



Grasmere Academy

Learn • Flourish • Achieve

Attendance and Absence Policy

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Statement of intent

Grasmere Academy believes that in order to facilitate teaching and learning, good attendance is essential. Pupils cannot achieve their full potential if they do not regularly attend school.

We understand that barriers to attendance are complex, and that some pupils find it harder than others to attend school; therefore, we will continue to prioritise cultivating a safe and supportive environment at school, as well as strong and trusting relationships with pupils and parents.

We take a whole-school approach to securing good attendance, and recognise the impact that our efforts in other areas – such as the curriculum, behaviour standards, bullying, SEND support, pastoral support, and the effective use of resources such as pupil premium – can have on improving pupil attendance.

We are committed to:

- Promoting and modelling high attendance and its benefits.
- Ensuring equality and fairness for all.
- Ensuring this attendance policy is clear and easily understood by staff, pupils and parents.
- Intervening early and working with other agencies to ensure the health and safety of our pupils.
- Building strong relationships with families to overcome barriers to attendance.
- Working collaboratively with other schools in the area, as well as other agencies.
- Ensuring parents follow the framework set in section 7 of the Education Act 1996, which states that the parent of every child of compulsory school age shall cause them to receive efficient full-time education suitable to their age, ability and aptitude, and to any SEND they may have, either by regular attendance at school or otherwise.
- Ensuring our attendance policy is clear and easily understood by all staff, parents and pupils.
- Regularly monitoring and analysing attendance and absence data to identify pupils or cohorts that require more support.

The school's attendance officer is **Mrs Beverley**. Staff, parents and pupils will be expected to contact the attendance officer for queries or concerns about attendance.

1. Legal framework

This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

- Education Act 1996
- Equality Act 2010
- The Education (Pupil Registration) (England) Regulations 2006 (As amended)
- The Children (Performances and Activities) (England) Regulations 2014
- Children and Young Persons Act 1963
- DfE (2022) 'Working together to improve school attendance'
- DfE (2022) 'Keeping children safe in education 2022'
- DfE (2016) 'Children missing education'
- The Education (Penalty notices) (England)(Amendment) Regulations 2024

This policy operates in conjunction with the following school policies:

- Child Protection and Safeguarding Policy
- Complaints Procedures Policy
- Behaviour Policy
- SEND/Inclusion Policy

2. Roles and responsibilities

The governing board has overall responsibility for:

- Monitoring the implementation of this policy and all relevant procedures across the school.
- Promoting the importance of good attendance through the school's ethos and policies.
- Working with the SLT to set goals for attendance and providing support and challenge around delivery against those goals.
- Regularly reviewing attendance data.
- Sharing effective practice on attendance management and improvement across schools.
- Ensuring that this policy, as written, does not discriminate on any grounds, including, but not limited to, ethnicity/national origin, culture, religion, gender, disability or sexual orientation.

- Handling complaints regarding this policy as outlined in the school's Complaints Procedures Policy.
- Having regard to 'Keeping children safe in education' when making arrangements to safeguard and promote the welfare of children.
- Ensuring there is a Children Missing Education Policy in place and that this is regularly reviewed and updated.

The Headteacher is responsible for:

- The day-to-day implementation and management of this policy and all relevant procedures across the school.
- Ensuring all parents are aware of the school's attendance expectations and procedures.
- Ensuring that every pupil has access to full-time education and will act as early as possible to address patterns of absence.

Staff are responsible for:

- Following this policy and ensuring pupils do so too.
- Ensuring this policy is implemented fairly and consistently.
- Modeling good attendance behaviour.
- Using their professional judgment and knowledge of individual pupils to inform decisions as to whether any welfare concerns should be escalated.
- Where designated, taking the attendance register at the relevant times during the school day.

The attendance officer is responsible for:

- Monitoring attendance and the impact of interventions.
- Analysing attendance data and identifying areas of intervention and improvement.
- Communicating with pupils and parents with regard to attendance.
- Following up on incidents of persistent poor attendance.
- Informing the LA of any pupil being deleted from the admission and attendance registers.

Pupils are responsible for:

- Attending their lessons and any agreed activities when at school.

Parents are responsible for:

- Providing accurate and up-to-date contact details.
- Providing the school with more than one emergency contact number.
- Updating the school if their details change.
- The attendance of their children at school.
- Promoting good attendance with their children.

3. Definitions

The following definitions apply for the purposes of this policy:

Absence:

- Arrival at school after the register has closed
- Not attending school for any reason

Authorised absence:

- An absence for sickness for which the school has granted leave
- Medical or dental appointments which unavoidably fall during school time, for which the school has granted leave
- Religious or cultural observances for which the school has granted leave
- An absence due to a family emergency

Unauthorised absence:

- Parents keeping children off school unnecessarily or without reason
- Truancy before or during the school day
- Absences which have never been properly explained
- Arrival at school after the register has closed
- Absence due to shopping, looking after other children or birthdays
- Absence due to day trips and holidays in term-time which have not been agreed
- Leaving school for no reason during the day

Persistent absence (PA):

- Missing 10 percent or more of schooling across the year for any reason

Penalty notice thresholds

- If a child has 10 sessions of unauthorised absence within a 10 week period school reserves the right to issue a penalty notice fine. This can include a delayed return

from an absence, persistently late to school, unapproved family holidays and unauthorised absences.

4. Attendance expectations

The school has high expectations for pupils' attendance and punctuality, and ensures that these expectations are communicated regularly to parents and pupils.

Pupils will be expected to attend school punctually every day they are required to be at school, for the full day.

The school day starts at 8:40am / 8:45am, and pupils will be in their classroom, ready to begin lessons from this time; therefore, pupils will be expected to be on the school site in time for this.

Registers will be taken as follows throughout the school day:

- The morning register will be marked no later than **8.50am**. Pupils will receive a late mark if they are not in their classroom by this time. Pupils attending after this time will receive a mark to show that they were on site, but this will count as a late mark
- The morning register will close at **11:00am**. Pupils will receive a mark of absence if they do not attend school before this time
- The afternoon register will be marked by **1:15pm**. Pupils will receive a late mark if they are not in their classroom by this time
- The afternoon register will close at **1:20pm**. Pupils will receive a mark of absence if they are not present

Pupils will be encouraged to communicate any concerns related to attendance and absence as soon as possible to the relevant member of staff.

5. Absence procedures

Parents will be required to contact the school office via **telephone** on the first day of their child's absence – they will be expected to provide an explanation for the absence and an estimation of how long the absence will last, e.g. one school day.

Where a pupil is absent, and their parent has not contacted the school by the close of the morning register to report the absence, administrative staff will contact the parent by telephone call as soon as is practicable on the first day that they do not attend school.

The school will always follow up any absences in order to:

- Ascertain the reason for the absence.
- Ensure the proper safeguarding action is being taken.
- Identify whether the absence is authorised or not.

- Identify the correct code to use to enter the data onto the school census system.

[New] The school will not request medical evidence in most circumstances where a pupil is absent due to illness; however, the school reserves the right to request supporting evidence where there is genuine and reasonable doubt about the authenticity of the illness.

