** Inform the local authority of any part-time education arrangements, regardless of the type of school.

**Part-time timetables guidance from Kirklees:**

<https://www.eat.uk.com/wp-content/uploads/2019/06/reducedTimetableguidanceMay2019.pdf>

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| **Is the pupil in school full-time? (Y/N)** |       |
| If part time please outline their current education offer in terms of hours. *Please note the use of category ‘B’ should be used in line with DFE guidance (see below)* |  | **Mon** | **Tues** | **Wed** | **Thur** | **Fri** |
| AM |       |       |       |       |       |
| PM |       |       |       |       |       |

**School attendance: guidance for schools**

*Code B: Off-site educational activity*

*This code should be used when pupils are present at an off-site educational activity that has been approved by the school. Ultimately schools are responsible for the safeguarding and welfare of pupils educated off-site. Therefore by using code B, schools are certifying that the education is supervised and measures have been taken to safeguard pupils. This code should not be used for any unsupervised educational activity or where a pupil is at home doing school work. Schools should ensure that they have in place arrangements whereby the provider of the alternative activity notifies the school of any absences by individual pupils. The school should record the pupil’s absence using the relevant absence code.*

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| **Managed move information:** |

*DFE Guidance: 15. Maintained schools have the power to direct a pupil off-site for education to improve their behaviour. A pupil at any type of school can also transfer to another school as part of a ‘managed move’ where this occurs with the consent of the parties involved, including the parents and the admission authority of the school. However, the threat of exclusion must never be used to influence parents to remove their child from the school.*

**Schools involved in the Managed Move:** please state the reason for the failure of the MM

Click here to enter text.

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| **Schools** | **Dates** |
|       |       |
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<http://childlawadvice.org.uk/information-pages/managed-moves/>

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| **Section C: Other professionals involved** |

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| **AGENCY INVOLVEMENT** |
| Educational Psychologist [ ]  | Mental Health CAMHS/CHEWS [ ]  |
| Attendance and Pupil Support Service [ ]  | Health [ ]  |
| Family Support and Child Protection Services [ ]  | YOT [ ]  |
| Police [ ]  |  |
| **OTHER INFORMATION** |
| Is the child entitled to free school meals? | Yes [ ]  | No[ ]  |
| Does the child attract Pupil Premium Funding? | Yes [ ]  | No[ ]  |
| **OTHER ASSESSMENTS** |
| Single Assessment [ ]  | Section 17 Assessment (CIN) [ ]  | Child Protection Plan [ ]  |
| Are there Child Protection Records on this child? | Yes [ ]  | No [ ]  |

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| **Contact details of professionals currently involved:**      |

**Exclusions officers will work in partnership with schools to collate and share the current support plans around health and social care involvement. This will also be considered in the reintegration plan with school to ensure other professionals are fully informed and can provide additional support.**

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| **Section D: Curriculum & Support Planning Information**  |

It is important to assess what support the child needs to prepare them for their next stage of education. With this in mind schools are asked to share any current support documents and the child’s last school report.

**Following the outcome of the GDC one of the Exclusions Officers will meet with the school to collect any further information in order to collate a ‘Student/Child Profile’. Please indicate if any of the plans are currently in place.**

**Information may include:**

My Support Plan or similar **[ ]**

Y7 Transition Plan **[ ]**

Behaviour Modification plan/record/outcomes report **[ ]**

Risk Assessment **[ ]**

EHCP request (if applicable) **[ ]**

Other agency report (if applicable) **[ ]**

PATH **[ ]**

Details of any contributing factors around the child’s behaviour **[ ]**

Managed Move support plan (if applicable) **[ ]**

Last school report **[ ]**

Other **[ ]**

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| **Additional Resources or Support provided to the child (other than routinely available)** | **Yes** | **No**  | **Unknown** |
| Full time attendance of an additional member of staff | [ ]  | [ ]  | [ ]  |
| Special training for staff? | [ ]  | [ ]  | [ ]  |
| Special supervision during breaks, outside activities or particular subject areas? | [ ]  | [ ]  | [ ]  |
| Additional staffing ‘on hand’ | [ ]  | [ ]  | [ ]  |
| Support from Social Services or similar? | [ ]  | [ ]  | [ ]  |
| Support from mental health agencies? | [ ]  | [ ]  | [ ]  |
| Multi-agency support? | [ ]  | [ ]  | [ ]  |
| Other (please specify)Click here to enter text. | [ ]  | [ ]  | [ ]  |

**Note: Public examinations – in order to support the child, the Exclusions Officer will collate the records you hold on the child after the GDC. Please can you consider Section D and collate this information as soon as possible.**

GCSE’s being taken (if applicable) **please collate a summary of the examinations the child is entered for to include predicted grades and exam boards. This should be shared with the Exclusions Officer in the meeting after the GDC.**

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| **Section E: Risk Assessment / Health and Safety** |

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| **BEHAVIOUR** **Is there a risk of:** |  | **If yes what is the level of risk** |
|  | **Low** | **Medium** | **High** |
| **None** | **1** | **2** | **3** | **4** | **5** | **6** |
| Threats towards other students (including cyber bullying |  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| Harm or physical aggression towards other students |  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| Threats towards members of staff |  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| Harm or physical aggression towards staff |  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| Harm or physical aggressions towards members of the public |  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| Name calling or verbal abuse |  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| Racist abuse |  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| Refusal to follow instructions |  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| Vandalism |  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| Transport issues |  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |

In your professional opinion does this pupil present a significant risk?

If so, summarise your concerns referring to available evidence.

Click here to enter text.

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| **Vulnerabilities** |  | **If yes what is the level of risk** |
|  | **Low** | **Medium** | **High** |
| **None** | **1** | **2** | **3** | **4** | **5** | **6** |
| Absconding |  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| Being bullied including cyber bullying |  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| Radicalisation |  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| Risk taking behaviour |  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| Self-harm |  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| Sexual exploitation |  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| Substance misuse |  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| Other |  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |

**The Headteacher should ensure that all sections have been fully completed and checked before submitting to the LA.**

**Form completed by: Signature:** *Electronic*

Full Name: Click here to enter text.

Position within the school: Click here to enter text.

Date: Click here to enter a date.

A guide to timescales outlined by the DFE

