Dear Headteacher

**Re: IMPORTANT INFORMATION**

Thank you for informing us of your decision to **Permanently Exclude XXXXXX** with effect from **XXXXXX. Please can you immediately provide us with a copy of the letter for our records.**

***Please note that if the child is Looked After and/or has or is currently under assessment for an Education, Health and Care Plan (or Statement of Special Educational Needs) please notify the Local Authority’s Virtual School Headteacher and SEN Services.***

As this is a Permanent Exclusion the Local Authority has a duty to arrange provision from the 6th day. I am pleased to confirm that Local Authority has allocated **(NAME OF PRU/APFS)** as the 6th day education provider.

Please be advised that it remains headteacher’s responsibility to inform parents, in writing, of the arrangements that are going to be made from the 6th day and therefore you will need to contact the Provider immediately to confirm such arrangements and share the child’s file to ensure the successful continuation of the child’s education within this setting (you may wish to use the Learner Profile). You will also need to confirm that the parent has accepted the placement to ensure your attendance registers are accurate for the duration of the Exclusion Review Process.

Upon conclusion of the Exclusion Review Process schools are required to make a return to the Local Authority. Please can we therefore request that the ‘Action for Headteacher’s’ form is completed and returned securely via Edulink **FAO Claire Grocott, Exclusions and Hard to Place Team Administrator**

To further assist you with the Exclusion Review Process we have included a copy of the current Statutory Guidance ‘***Exclusion from maintained schools, Academies and pupil referral units in England 2012*’** and a statement on behalf of the Local Authority should you wish to use this as the Local Authority’s representation**.**

We hope you find this information useful; however, please do not hesitate to contact us if you require any further information.

Kind regards

The Exclusions and Hard to Place Team

## Action for Headteachers

Decision is made by a Headteacher to permanently exclude

1. Parents are informed by phone and a letter is sent to parents without delay. Notification to be made to the LA by sending a copy of the PX letter and phoning the Exclusions team to confirm receipt.
   1. Work to be sent home from school for the first 5 days
   2. Parents/carers to return work to school for marking
2. Learner Profile to be completed and returned to LA without delay (ii)
   1. LA will arrange 6th day provision
   2. Provider will contact parents/carers to arrange an induction
   3. School must confirm with 6th day provider arranged by LA that the pupil is on roll and attending for purpose of marking attendance register whilst exclusions process takes place
3. School Disciplinary Committee (SDC) to be held before 15th school day
   1. Documentation to be sent out by the school to all parties (parents/carers and SDC panel) at least 5 days before SDC is held (LA representation (i))
   2. Documentation only to be sent to LA upon request
   3. See Exclusions from Maintained schools, academies and pupil referral units in England (January 2015) for details of this process (4.2 The process for considering the reinstatement of an excluded pupil).
4. The governing body must notify parents, the headteacher and the local authority of its decision, and the reasons for it, in writing and without delay.
5. If upheld, parents/Carers have 15 days to be able to request an Independent Review
6. See Exclusions from Maintained schools, academies and pupil referral units in England (January 2015) for Headteacher's duty to delete a pupil from the admissions register following a permanent exclusion (iiii)

### Return to be made to the Local Authority

**Exclusions from maintained schools, academies and pupil referral units in England (January 2012)**

This return must be made as soon as the ground for deletion is met and no later than the deletion of the pupil’s name.

Pupil's full name:

Address:

Reason for deletion from register: Permanent Exclusion

Return made by:

|  |  |  |
| --- | --- | --- |
| Action | Information required | Outcome |
| A | Date that notification was made to LA |  |
|  | Date of PX |  |
|  | Reason for PX (iii) |  |
| B | Date that learner profile was returned to LA |  |
| C | Date of SDC |  |
|  | Outcome of SDC (Reinstated/Upheld) |  |
|  | If reinstated, date reinstated on: |  |
| D | Date notification received by parents of the outcome of SDC |  |
| E | IRP request deadline for parent |  |
|  | Has an IRP been requested? (Yes/No) |  |
|  | Outcome of IRP (Upheld/Recommend/Quash and Direct) |  |
| F | Date pupil off roll (details in letter (iiii) |  |

From (Name of School):