In the case of PA, arrangements will be made for parents to speak to the attendance officer. The school will inform the LA, of the details of pupils who fail to attend regularly, or who have missed 10 school days or more without authorisation.

If a pupil's attendance drops below **92%**, the attendance officer will be informed, and a formal meeting will be arranged with the pupil's parent.

6. Attendance register

The school uses **Arbor** to keep attendance registers to ensure they are as accurate as possible and can be easily analysed and shared with the appropriate authorities.

Designated staff members will take the attendance register **at the start of each school day** and **at the start of the afternoon session**. This register will record whether pupils are:

- Present.
- Absent.
- Attending an approved educational visit.
- Unable to attend due to exceptional circumstances.

The school will use the national attendance codes to ensure attendance and absence are monitored and recorded in a consistent way. The following codes will be used:

- / = Present in the morning
- \ = Present in the afternoon
- L = Late arrival before the register has closed
- C = Leave of absence granted by the school
- C1 = Leave of absence pupil participating in a regulated performance
- C2 = Leave of absence – Part-time timetable
- E = Excluded but no alternative provision made
- H = Authorised holiday
- I = Illness
- M = Medical or dental appointments
- R = Religious observance
- B = Off-site education activity

- K = Off-site educational activity approved by local authority
- G = Unauthorised holiday
- O = Unauthorised absence
- U = Arrived after registration closed
- N = Reason not yet provided
- X = Not required to be in school
- T = Gypsy, Roma and Traveller absence
- V = Educational visit or trip
- P = Participating in a supervised sporting activity
- D = Dual registered – at another educational establishment
- Y1 = Unable to attend due to lack of transport
- Y2 = Unable to attend due to widespread disruption to travel
- Y3 = Unable to attend due to part of the school premises being closed
- Y4 = Unable to attend due to the whole school being unexpectedly closed
- Y6 = Unable to attend in accordance with public health guidance or law
- Y7 = Unable to attend because of any other unavoidable cause
- Z = Pupil not on admission register

When the school has planned in advance to be fully or partially closed, the code ‘#’ will be used for the relevant pupils who are absent. This code will also be used to record year groups who are not due to attend because the school has set different term dates for different years, e.g. induction days.

Every entry received into the attendance register will be preserved for **three years**.

7. Authorising parental absence requests

Parents will be required to request certain types of absence in advance. All requests for absence will be handled by the Headteacher **or Deputy Headteacher** – the decision to grant or refuse the request will be at the sole discretion of the Headteacher, taking the best interests of the pupil and the impact on the pupil’s education into account. The Headteacher’s decision is not subject to appeal; however, the school will listen to requests for absence by parents.

Leave of absence

The school will only grant a pupil a leave of absence in exceptional circumstances. In order to have requests for a leave of absence considered, the school will expect parents to contact the Headteacher **in writing** at least two weeks prior to the proposed start date of the leave of

absence, providing the reason for the proposed absence and the dates during which the absence would be expected to occur.

Any requests for leave during term time will be considered on an individual basis and the pupil's previous attendance record will be taken into account. Where the absence is granted, the Headteacher will determine the length of time that the pupil can be away from school. The school will not grant leaves of absence for the purposes of family holidays.

If term-time leave is not granted, taking a pupil out of school will be recorded as an unauthorised absence and may result in sanctions, such as a penalty notice. The school cannot grant leaves of absence retrospectively; therefore, any absences that were not approved by the school in advance will be marked as unauthorised.

Illness and healthcare appointments

Parents will be expected to make medical or dental appointments outside of school hours wherever possible. Where this is not possible, parents will be expected to obtain approval for their child's absence to attend such appointments as far in advance as is practicable. Parents will be responsible for ensuring their child misses only the amount of time necessary to attend the appointment.

Performances and activities, including paid work

The school will ensure that all pupils engaging in performances or activities, whether they receive payment or not, which require them to be absent from school, understand that they will be required to obtain a licence from the LA which authorises the school's absence(s).

Additional arrangements will be made by the school for pupils engaging in performances or activities that require them to be absent from school to ensure they do not fall behind in their education – this may involve private teaching. These arrangements will be approved by the LA who will ensure that the arrangements are suitable for the pupil.

The pupil will receive education that, when taken together over the term of the licence, amounts to a minimum of three hours per day that the pupil would be required to attend a school maintained by the LA issuing the licence. This requirement will be met by ensuring a pupil receives an education:

- For not less than six hours a week; **and**
- During each complete period of four weeks (or if there is a period of less than four weeks, then during that period), for periods of time not less than three hours a day; **and**
- On days where the pupil would be required to attend school if they were attending a school maintained by the LA; **and**
- For not more than five hours on any such day.

Where a licence has been granted by the LA and it specifies dates of absence, no further authorisation will be needed from the school. Where an application does not specify dates, and it has been approved by the LA, it is at the discretion of the Headteacher to authorise the leave of absence for each day. The Headteacher will not authorise any absences which would

mean that a pupil's attendance would fall below **96 percent**. Where a licence has not been obtained, the Headteacher will not authorise any absence for a performance or activity.

Religious observance

Parents will be expected to request absence for religious observance at least **two weeks** advance.

The school will only accept requests from parents for absence on grounds of religious observance for days that are exclusively set apart for religious observance by the relevant religious body. The school will define this as a day where the pupil's parents would be expected by an established religious body to stay away from their employment to mark the occasion.

The school may seek advice from the religious body in question where there is doubt over the request.

Gypsy, Roma and Traveller absence

Where a pupil's parent belongs to a community covered by this code and is travelling for occupational purposes, the parent will be expected to request a leave of absence for their child at least **two weeks** in advance. Absences will not be granted for pupils from these communities under this code for reasons other than travel for occupational purposes.

8. SEND- and health-related absences

The school recognises that pupils with SEND and/or health conditions, including mental health issues, may face greater barriers to attendance than their peers, and will incorporate robust procedures to support pupils who find attending school difficult.

The school will ensure that reasonable adjustments are made for disabled pupils to reduce barriers to attendance, in line with any EHCP plans IHP's that have been implemented. The school will secure additional support from external partners to help bolster attendance where appropriate.

Where the school has concerns that a pupil's non-attendance may be related to mental health issues, parents will be contacted to discuss the issue and whether there are any contributory factors to their child's lack of attendance. Where staff have a mental health concern about a pupil that is also a safeguarding concern, they will inform the DSL and the Child Protection and Safeguarding Policy will be followed.

If a pupil is unable to attend school for long periods of time due to their health, the school will:

- Inform the LA if a pupil is likely to be away from the school for more than 15 school days.
- Provide the LA with information about the pupil's needs, capabilities and programme of work.
- Help the pupil reintegrate at school when they return.

- Make sure the pupil is kept informed about school events and clubs.
- Encourage the pupil to stay in contact with other pupils during their absence.

The school will incorporate an action plan to help any pupils with SEND and/or health issues cope with the stress and anxiety that attending school may cause them. Such plans will be regularly monitored and reviewed until the pupil is attending school as normal and there has been signs of significant improvement.

