

## DIRECTORATE OF CHILDREN, YOUNG PEOPLE AND FAMILIES REPORT OF HEADTEACHER ON A PERMANENT EXCLUSION

**Data Protection Act 1998**

This information is collected in compliance with the above Act and may be shared with relevant colleagues within the City Council, including the Strategic Directorate of Children, Young People and Families. The information requested assists in enabling schools and the City Council to meet their statutory requirements in relation to notification and monitoring. (see revised DFE guidance Sept 2012).

TO ASSIST IN COMPLETING DOCUMENTATION FOR THE PERMANENT EXCLUSION, PLEASE USE THE CHECKLIST ON PAGE 7. IF YOU HAVE ANY QUERIES PLEASE DO NOT HESITATE TO CONTACT THE EXCLUSIONS TEAM ON: 0121 303 2685/ 6711 / 7893/ 464 2351.

SCHOOL .....

**SECTION A – PUPIL DETAILS**

A1	PUPIL DETAILS	Unique Pupil No. (UPN)
	Pupil's Name: .....	Male <input type="checkbox"/> Female <input type="checkbox"/>
	Date of Birth: ..... / ..... / .....	Year Group: .....
	Address: .....	Name of Parent/Carer: .....
	.....	Address (if different): .....
	DaytimeTel no. or Mobile: .....	DaytimeTel no.or Mobile: .....
	EveningTel no. or Mobile: .....	EveningTel no.or Mobile: .....

**A2 ADMISSION DETAILS**

Date of Admission (to current school): ..... / ..... / .....

Previous schools:

.....	From ..... / ..... / .....	To ..... / ..... / .....
.....	From ..... / ..... / .....	To ..... / ..... / .....
.....	From ..... / ..... / .....	To ..... / ..... / .....

**A3 CAF INFORMATION**

Has the CAF process been (please circle) : Considered                      Initiated                      completed                      by the school?

**A4. CHILD PROTECTION** Is the pupil on the Child Protection Register? YES                      NO

If yes or there are child protection issues, please give details:

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**A5. OTHER INFORMATION**

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Is the pupil entitled to Free School Meals (FSM)? YES NO (please circle)

Does this pupil come under the category of "Looked After Child"? (e.g Living with Foster Carers, resident at a Children's Home, on a Care Order, remanded in care or "accommodated e.g in care at parents' request.)

YES NO (please circle)

**A6 PUPIL'S ETHNIC ORIGIN**

This information is required in order to monitor the number of children from minority ethnic groups, as recommended by the Department for Education & Skills.

Please enter the code relating to the appropriate ethnic origin. (refer to attached list – page 8 )

CODE

**A7 EXCLUSION DETAILS**

Date of Permanent Exclusion: ..... / ..... / .....

Date of Notification by telephone to:-

- Exclusions Team ..... / ..... / .....
- Chair of Governors Discipline Committee ..... / ..... / .....
- Exclusion Report completed and sent ..... / ..... / .....
- Governors' Discipline Committee Meeting to consider the exclusion (within 15 school days) ..... / ..... / ..... Time:..... am / pm

**A8 REASON FOR PERMANENT EXCLUSION   CODE**

For data collection purposes, please choose one of the reasons as listed on page 9, which is the most appropriate reason for exclusion. Please record the code for this reason in the boxes above and tick the category on page 9 that most applies to the reason for exclusion.

If you wish to expand on the reason for exclusion, please do so here: .....  
.....  
.....  
.....

**Weapon Related Permanent Exclusions**

It has been agreed at School Forum and School/Police Panels that any weapon-related permanent exclusion should be reported to the police. This will assist agencies in accessing positive interventions. "Weapons" include:

- a) Those that are offensive per se, that is, those either made (e.g. knuckle-duster, dagger, gun) or adapted (e.g. broken bottle) for use for causing injury to the person; and
- b) Weapons not so made or adapted (e.g. kitchen knife, spanner, hammer) but intended by the person having it with them for causing injury to the person.

**SECTION B - PUPIL'S EDUCATIONAL PROFILE-** In order to identify the pupil's future educational needs please complete section B as fully as possible.

