

Notification of a Fixed Term Exclusion



This form should be used to notify the local authority of any fixed term exclusions which would result in the pupil being excluded for five school days or more (or more than ten lunchtimes) in a term.

Name of School _____

Pupil's Name: _____

Date of Birth: _____ Gender: Male Female

Year Group: _____ UPN: _____

Ethnicity: _____

Address: _____

Name of Parent/Carer: _____

Telephone Number: _____

Exclusion Detail

Date of exclusion: _____ Number of days: _____ Date of return: _____

Days excluded this term: _____ Total number of days (this academic year) _____

Reason for exclusion (please be specific and give as much detail as possible):

Reason code for exclusion (please refer to the list on the last page): _____

Duty to Arrange Education

For a fixed-period exclusion of more than five school days, the governing board must arrange suitable full-time education for any pupil of compulsory school age. This provision must begin no later than the sixth school day of the exclusion.

Where a child receives consecutive fixed-period exclusions, these are regarded as a cumulative period of exclusion for the purposes of this duty.

Please detail what arrangements have been made for the pupil below:

Pupil Information

Is the pupil Looked After? Yes No

Authority responsible: _____

Name of Social Worker: _____

Is the pupil subject to a Child Protection Plan? Yes No

Does the pupil have an Early Help Single Assessment? Yes No

Name of Lead Professional: _____

Other agencies involved (Please provide the name of the professional):

Social Care	Family Support Worker
_____	_____

Educational Psychologist	Youth Justice Service
_____	_____

CAMHS	Specialist Teaching Service
_____	_____

Police	ACE
_____	_____

Other agency (please specify): _____

Does this child have an open case under the MOU? Yes No

SEN / EHCP Information

Where a school has concerns about the behaviour, or risk of exclusion, of a child with additional needs, a pupil with an EHC plan or a looked after child, it should, in partnership with others (including the local authority as necessary), consider what additional support or alternative placement may be required. This should involve assessing the suitability of provision for a pupil's SEN. **Where a pupil has an EHC plan, schools should consider requesting an early annual review or interim/emergency review.**

The pupil (please tick as appropriate):

Has an EHCP/Statement

Is under statutory assessment

Receives school SEN support

What is the nature of the pupil's additional needs?:

IMPORTANT

Fixed term exclusions (more than five school days (or more than ten lunchtimes) in a term) must be reported to us immediately. All other exclusions should be recorded onto SIMS. If your school does not use SIMS you will need to report these to the Exclusions team, you will be sent an email to request this information once every term.

Please sign below to confirm that the above information is correct and that the decision to exclude has been taken by the Headteacher.

Signature of Headteacher _____

Date _____

Please email the completed form to: exclusions@warwickshire.gov.uk
For any procedural queries please contact Exclusions on 01926 738353.

**Exclusions
Education & Learning
Saltisford Office Park, Ansell Way, Warwick CV34 4UL**



This information is being collected to monitor the educational progress of the named pupil.

The information may also be shared with other agencies involved with the student's education or welfare and used to provide statistical data in anonymised form. If you have any queries regarding this please contact the exclusions team.

Exclusion Reason Codes

Code	Reason
BU	Bullying
DA	Drug and alcohol related
DB	Persistent disruptive behaviour
DM	Damage
OT	Other
PA	Physical assault against an adult
PP	Physical assault against a pupil
RA	Racist abuse
SM	Sexual misconduct
TH	Theft
VA	Verbal abuse/threatening behaviour against an adult
VP	Verbal abuse/threatening behaviour against a pupil