To support the attendance of pupils with SEND and/or health issues, the school will consider:

- Holding termly meetings to evaluate any implemented reasonable adjustments.
- Incorporating a pastoral support plan.
- Carrying out strengths and difficulties questionnaire.
- Using an internal or external specialist.
- Enabling a pupil to have a reduced timetable.
- Ensuring a pupil can have somewhere quiet to spend lunch and breaktimes.
- Implementing a system whereby pupils can request to leave a classroom if they feel they need time out.
- Temporary late starts or early finishes.
- Phased returns to school where there has been a long absence.
- Tailored support to meet their individual needs.

9. Leave during lunch times

Parents may be permitted to take their child away from the school premises during lunch times with permission from the Headteacher – it is at the Headteacher’s discretion as to whether a pupil will be allowed to leave the premises. However, pupils should be returned for the afternoon session.

Parents will submit a written request, outlining the reasons for their child to leave the premises during lunch time – this request will be submitted to the Headteacher. The Headteacher will consider the request and will invite the parent into the school for a discussion regarding any concerns, as well as the timely return of their child at the end of lunch time and their child’s behaviour when not on the school premises. The Headteacher reserves the right to grant or refuse a request and will inform the parent in writing of their decision.

Parents will be required to meet their child **at the school office** when taking them off the premises – the pupil will be signed out and back in using the lunch time register **at the school office**. A member of staff will be available **at the school office** before the pupil leaves the premises and upon their return to sign them back in. No pupil will leave the premises before the member of staff **at the school office** has given their permission.

The Headteacher reserves the right to withdraw their permission at any time – this may occur, for example, where there are attendance concerns. Any decision to withdraw permission will be in writing, explaining the reasons for the Headteacher’s decision. If permission is withdrawn, parents will not be entitled to appeal the decision. Parents will be able to withdraw their request at any time – the request will be submitted in writing to the Headteacher.

10. Truancy

Truancy will be considered as any absence of part, or all, of one or more days from school, during which the school has not been notified of the cause behind such absence.

All staff will be actively engaged in supporting the regular attendance of pupils, and understand the importance of continuity in each pupil’s learning.

Immediate action will be taken when there are any concerns that a pupil might be truanting. If truancy is suspected, the Headteacher is notified, and they will contact the parent in order to assess the reasons behind the pupil not attending school.

The following procedures will be taken in the event of a truancy:

- In the first instance, a letter of warning will be sent to the parents of the pupil, informing them of the truancy and stating that any future occurrences could result in further action being taken.
- If any further truancy occurs, then the school will consider issuing a penalty notice.
- A penalty notice will be issued where there is overt truancy, inappropriate parentally-condoned absence, excessive holidays in term-time and persistent late arrival at school.

The DSL will be involved where an instance of truancy may be linked to a safeguarding concern. Any safeguarding concerns will be dealt with in line with the Child Protection and Safeguarding Policy.

11. Missing children

Pupils will not be permitted to leave the school premises during the school day unless they have permission from the school. The following procedures will be taken in the event of a pupil going missing whilst at school:

- The member of staff who has noticed the missing pupil will inform the Headteacher or a member of the senior leadership team immediately.
- The office staff will also be informed as they will act as a point of contact for receiving information regarding the search.
- A member of staff will stay with the rest of the class, and all other available members of staff will conduct a thorough search of the school premises as directed by the Headteacher or senior leader.
- The following areas will be systematically searched:

- All classrooms
 - All toilets
 - All Corridors
 - The library
 - Any outbuildings
 - The school grounds
- Available staff will begin a search of the area immediately outside of the school premises, and will take a mobile phone with them so they can be contacted.
 - If the pupil has not been found after **10 minutes**, then the parents of the pupil will be notified.
 - The school will attempt to contact parents using the emergency contact numbers provided.
 - If the parents have had no contact from the pupil, and the emergency contacts list has been exhausted, the police will be contacted.
 - The missing pupil's teacher will detail the incident on CPOMs, describing all circumstances leading up to the pupil going missing.
 - If the missing pupil has an allocated social worker, is a looked-after child, or has any SEND, then the appropriate personnel will be informed.
 - When the pupil has been located, members of staff will care for and talk to the pupil to ensure they are safe and well.
 - Parents and any other agencies will be informed immediately when the pupil has been located.

The Headteacher will take the appropriate action to ensure that pupils understand they must not leave the premises, and sanctions will be issued if deemed necessary. Appropriate disciplinary procedures will be followed in accordance with the Behaviour Policy.

The Headteacher will carry out a full investigation and will draw a conclusion as to how the incident occurred. A written report will be produced, and policies and procedures will be reviewed in accordance with the outcome where necessary.

12. Attendance intervention

In order to ensure the school has effective procedures for managing absence, the attendance officer, supported by the SLT, will:

- Establish a range of evidence-based interventions to address barriers to attendance.
- Monitor the implementation and quality of escalation procedures and seek robust evidence of the escalation procedures that work.

- Attend or lead attendance reviews in line with escalation procedures.
- Establish robust escalation procedures which will be initiated before absence becomes a problem by:
 - Sending letters to parents.
 - Engaging with LA attendance teams.
 - Using fixed penalty notices.

The school will use attendance data, to develop specific strategies to improve attendance where patterns of absence are emerging. These strategies will be developed on a case-by-case basis, and will consider the particular needs of the pupils whom the intervention is designed to target.

13. Working with parents to improve attendance

The school will work to cultivate strong, respectful relationships with parents and families to ensure their trust and engagement. Open and honest communication will be maintained with pupils and their families about the expectations of school life, attendance and performance so that they understand what to expect and what is expected of them. The school will liaise with other agencies working with pupils and their families to support attendance, e.g. social services.

The school will ensure that there are **two** sets of emergency contact details for each pupil wherever possible to ensure the school has additional options for getting in touch with adults responsible for a pupil where the pupil is absent without notification or authorisation.

The school will ensure that parents are aware of their legal duty to ensure that their child attends school regularly and to facilitate their child's legal right to a full-time education – parents will be made aware that this means their child must attend school every day that it is open, save for in certain circumstances, e.g. sickness or absences that have been authorised by the Headteacher in advance. The school will regularly inform parents about their child's levels of attendance, absence and punctuality, and will ensure that parents are aware of the benefits that regular attendance at school can have for their child educationally, socially and developmentally.

If a pattern of absence becomes problematic, the attendance officer will work collaboratively with the pupil and their parents to improve attendance by addressing the specific barriers that prevent the pupil from being able to attend school regularly. The school will always take into consideration the sensitivity of some of the reasons for pupil absence and will approach families to offer support rather than immediately reach for punitive approaches.

Where these barriers are related to the pupil's experience in school, e.g. bullying, the attendance officer will work with the Headteacher and any relevant school staff, e.g. the DSL and SENCO, to address this. Where the barriers are outside of the school's control, e.g. they are related to issues within the pupil's family, the attendance officer will liaise with any relevant external agencies or authorities, e.g. children's social care or the LA, and will encourage parents to access support that they may need.