**B1 ATTENDANCE**

Last term's figures:  %

**B2 INCLUSION SUPPORT CODE OF PRACTICE (if appropriate)** (Please circle the appropriate Stage)

- a) Is pupil considered by school to have special educational needs? YES NO
- b) Is the school a Framework for Intervention School? YES NO
- c) Code of Practice / Framework Stage (Pupil Behaviour): N/A SA SA+ S/ASSESS STMT
- d) Code of Practice / Framework Stage (Pupil Learning): N/A SA SA+ S/ASSESS STMT
- e) Date Placed on SEN Register: ..... / ..... / .....
- f) Date Placed on Current Stage: ..... / ..... / .....
- g) Please attach a copy of the most recent IEP/IBP  (please tick when information is attached)
- h) Please give a brief outline of pupil's identified special educational needs: .....

(continued overleaf)

- i) How and when have these been identified: .....

- j) Has there been a request to the Inclusion Support Casework Section for formal assessment? YES NO  
if yes, - what was the outcome? .....

- k) Does the pupil have a completed statement? YES NO  
If known, please give the date the statement was complete: ..... / ..... / .....

- l) If you answered yes to the previous question, has there been a recent review of this statement? YES NO  
If yes, - what was the outcome? .....

**B3 SUBJECTS STUDIED**  
To be completed for **PRIMARY PUPILS- KS1 & KS2 (Years R – 6)**

SUBJECT	NC LEVEL	COMMENT
ENGLISH		
MATHS		
SCIENCE		

**OTHER AREAS OF STUDY / CLASS TEACHER COMMENT**  
.....

To be completed for **SECONDARY PUPILS KS3 (Years 7 - 9)**

SUBJECT	NC LEVEL	COMMENT
ENGLISH		
MATHS		
SCIENCE		
TECHNOLOGY		
HISTORY		
GEOGRAPHY		
RELIGIOUS STUDIES		
PHYSICAL EDUCATION		

To be completed for **SECONDARY PUPILS KS4 (Years 10 - 11)**

SUBJECT	EXAM BOARD	HAS COURSE WORK BEEN COMPLETED (at the point of exclusion)	ESTIMATED GRADE
1			
2			
3			
4			
5			
6			

To be completed for **SECONDARY PUPILS KS4**

Please give details of any other courses undertaken eg. Basic Skills, pre-vocational, College links etc:

.....

.....

.....

**B4 IN WHICH SUBJECTS AND / OR ACTIVITIES HAS THE PUPIL SHOWN A POSITIVE INTEREST OR ACHIEVEMENT? (It is appropriate to include a small sample of work)**

.....

.....

.....

**B5 PLEASE GIVE DETAILS OF A PUPIL'S POSITIVE PERSONAL QUALITIES AND ACHIEVEMENTS**

.....

.....  
.....  
**SECTION C - SPECIFIC DETAILS OF PUPIL'S BEHAVIOUR**

**C1 BRIEF DETAILS OF ANY RELEVANT PREVIOUS DIFFICULTIES INCLUDING PREVIOUS EXCLUSIONS. INCLUDE DATES AND ACTION TAKEN.** (It would be appreciated, if the school retains manuscript records, for these to be typed and attached. Also helpful are copies of relevant statements, copies of letters to parents, comments from any outside agencies involved)

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.....  
.....  
.....  
.....  
.....  
.....

**C2 WHAT MEANS OF IMPROVING THE PUPIL'S BEHAVIOUR AND LEARNING HAVE BEEN ATTEMPTED** (Please attach IEP/IBPs or information about any support programme put in place to try and prevent the exclusion).

.....  
.....  
.....  
.....  
.....

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**C3 PARENTAL INVOLVEMENT**

Have you previously contacted the parents about the pupil's behaviour?      YES                      NO

If not, why not? .....

If yes, please record the occasions during the last 12 months:

DATE	DETAILS

Has the parent (s) been offered any support from other agencies?      YES                      NO

Please give details: .....

.....  
.....  
.....  
.....  
.....  
.....

**C4. HAS SUPPORT FOR THE PUPIL INCLUDED THE INVOLVEMENT OF OTHER AGENCIES?**

**If so, please give details below:**

	<b>CONTACT PERSON</b>	<b>DATE OF INITIAL CONTACT</b>	<b>INVOLVEMENT</b>
Education Welfare Service			
City of Birmingham School (previously known as Behaviour Support Service)			
Education Psychology Service Birmingham			
CAMHS (Child and adolescent mental health service)			
In school mentoring/counselling			
Probation/juvenile justice			
Outside agencies			
GP/ Paediatrician			
Other			

