

Permanent Exclusion Processes

Day	School	Jade Gutteridge - administrator PRS	Claire George - Headteacher PRS
1	<ul style="list-style-type: none"> • Inform parent in writing of perm exc – with copy to JG • Complete perm exc reporting form and email to JG • Check possible Hearing dates with JG and Governor Discipline Comm • Set and send work home to pupil 	<ul style="list-style-type: none"> • Process information and set up file • Provide possible hearing dates • Set up family meeting or home visit • Send Day 6 form to relevant Unit 	Make contact with family and <ul style="list-style-type: none"> • Discuss process and range of outcomes, review evidence • Make initial assessment of pupil needs and identify alternatives to perm exc where appropriate • Gather pupil and parent/carer views • Contact school re Managed Move IF requested and appropriate
2	<ul style="list-style-type: none"> • Confirm hearing date with JG 	<ul style="list-style-type: none"> • Confirm Hearing date 	
3	<ul style="list-style-type: none"> • Ensure more work set and sent 		
4	<ul style="list-style-type: none"> • Start collating evidence file for Hearing 		
5			
6	<ul style="list-style-type: none"> • Send exclusion evidence file to parent/carer and CG 	<ul style="list-style-type: none"> • Collate additional information from school and Headteacher as it comes in 	Day 6 provision starts <ul style="list-style-type: none"> • Ongoing casework as required – MM to PRU where agreed as appropriate • Review of school evidence
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11	<ul style="list-style-type: none"> • Hold Governor Hearing • School notify CG/JG of outcome of Hearing 		<ul style="list-style-type: none"> • Attend Hearing and relay outcome to PRS / LA
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14			
15			
16	Governor Hearing must have been conducted.		Follow up casework as required – eg FAP / referral to relevant PRU