14. PA

There are various groups of pupils who may be vulnerable to high absence and PA, such as:

- Children in need
- LAC
- Young carers
- Pupils who are eligible for FSM
- Pupils with EAL
- Pupils with SEND
- Pupils who have faced bullying and/or discrimination

The school will use a number of methods to help support pupils at risk of PA to attend school. These include:

- Offering catch-up support to build confidence and bridge gaps.
- Meeting with pupils to discuss patterns of absence, barriers to attendance, and any other problems they may be having.
- Establishing plans to remove barriers and provide additional support.
- Leading check-ins to review progress and the impact of support.
- Making regular contact with families to discuss progress.
- Assessing whether an **EHCP** plan or IHP may be appropriate.
- Considering what support for re-engagement might be needed, including for vulnerable groups.

The school will focus particularly on pupils who have rates of absence over 50 percent, and will work with the LA and other partners to engage all relevant services needed to identify and address the wider barriers to attendance these pupils are facing.

Where a pupil at risk of PA is also at increased risk of harm, the school will work in conjunction with all relevant authorities, e.g. social services, to support the pupil in line with the school's duty of care. The school will also bear in mind that the continuation of severe PA following intervention may, in itself, constitute neglect, and will escalate any concerns in this regard in line with the Child Protection and Safeguarding Policy.

15. Legal intervention

The school will allow sufficient time for attendance interventions and engagement strategies to improve pupils' attendance; however, where engagement strategies to improve attendance have not had the desired effect after **one term**, the attendance officer will consider:

- Holding a formal meeting with parents and the school's point of contact in the LA School Attendance Support Team.
- Working with the LA to put a parenting contract or an education supervision order in place.
- Engaging children's social care where there are safeguarding concerns.

Where the above measures are not effective, the Headteacher will issue a fixed penalty notice or request a parenting order in line with the LA's code of conduct.

Where attendance still does not improve following a fixed penalty notice or parenting order, the school will work with the LA to take forward attendance prosecution as a last resort.

16. Monitoring and analysing absence

The attendance officer will monitor and analyse attendance data regularly to ensure that intervention is delivered quickly to address habitual absence at the first signs.

The school will collect data regarding punctuality, truancy, and authorised and unauthorised absence, for:

- The school cohort as a whole.
- Individual year groups.
- Individual pupils.
- Demographic groups, e.g. pupils from different ethnic groups or economic backgrounds.
- Other groups of pupils, e.g. pupils with SEND, LAC and pupils eligible for FSM.
- Pupils at risk of PA.

The attendance officer will conduct a thorough analysis of the above data on a **half-termly, termly and full-year** basis to identify patterns and trends. This will include identifying, for each group:

- Patterns in uses of certain codes.
- Particular days of poor attendance.
- Historic trends of attendance and absence.
- Barriers to attendance.

The attendance officer will provide regular reports to staff across the school to enable them to track the attendance of pupils and to implement attendance procedures. The attendance officer will also be responsible for monitoring how attendance data changes in response to any interventions implemented to increase attendance in future.

The governing board will regularly review attendance data, including examinations of recent and historic trends, and will support the SLT in setting goals and prioritising areas of focus for attendance support based on this data.

The school will also benchmark its attendance data against local-, regional- and national-level data to identify areas of success and areas for improvement, and will share practice which has been shown to be effective with other schools.

17. Children Missing in Education

When pupils leave and parents/carers have not given the school information on where the child is, then this needs to be considered under the 'Child Missing in Education' agenda. This means that the LA has a legal duty to carry out investigations, which will include liaising with Children's services, the Police and other agencies, to track and locate the child.

18. Monitoring and review

Attendance and punctuality will be monitored throughout the year. The school's attendance target is **96 percent**.

This policy will be reviewed **annually** by the Headteacher..

Any changes made to this policy will be communicated to all relevant stakeholders.

Attendance Monitoring Procedures

Grasmere Academy has adopted the following attendance monitoring procedures, to ensure that pupils' attendance meets the expected standard, and effective intervention is provided where pupils' attendance falls below the standard:

1. A system is set up so SLT and attendance officer can analyse weekly and annual attendance to date.
2. Any attendance/punctuality trends noticed by classroom teachers are passed immediately to the SLT.
3. Contact is made with parents on the first day of absence for any pupil absence not reported. 'N' codes are used to indicate that the pupil is absent for a reason not yet provided; these N codes are reported to the SLT and attendance officer daily.
4. Contact is made to the parents of any pupils marked using the N code. Any N codes not established after a week are recorded as an unauthorised absence.
5. If a pupil's attendance falls below 94 percent, a letter is sent home explaining the importance of good attendance and invite the parents into school to discuss help and support we can offer.
6. If a pupil's attendance falls below 94 percent a formal persistent absence letter will be sent to parents. They will be invited in for a meeting and the child's attendance will be monitored for four weeks.
7. If a pupil's attendance falls below 94 percent and there are no other agencies involved we will refer the family to the Education Partner Team for further support.
8. If a pupil's attendance falls below 94 percent the family will be referred to Bev Marrs at the attendance team for a notice to improve or a parenting order to be considered.

Statutory Guidance and Model Letters 2024

North Tyneside Exclusions Flowchart 2023

SEND Team
School Support Team
School/Parent/Democratic Services
Governors

Attendance and Placement Service
 Notification of an Exclusion must be sent to the above team using a Pupil Exclusion Form

School considers Permanent Exclusion

Inform Social Worker/DSL/Virtual School/Parents and Carers if applicable

Does the young person have an EHCP?

Yes
 Contact the SEND Team for advice

No
 Contact the SST for advice

School Permanently Excludes pupil
 School continues placement
 School calls Emergency Review

School Permanently Excludes pupil
 School continues placement

- School informs parents
- School sends PX letter to parent, copy to LA (Attendance and Placement Service) and copy to SEND Team
- Sends encrypted Exclusion Proforma to Attendance and Placement Service
- Informs governors
- Organises Pupil Discipline Panel
- Organises Early Review
- Liaises with social worker/Virtual School

- School informs parents
- School sends PX letter to parent, copy to LA (Attendance and Placement Service) and copy to SST
- Sends encrypted Exclusion Proforma to Attendance and Placement Service
- Informs governors
- Organises Pupil Discipline Panel
- Liaises with social worker/Virtual School

SEND Team liaises with MAEPS for 6th Day provision- unless the young person is under 5 or post 16- no requirement to provide 6th Day provision

SST liaises with MAEPS for 6th Day provision- unless the young person is under 5 or post 16- no requirement to provide 6th Day provision

Governor Panel meeting held within 15 days following guidelines

Governors uphold decision to exclude. Letter sent to parents. Democratic Services informed that Permanent Exclusion has been upheld

Governors overturn decision to exclude. Parents informed by letter.

Parent accepts decision

Parent requests Independent Review

School offers to reinstate pupil and arrangements are discussed and agreed with parents (parent may decide that the student should move to another school)

Democratic Services organise review panel, sends out information and invitation.

Non EHCP: LA organises education which will usually be mainstream school via Fair Access, or admittance to alternative education (MAEPS) in the case of Secondary

EHCP: Early/Emergency Review and consultation process indicates next educational provision. Young person remains in 6th Day until this is established.

Panel upholds decision to exclude.

Panel recommends governing body reconsiders decision.