**PLEASE RETURN THE FORM WITH ALL PAGES (1 – 9) COMPLETED.**

PAPER WORK SHOULD BE DISTRIBUTED NO LESS THAN **5 DAYS** PRIOR TO THE GOVERNORS' DISCIPLINE COMMITTEE MEETING. THEY SHOULD BE SENT TO THE FOLLOWING:

- All Governors attending Discipline Committee for this pupil
- Parent / Carer (pupil if over 18)
- Exclusions Team
- Any other agency contributing to the governors meeting at which the exclusion will be considered

**SIGNATURE OF HEAD TEACHER** ..... **DATE** ..... / ..... / .....

Further copies of this form can be obtained by contacting the Exclusions Team ☎ 0121 303 2685/6711/7893 or 464 2351

**PERMANENT EXCLUSION CHECKLIST**

You may find the checklists below helpful when compiling relevant attachments.

please tick boxes to indicate documentation included

ONE-OFF OFFENCE EXCLUSION	CUMULATIVE EXCLUSION
All relevant sections on the Head Teacher's Report <b>must</b> be completed <input type="checkbox"/>	All relevant sections on the Head Teacher's Report <b>must</b> be completed <input type="checkbox"/>
Attendance Sheet (current academic year) <input type="checkbox"/>	Attendance Sheet (current academic year) <input type="checkbox"/>
Permanent Exclusion Letter <input type="checkbox"/>	Permanent Exclusion Letter <input type="checkbox"/>
Fixed Period Exclusion Letters <input type="checkbox"/>	Fixed Period Exclusion Letters <u>plus</u> <input type="checkbox"/>
Evidence of "one off" incident including: Adult/pupils witness accounts <input type="checkbox"/>	evidence relating to them <input type="checkbox"/>
Excluded pupil's account <input type="checkbox"/>	Evidence of incidents <u>relating directly</u> to the <input type="checkbox"/>
If appropriate: Summarisation of incident <input type="checkbox"/>	reason for exclusion - include <input type="checkbox"/>
Photographic evidence <input type="checkbox"/>	Adult/pupils witness accounts <input type="checkbox"/>
Accident reports <input type="checkbox"/>	Excluded pupil's account <input type="checkbox"/>
Behaviour Log/chronology including : <input type="checkbox"/>	If appropriate: Summarisation of final incident <input type="checkbox"/>
1) Description of incidents of poor behaviour <input type="checkbox"/>	Photographic evidence <input type="checkbox"/>
2) Sanctions/Action taken and by whom <input type="checkbox"/>	Accident reports <input type="checkbox"/>
3) Support strategies <input type="checkbox"/>	Behaviour Log/chronology including : <input type="checkbox"/>
Examples of parental involvement <input type="checkbox"/>	1) Description of incidents of poor behaviour <input type="checkbox"/>
Letters, logged telephone calls, minuted meetings <input type="checkbox"/>	2) Sanctions/Action taken and by whom <input type="checkbox"/>
Most recent academic report <input type="checkbox"/>	3) Support strategies <input type="checkbox"/>
Additional evidence of strategies, eg: <input type="checkbox"/>	Examples of parental involvement: <input type="checkbox"/>
BSS consultation sheets/placement report <input type="checkbox"/>	Letters, logged telephone calls, minuted meetings <input type="checkbox"/>
Progress reports from outside agencies <input type="checkbox"/>	Most recent academic report <input type="checkbox"/>
Educ Psychologists report <input type="checkbox"/>	Additional evidence of strategies, eg: <input type="checkbox"/>
Social Care and Health <input type="checkbox"/>	BSS consultation sheets/placement reports <input type="checkbox"/>
CAMHS referral <input type="checkbox"/>	Progress reports from outside agencies <input type="checkbox"/>
YISP/YOTS intervention <input type="checkbox"/>	Educ Psychologists report <input type="checkbox"/>
Previous Governor warnings/minutes and <input type="checkbox"/>	Social Care and Health <input type="checkbox"/>
Behaviour Contracts <input type="checkbox"/>	CAMHS referral <input type="checkbox"/>
Mentoring progress reports <input type="checkbox"/>	YISP/YOTS intervention <input type="checkbox"/>
For pupils on the SEN COP- (include if available) <input type="checkbox"/>	Previous Governor warnings/minutes and <input type="checkbox"/>
Copy of latest IBP/EP& review <input type="checkbox"/>	Behaviour Contracts <input type="checkbox"/>
PSP documentation, <input type="checkbox"/>	Mentoring progress reports <input type="checkbox"/>
PPP and CRISP assessment <input type="checkbox"/>	Evidence of managed moves, alt provision <input type="checkbox"/>
CAF process <input type="checkbox"/>	For pupils on the SEN COP- (include if available) <input type="checkbox"/>
If the pupil is stated for SEN: <input type="checkbox"/>	Copy of latest IBP/EP& review <input type="checkbox"/>
A copy of the statement and latest review <input type="checkbox"/>	PSP documentation, <input type="checkbox"/>
In both cases, please do not hesitate to ring the Exclusions Team (0121 303 2685/7893/6711) if you have any queries about completing the attached form, or any aspect of the exclusion process. <input type="checkbox"/>	PPP and CRISP assessment <input type="checkbox"/>
	CAF process <input type="checkbox"/>
	If the pupil is stated for SEN: <input type="checkbox"/>
	A copy of the statement and latest review <input type="checkbox"/>

