School issues or considers issuing a Permanent Exclusion

School advises parents/carers within 24 hours and provides letter of exclusion.

Notification sent to LA via 'Pupil Exclusion' mailbox

Inclusion Officer links with relevant Officers (EP/ BSS /EWS / EOTAS) to alert them to event and to gather chronology of involvement. **Lead officer identified.**

Inclusion Officer contacts Headteacher to gather initial information from school and arrange a meeting between HT and IO.

Headteacher meets with LA Officers (Inclusion Officer, Lead Officer and Senior Manager) to discuss details of exclusion and plan way forward within 2 school days

Permanent exclusion remains in place

Possible alternative solution identified based on existing interventions.

Lead Officer links with pupil and parents to explore next steps including relevant intervention for pupil. Review meeting scheduled with Headteacher as necessary and

School arranges a Governor Exclusion Panel to be convened between 6th and 15th school day following issue date. Inclusion Officer in attendance

LA to consider 10 day assessment period for pupil with intense intervention

Outcome of Exclusion Panel:

Uphold Headteacher's decision – alternative placement sought.
Parents given 17 School Days to log an Appeal (This may include parental choice to make admission request to new school)

15 days for LA to find alternative placement or await outcome of appeal if logged. School to ensure work is still provided to pupil.

Inclusion Officer shares outcome with Lead Officer, who discusses/confirms intervention for pupil and agrees way forward with family Outcome of Exclusion Panel:

Headteacher's decision not upheld and child returns to school

Inclusion Officer shares info with Lead Officer who then links with school and pupil to agree appropriate intervention Alternatives discussed, as informed by Lead Officer, parent and pupil

- Return to current school and intervention plan agreed.
- Parent / child identify they would prefer a fresh start and make a transfer request.
- Intervention agreed.
- Managed Move forwarded to panel.
- Alternative Placement (based on history and evidence of intervention) – forwarded to

LA PEX Panel to agree alternative provision

PEX rescinded and no Governors involved unless FTE is greater than 15 days

Lead Officer links with existing or new provision and pupil to agree return / start date and intervention.

Lead Officer support pupil and parent until they return to school or new provision in place. Inclusion Officer has regular communication and updates with schools during this process.

NB: School responsible for updating Sims at all stages.