Panel **quashes** decision and **directs** governing body to reconsider

Governing body still upholds decision to exclude

Governing body decides not to uphold decision

Governing body still upholds decision and school pays LA £4k towards cost of alternative education in addition to funding following an excluded pupil

Model Letters

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C	Model letter from head teacher (or Head of Pupil Referral Unit) notifying parent of a single fixed period suspension of more than 15 school days in one term, or any exclusion that takes the total of suspended days to over 15 days for one term.	8
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The Department for Education (DfE) guidance can be accessed via can be accessed at:
<https://www.gov.uk/government/publications/school-exclusion>

Letter A

Note: The head teacher should notify the parents immediately of the decision to exclude and the reasons for it, ideally by telephone. The telephone call should be followed by a letter within one school day.

Dear **(Name of parent)**

(Name of pupil)
Fixed Term Suspension

I am writing to inform you of my decision to suspend **(name of pupil)** for a fixed period of **(specify period)**. This means they will not be allowed in school for this period. The suspension begins on **(date)** and ends on **(date)**. Your child should return to school on **(date)**.

I realise that this suspension may well be upsetting for you and your family, but my decision to suspend **(child's name)** has not been taken lightly. **(Name of pupil)** has been suspended for the fixed period because **(reason for suspension)**.

(For pupils of compulsory school age)

You have a duty to ensure that your child is not present in a public place in school hours during this suspension **(specify dates)** unless there is reasonable justification for this. I must warn you that you may receive a penalty notice from the local authority if your child is present in a public place during school hours on the specified dates. If so, it will be for you to show reasonable justification.

We will set work for **(name of pupil)** to be completed on the days specified in the previous paragraph. **(Detail the arrangements for this.)** Please ensure that work set by the school is completed and returned to us promptly for marking.

(School/Pupil Referral Unit) You have the right to make a written statement about the exclusion to the governing body/management committee. If you wish to do so please contact **(Clerk to GDC)** on/at **(contact details – address, phone number, email)** as soon as possible so arrangements can be made. Whilst the governing body/management committee has no power to direct reinstatement, they must consider any representations you make and may place a copy of their findings on your child's school record.

You should also be aware that if you think this suspension relates to a disability your child has, and you think disability discrimination has occurred, you have the right to appeal, and/or make a claim, to the First Tier Tribunal (Special Educational Needs and Disability) <http://www.justice.gov.uk/tribunals/send>. Making a claim would not affect your right to make representations to the discipline committee.

You also have the right to see a copy of **(name of pupil)**'s school record. Due to confidentiality restrictions, you will need to notify me in writing if you wish to be

supplied with a copy of **(name of pupil)**'s school record. I will be happy to supply you with a copy if you request it. There may be a charge for photocopying.

I would advise you of the following sources of free and impartial information:

- Coram Children's Legal Centre, tel: 0345 345 4345
www.childrenslegalcentre.com
- SENDIASS – tel: 0191 6438313/6438317 Email: SENDIASS@northtyneside.gov.uk
website: <https://my.northtyneside.gov.uk/category/649/information-advice-and-support-sendiass>
- ACE education advice line service 0300 0115 142 on Monday to Wednesday from 10am to 1pm during term time. Information can be found on the website: www.ace-ed.org.uk/.
- The National Autistic Society School Exclusion Service (England) can be contacted on 0808 800 4002 or through :
www.autism.org.uk/services/helplines/school-exclusions.aspx
- Independent Parental Special Education Advice www.ipsea.org.uk/
- The Department's guidance to schools exclusion
www.gov.uk/government/publications/school-exclusion

(any other considered relevant by Head teacher e.g. traveller education services or local parent partnership or other local services)

(Name of pupil)'s suspension ends on **(date)** and we expect **(name of pupil)** to be back in school on **(date)** at **(time)**.

Yours sincerely

(Name)
Head Teacher

Cc exclusions@northtyneside.gov.uk
Alex Frazer - School Support Team
Social Worker (if applicable)
Virtual School Head (if applicable)

Letter B

Note: - The head teacher should notify the parents immediately of the decision to exclude and the reasons for it, ideally by telephone. The telephone call should be followed by a letter within one school day. **Statutory guidance is that the information concerning off site provision should be provided by the end of the afternoon session on the day suspension is imposed.**

Dear (Name of parent)

(Name of pupil)
Fixed Term Suspension

I am writing to inform you of my decision to suspend **(name of pupil)** for a fixed period of **(specify period)**. This means **(name of pupil)** will not be allowed in school for this period. The suspension start date is **(date)** and the end date is **(date)**. Your child should return to school on **(date)**.

I realise that this suspension may well be upsetting for you and your family, but my decision to suspend **(child's name)** has not been taken lightly. **(Child's name)** has been suspended for the fixed period because **(specify reasons for suspension)**.

(For pupils of compulsory school age – next three paragraphs.)

You have a duty to ensure that your child is not present in a public place in school hours during the first five **(amend if the off site provision is to start earlier)** days of this suspension **(specify dates)** unless there is reasonable justification for this. I must warn you that you may receive a penalty notice from the local authority if your child is present in a public place during school hours on the specified dates. If so, it will be for you to show reasonable justification.

We will set work for **(name of pupil)** during the first five **(amend if the off site provision is to start earlier)** school days of their suspension **(detail the arrangements for this)**. Please ensure that work set by the school is completed and returned to us promptly for marking.

From the sixth **(or earlier if so arranged)** school day of the pupil's suspension **(specify date)** until the end of this suspension we will provide suitable full time education. On **(date)** they should attend at **(give name and address of the alternative provision if not the home school)** at **(specify time for am and pm sessions as start times vary between schools)** and report to **(staff member)**. **(Please note, the school should collaborate with the Home to School Transport Team to understand if a pupil might be eligible for free home to school travel assistance, arranged by the local authority, to the place where they will be receiving education. Mileage and low- income criteria will apply and exclusion does not mean an automatic entitlement to travel assistance. It remains a parent's responsibility to ensure their child attends school. It is the school's responsibility to communicate this to parents.)**

(School/ Pupil Referral Unit) As the length of this suspension is more than five school days in one term you have the right to request the school's discipline committee/ Pupil Referral Unit's management committee considers my decision to suspend **(name of pupil)**. The discipline committee/management committee must meet if you request it to do so and you can make representations to the meeting. The latest date by which the discipline committee can meet, if you request a meeting, is **(specify date – no later than 50th school day after the date on which discipline committee were notified of this suspension)**.

If you do want the discipline committee/management committee to meet to consider my decision, please contact **(name of contact)** on/at **(contact details – address, phone number, email)** as soon as possible so arrangements can be made. You have the right to attend and make representations to this meeting and to bring a friend if you wish. Please advise if you have a disability or special needs which would affect your ability to attend a meeting at the school. Also please inform **(name of contact)** if it would be helpful for you to have an interpreter present at the meeting.

If you believe that the suspension has occurred as a result of discrimination relating to a disability, you may make a claim under the Equality Act 2010 to the First Tier Tribunal (Special Educational Needs and Disability) <http://www.justice.gov.uk/tribunals/send>. Making a claim would not affect your right to make representations to the discipline committee.

You have the right to see and have a copy of your child's school record. Due to confidentiality restrictions, you will need to notify me in writing if you wish to be supplied with a copy of your child's school record. I will be happy to supply you with a copy if you request it. There may be a charge for photocopying.