**NB: If the exclusion is subject to a police investigation and charges may result then please contact the Team who can advise you on parallel police procedures and the necessary**

**Codes for Ethnic Origin (code to be recorded under PUPIL DETAILS section, page 1)**

<b>CODE</b>	<b>ETHNICITY</b>	<b>CODE</b>	<b>ETHNICITY</b>	<b>CODE</b>	<b>ETHNICITY</b>
<b>WBRI</b>	White British	<b>MWAS</b>	Mixed/White Asian	<b>WIRT</b>	traveller of Irish heritage
<b>WIRI</b>	White Irish	<b>MWBC</b>	Mixed wh/black Caribbean	<b>WROM</b>	Roma/Roma Gypsy
<b>WOTW</b>	Other White	<b>ABAN</b>	Bangladeshi	<b>WALB</b>	Albanian
<b>BCRB</b>	Black African Caribbean	<b>AIND</b>	Indian	<b>WBOS</b>	Bosnian/Herzegovinian
<b>BAOF</b>	Other Black African	<b>AKAO</b>	Kashmiri Other	<b>WCRO</b>	Croatian
<b>BSOM</b>	Somali	<b>AKPA</b>	Kashmiri/Pakistan	<b>WWEU</b>	Wh western european
<b>BOTH</b>	Any other Black background	<b>AOPK</b>	Other Pakistani	<b>CHNE</b>	Chinese
<b>MWBA</b>	White/Black African	<b>AOTA</b>	Other Asian	<b>OAFG</b>	Afghanistan
<b>MABL</b>	Asian/Black	<b>ASLT</b>	Sri Lankan Tamil	<b>OARA</b>	Arabic
<b>MOTM</b>	Other mixed background	<b>OKOR</b>	Korean	<b>OKRD</b>	Kurdish
<b>REFU</b>	Refused	<b>OOEG</b>	Other ethnic group	<b>OYEM</b>	Yemeni
<b>NOBT</b>	No info obtained	<b>OVIE</b>	Vietnamese		

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Please tick the box for the description that is most relevant to the permanent exclusion reason:-

1 – **PP** Physical assault against a pupil

- Physical abuse to pupils
- Physical abuse with a weapon
- Racial abuse to pupils (physical)

2 – **PA** Physical assault against an adult

- Physical abuse to staff
- Physical abuse to others
- Racial abuse to staff (physical)
- Racial abuse to others (physical)
- Physical abuse to staff with a weapon

3 – **VP** Verbal abuse/threatening behaviour towards a pupil

- Verbal abuse to pupils
- Possession of a weapon
- Threatening behaviour

4 – **VA** Verbal abuse/ threatening behaviour towards an adult

- Verbal abuse to staff
- Verbal abuse to others
- Threatening behaviour

5 – **BU** Bullying

- Bullying physical
- Bullying verbal

6 – **RA** Racist abuse

- Racial abuse to pupils (verbal)
- Racial abuse to staff (verbal)
- Racial abuse to others (verbal)

7 – **SM** Sexual misconduct

- Sexually inappropriate behaviour to pupils
- Sexually inappropriate behaviour to staff
- Sexually inappropriate behaviour to others

8 – **DA** Drug and alcohol related

- Alcohol abuse
- Drug supplying
- Drug possession

9 – **DM** Damage

- Arson
- Vandalism

10 – **TH** Theft

- Theft
- Extortion

11 – **DB** Persistent disruptive behaviour

- Continued disruption – lessons
- Continued disruption – school/unstructured time
- Defiance

12 – **OT** Other

- Other reason (please provide further details on page 2)