The school will set work for **(name of pupil)** during the period of his/her suspension **(give details of the arrangements)**. Please ensure that work set by the school is completed and returned to us promptly for marking.

I would advise you of the following sources of free and impartial information:

- Coram Children's Legal Centre, tel: 0345 345 4345
www.childrenslegalcentre.com
- SENDIASS – tel: 0191 6438313/6438317 Email: SENDIASS@northtyneside.gov.uk
website: <https://my.northtyneside.gov.uk/category/649/information-advice-and-support-sendiass>
- ACE education advice line service 0300 0115 142 on Monday to Wednesday from 10am to 1pm during term time. Information can be found on the website: www.ace-ed.org.uk/.
- The National Autistic Society (School Exclusion Service (England)) can be contacted on 0808 800 4002 or through:
www.autism.org.uk/services/helplines/school-exclusions.aspx
- Independent Parental Special Education Advice www.ipsea.org.uk/

- The Department's guidance to schools exclusion
www.gov.uk/government/publications/school-exclusion

(any other considered relevant by Head teacher e.g. traveller education services or local parent partnership or other local services)

(Name of pupil)'s suspension ends on **(date)** and we expect **(name of pupil)** to be back in school on **(date)** at **(time)**.

Yours sincerely

(Name)

Head Teacher

cc. exclusions@northtyneside.gov.uk
Alex Frazer - School Support Team
Social Worker (if applicable)
Virtual School Head (if applicable)

Letter C

Note: - The head teacher should notify the parents immediately of the decision to suspend and the reasons for it, ideally by telephone. The telephone call should be followed by a letter within one school day. **Statutory guidance is that the information concerning off site provision should be provided by the end of the afternoon session on the day suspension is imposed.**

Dear (Name of parent)

(Name of pupil)
Fixed period suspension

I am writing to inform you of my decision to suspend **(name of pupil)** for a fixed period of **(specify period)**. This means that **(name of pupil)** will not be allowed in school for this period. The suspension begins on **(date)** and ends on **(date)**.

I realise that this suspension may well be upsetting for you and your family, but my decision to suspend **(child's name)** has not been taken lightly. **(Name of pupil)** has been suspended for the fixed period because **(specify reason for suspension)**. Your child should return to school on **(date)**.

(For pupils of compulsory school age – next three paragraphs.)

You have a duty to ensure that your child is not present in a public place in school hours during the first five **(amend if the off site provision is to start earlier)** days of this suspension **(specify dates)** unless there is reasonable justification for this. I must warn you that you may receive a penalty notice from the local authority if your child is present in a public place during school hours on the specified dates. If so, it will be for you to show reasonable justification.

We will set work for **(name of pupil)** during the first five **(amend if the off site provision is to start earlier)** school days of his/her suspension **(detail the arrangements for this)**. Please ensure that work set by the school is completed and returned to us promptly for marking.

(If the individual suspension is for more than five days.)

From the sixth **(or earlier if so arranged)** school day of the pupil's suspension **(specify date)** until the end of this suspension we will provide suitable full time education. On **(date)** they should attend at **(give name and address of the alternative provision if not the home school)** at **(specify time for am and pm sessions as start times vary between schools)** and report to **(staff member)**. **(If applicable say something about transport arrangements from home to the alternative provision. If not known, say that the arrangements for suitable full time education will be notified by a further letter, not later than 48 hours before the provision is to begin.)**

From the sixth school day of the pupil's suspension **(specify date)** until the end of this suspension we **(for Pupil Referral Units the local authority – set out the**

arrangements if known at time of writing, if not known say that the arrangements will be notified shortly by a further letter) will provide suitable full time education. **(Set out the arrangements if known at the time of writing, eg)** On **(date)** they should attend at **(give name and address of the alternative provider)** at **(specify time for am and pm session as start times vary between schools)** and report to **(staff member)**. **(Please note, the school should collaborate with the Home to School Transport Team to understand if a pupil might be eligible for free home to school travel assistance, arranged by the local authority, to the place where they will be receiving education. Mileage and low- income criteria will apply and exclusion does not mean an automatic entitlement to travel assistance. It remains a parent's responsibility to ensure their child attends school. It is the school's responsibility to communicate this to parents.)**

(School and Pupil Referral Unit) As the length of the suspension is more than 15 school days / brings the total of suspended days to over 15 in one term **(delete as appropriate)** the discipline committee/management committee must meet to consider the reinstatement of **(name of pupil)**. The latest date on which the committee can meet is **(date here – no later than 15 school days from the date the discipline committee is notified)**. You have the right to attend and make representations to the meeting of the discipline committee/management committee and to be accompanied by a friend. **(name of child)** can also attend the meeting. If you do wish to make representations to the discipline committee/management committee please contact **(name of contact)** on/at **(contact details – address, phone number, email)** as soon as possible so arrangements can be made. Please advise if you have a disability or special needs which would affect your ability to attend a meeting at the school. Also please inform **(name of contact)** if it would be helpful for you to have an interpreter present at the meeting.

You will, whether you choose to make representations or not, be notified by the clerk to the discipline committee of the time, date and location of the meeting.

You should also be aware that if you think this exclusion relates to a disability your child has, and you think disability discrimination has occurred, you have the right to appeal, and/or make a claim, to the First Tier Tribunal (Special Educational Needs and Disability) <http://www.justice.gov.uk/tribunals/send>. Making a claim would not affect your right to make representations to the discipline committee.

You also have the right to see a copy of **(name of pupil)**'s school record. Due to confidentiality restrictions, you will need to notify me in writing if you wish to be supplied with a copy of your child's school record. I will be happy to supply you with a copy if you request it. There may be a charge for photocopying.

I would advise you of the following sources of free and impartial information:

- Coram Children's Legal Centre, tel: 0345 345 4345
www.childrenslegalcentre.com

- SENDIASS – tel: 0191 6438313/6438317 Email: SENDIASS@northtyneside.gov.uk
website: <https://my.northtyneside.gov.uk/category/649/information-advice-and-support-sendiass>
- ACE education advice line service 0300 0115 142 on Monday to Wednesday from 10am to 1pm during term time. Information can be found on the website: www.ace-ed.org.uk/.
- The National Autistic Society (School Exclusion Service (England)) can be contacted on 0808 800 4002 or through :
www.autism.org.uk/services/helplines/school-exclusions.aspx
- Independent Parental Special Education Advice www.ipsea.org.uk/
- The Department’s guidance to school exclusion
www.gov.uk/government/publications/school-exclusion

(any other considered relevant by Head teacher e.g. traveller education services or local parent partnership or other local services)

(Name of pupil)’s suspension ends on **(date)** and we expect **(name of pupil)** to be back in school on **(date)** at **(time)**.

Yours sincerely

(Name)
Head Teacher

cc. exclusions@northtyneside.gov.uk
Alex Frazer - School Support Team
Social Worker (if applicable)
Virtual School Head (if applicable)

Letter D

Note: - The head teacher should notify the parents immediately of the decision to permanently exclude and the reasons for it, ideally by telephone. The telephone call should be followed by a letter within one school day.

Dear **(Name of parent)**

(Name of pupil)

Permanent exclusion

I regret to inform you of my decision to permanently exclude **(name of pupil)** with effect from **(date)**. This means that **(name of pupil)** will not be allowed in this school/ Pupil Referral Unit unless they are reinstated by the discipline committee/management committee **(Pupil Referral Unit)**.

I realise that this exclusion may well be upsetting for you and your family, but my decision to permanently exclude **(name of pupil)** has not been taken lightly. **(Name of pupil)** has been excluded because **(reasons for exclusion – include any other relevant previous history here)**.

You have a duty to ensure that your child is not present in a public place in school hours during the first five days of this, i.e. on **(specify the precise dates)** unless there is reasonable justification. You could be prosecuted or receive a penalty notice from the local authority if your child is present in a public place during normal school hours on those dates. It will be for you to show reasonable justification.

(For pupils of compulsory school age)

Alternative arrangements for **(name of pupil)**'s education to continue will be made. For the first five school days of the exclusion we will set work for **(name of pupil)** and would ask you to ensure this work is completed and returned promptly to school for marking **(this may be different if supervised education is being provided earlier than the sixth day)**. From the sixth day of the exclusion onwards – i.e. from **(specify the date)** **(The Local Authority the child resides in)** will provide suitable full time education. **(Set out the arrangements if known at the time of writing. If not known say that the arrangements will be notified shortly by a further letter.)**

(Where pupil lives in a local authority other than the excluding school's local authority.)

I have also today informed **(name of officer)** at **(name of local authority)** of your child's exclusion and they will be in touch with you about arrangements for their education from the sixth day of exclusion. You can contact them at **(give contact details)**.

(School and Pupil Referral Unit) As **(name of pupil)** has been permanently excluded, the discipline committee/management committee **must** meet to consider their reinstatement. The latest date on which the committee can meet is **(date here –**

no later than 15 school days from the date the discipline committee is notified). You have the right to attend and make representations to the meeting of the discipline committee/management committee and be accompanied by a friend. **(name of child)** can also attend the meeting.

If you do wish to make representations to the discipline committee/management committee please contact **(name of contact)** on/at **(contact details – address, phone number, email)** as soon as possible so arrangements can be made. Please advise if you have a disability or special needs which would affect your ability to attend a meeting at the school. Also please inform **(name of contact)** if it would be helpful for you to have an interpreter present at the meeting.

You will, whether you choose to make representations or not, be notified by the clerk to the discipline committee of the time, date and location of the meeting.

You also have the right to see a copy of **(name of pupil)**'s school record. Due to confidentiality restrictions, you will need to notify me in writing if you wish to be supplied with a copy of **(name of pupil)**'s school record. I will be happy to supply you with a copy if you request it. There may be a charge for photocopying.

I would advise you of the following sources of free and impartial information:

- Coram Children's Legal Centre, tel: 0345 345 4345
www.childrenslegalcentre.com
- SENDIASS – tel: 0191 6438313/6438317 Email: SENDIASS@northtyneside.gov.uk
website: <https://my.northtyneside.gov.uk/category/649/information-advice-and-support-sendiass>
- ACE education advice line service 0300 0115 142 on Monday to Wednesday from 10am to 1pm during term time. Information can be found on the website: www.ace-ed.org.uk/.
- The National Autistic Society (School Exclusion Service (England) can be contacted on 0808 800 4002 or through :
www.autism.org.uk/services/helplines/school-exclusions.aspx
- Independent Parental Special Education Advice www.ipsea.org.uk/
- The Department's guidance to schools exclusion
www.gov.uk/government/publications/school-exclusion

(any other considered relevant by Head teacher e.g. traveller education services or local parent partnership or other local services)

If you believe that the exclusion has occurred as a result of discrimination relating to a disability, you may make a claim under the Equality Act 2010 to the First Tier Tribunal (Special Educational Needs and Disability)

<http://www.justice.gov.uk/tribunals/send>. Making a claim would not affect your right to make representations to the discipline committee.

Yours sincerely

(Name)
Head Teacher

cc. exclusions@northtyneside.gov.uk
Alex Frazer - School Support Team
Social Worker (if applicable)
Virtual School Head (if applicable)

Letter E

Dear **(Name of parent)**
(Name of pupil)
Fixed term Suspension/Permanent Exclusion

I am writing to confirm that following **(name of pupil)**'s **fixed term suspension/permanent exclusion**, the Governors Discipline committee/management committee will meet to consider this decision at the **(school/college)** on **(date)** at **(time)**.

You are invited to this meeting in order to make representations about the **suspension/exclusion**. **(Name of pupil)** is encouraged to attend if they wish and you may be accompanied by a friend or representative. Please advise us of any adjustments that can reasonably be made to support your attendance at the meeting (for example if you suffer from a disability in relation to mobility or communication that makes it difficult for you to attend).

The head teacher of the school, **(name)** and a representative of the local authority **(if maintained or PRU)**, **(name)**, have also been invited to the meeting and will be allowed to make representations.

Should you wish any written representations to be considered by the committee, these should be forwarded to me by **(insert date)** so that they can be circulated to all parties prior to the meeting.

A decision will then be taken either to reinstate **(name of pupil)** to the school or confirm the **suspension/exclusion**. The Discipline Committee/management committee may decide to amend **(name of pupil)**'s record in light of any representations you may make.

Please would you let me know as soon as possible whether or not you will be able to attend the meeting.

Yours sincerely

(Name)

Clerk to the Governors Discipline Committee/Management Committee

cc. exclusions@northtyneside.gov.uk
Alex Frazer - School Support Team
Social Worker (if applicable)
Virtual School Head (if applicable)

Letter F

Dear **(Name of parent)**

(Name of pupil)
Permanent Exclusion

Please find enclosed the meeting pack to be considered at the exclusion hearing on on **(date)** at **(time)**.

As the exclusion has been made permanent, the Governing Body will need to proceed under the DFE's 'Exclusions' procedure in the first instance. The Discipline Committee will be comprised of the following Governors – # (Chair), # and #.

Headteacher accompanied by # will also be attending. A representative from the Local Authority will also be attending.

If applicable, the young person's Social Worker and the Virtual School Head may also attend.

The exclusion hearing will be held at:

#

If you require any further information, please contact me on the above number.

Yours sincerely

(Name)
Clerk to the Governors Discipline Committee/Management Committee

cc. exclusions@northtyneside.gov.uk
Alex Frazer - School Support Team
Social Worker (if applicable)
Virtual School Head (if applicable)

Letter G

This letter should be sent within one school day of the meeting of the discipline committee/management committee.

Dear **(Name of parent)**

(Name of pupil)

Permanent exclusion

The meeting of the discipline committee at **(school)** on **(date)** considered the decision made by **(head teacher/ Head of Pupil Referral Unit)** to permanently exclude your son/daughter **(name of pupil)**. The discipline committee/management committee, after carefully considering the representations made and all the available evidence, has decided to uphold **(name of pupil)**'s exclusion.

The reasons for the discipline committee's/management committee decision are as follows: **(give in as much detail as possible, explaining how they were arrived at and making reference where appropriate to how the pupil's special educational needs are relevant to the exclusion)**.

You have the right to request a review of this decision by an independent review panel. If you wish to do so, please submit your application for a review, in writing, to **(For Trust and Community Schools and PRU)**:

Clerk to the Independent Review Panel
c/o Democratic Services
Quadrant – 3FL
Cobalt Business Park
The Silverlink North
North Tyneside
NE27 0BY

Or email: education.appeals@northtyneside.gov.uk

(For Academies) you should write to Governing Body at the school.

You must set out the grounds for your application and include any written evidence you would like the independent review panel to consider as part of the review **(only include if relevant)** and how **(name of child)** SEND needs are considered relevant to the exclusion. If you have not lodged an application for review **by (date, 15 school days from the date of this letter)** , you will lose your right to do so.

You have the right to request that the Local Authority appoint an SEN expert to attend the review, at no cost to yourself, regardless of whether any special need has been recognised to date. The SEN expert will attend the review to provide impartial advice to the independent review panel on how special educational needs might be relevant to the exclusion and they will advise the panel on whether they believe the school acted in legal,

reasonable and procedurally fair manner with respect to any identification of SEN, and any contribution this could have made to the circumstances of the permanent exclusion. The SEN expert will not make an assessment of **(child's name)** special educational needs. The SEN expert appointed will not have had, at any time, a connection with the school, yourself or (child's name), or the incident in question.

If you would like an SEN expert to be appointed, you **must** make this request in your application for a review. **(This paragraph must be included regardless of whether child has recognised SEN or not)**

You have the right to attend and make representations to the meeting of the review panel and to bring a friend to the review. You may, at your own expense, appoint someone to make written and / or oral representations to the panel. If you have fresh evidence to present to the panel please submit this to the Clerk as soon as possible. The panel must meet no later than the 15th school day after the date on which your review is lodged.

Your review will be heard by an Independent Review Panel, which will be made up of at least three-member of one serving, or recently retired head teacher, one governor and one lay member, someone who has not worked at a school.

In determining your review the panel can make one of three decisions: it may uphold your child's exclusion; it may recommend that the discipline/management committee reconsider the exclusion; or direct that the discipline/management committee reconsiders its decision. If the review panel either recommends or directs that the discipline /management committee reconsider its decision, a further meeting must be convened at the school within 10 school days of the committee receiving the panel decision.

In addition to the right to apply for an independent review panel, if you believe that the exclusion has occurred as a result of discrimination relating to a disability, you may make a claim under the Equality Act 2010 to the First Tier Tribunal (Special Educational Needs and Disability) <http://www.justice.gov.uk/tribunals/send>. In the case of other forms of discrimination, a claim may be made to the County Court. Any claim of discrimination made under these routes should be lodged within six months of the date on which the discrimination is alleged to have taken place e.g. the day on which **(name of child)** was excluded.

I would advise you of the following sources of advice:

- Coram Children's Legal Centre, tel: 0345 345 4345
www.childrenslegalcentre.com
- SENDIASS – tel: 0191 6438313/6438317 Email: SENDIASS@northtyneside.gov.uk
website: <https://my.northtyneside.gov.uk/category/649/information-advice-and-support-sendiass>
- ACE education advice line service 0300 0115 142 on Monday to Wednesday from 10am to 1pm during term time. Information can be found on the website: www.ace-ed.org.uk/.

- The National Autistic Society (School Exclusion Service (England) can be contacted on 0808 800 4002 or through :
www.autism.org.uk/services/helplines/school-exclusions.aspx
- Independent Parental Special Education Advice www.ipsea.org.uk/
- The Department's guidance to schools exclusion
www.gov.uk/government/publications/school-exclusion

You may also wish to contact # at North Tyneside council on 0191 643 #, who can provide advice on what options are available to you.

Yours sincerely

(Name)

Clerk to the Governing Body/Management Committee

cc. exclusions@northtyneside.gov.uk
Alex Frazer - School Support Team
Social Worker (if applicable)
Virtual School Head (if applicable)

Letter H

This letter should be sent within one school day of the meeting of the discipline committee/management committee.

Dear **(Name of parent)**

(Name of pupil)

Fixed term suspension

Further to the meeting of the governors' discipline committee/management committee **(Pupil Referral Unit)** held on (date) to consider **(name of pupil)**'s fixed term suspension from school, I am now writing to inform you of the decision of the Committee.

(The case made by the head teacher/ head of Pupil Referral Unit and the representations made by the parents which had a bearing on the decision should be noted here.)

After careful consideration of all the representations put to the meeting, the discipline committee/management committee decided that **(name of pupil)** was responsible for the behaviour complained of, and that the head teacher's/ head of Pupil Referral Unit's decision to impose a fixed term suspension of **(insert number)** days was lawful, reasonable and procedurally fair. The Committee therefore upheld the head teacher's/ head of Pupil Referral Unit's decision.

Yours sincerely

(Name)

Clerk to the Governors discipline committee/management committee

- cc. exclusions@northtyneside.gov.uk
Alex Frazer - School Support Team
Social Worker (if applicable)
Virtual School Head (if applicable)

Letter I

This letter should be sent within one school day of the meeting of the discipline committee/management committee.

Dear **(Name of parent)**

(Name of pupil)

Fixed term suspension/permanent exclusion

Further to the meeting of the governors' discipline committee/management committee to review **(name of pupil)'s (fixed term suspension/permanent exclusion)** from school, I am now writing to confirm the decision of the Committee to reinstate **(name of pupil)** to the school.

In reaching its decision the committee considered the case for **suspension/exclusion** presented by the school along with your representations, as well as the view given by the local authority **(if represented)**. On balance the committee felt that **(name of pupil)** should be reinstated **(provide summary of reasons for decision)**.

In the circumstances it was agreed that **(name of pupil)** should return to school on **(specify date)**.

Members of the Discipline Committee hope that **(name of pupil)** will establish a successful return to school. Finally you should be aware that a copy of this letter will be placed on **(name of pupil)'s** school record along with a copy of the head teacher's/head of centre's exclusion letter.

Yours sincerely

(Name)

Clerk to the Governors' Discipline Committee

- cc. exclusions@northtyneside.gov.uk
Alex Frazer - School Support Team
Virtual School Head (if applicable)
Social Worker (if applicable)



North Tyneside Council

EXCLUSION OF A PUPIL

Please complete and return to the School Support Team by emailing exclusions@northtyneside.gov.uk.

This document must be encrypted. Please email your password separately.

Name of Pupil			
Date of Birth		Year Group:	
UPN		Looked After child:	
School/College			
Home Address			
Suspension details			
Type of exclusion Please put 'X' in the box	Lunch Note : A Lunchtime exclusion is 0.5.of a day <input type="checkbox"/>	Fixed term <input type="checkbox"/>	Permanent <input type="checkbox"/>
Start date		End date	Number of Days out:
Reasons for exclusion – as per exclusion reason codes on reverse (+subcode)			
Day 6+ arrangements			

Date(s) of missed examination(s) due to exclusion

Was this pupil subject to a Supported Student Move to your school

Please refer to the [DfE Statutory Guidance on Exclusions](https://www.gov.uk/government/publications/school-exclusion) for details on exclusions regulations:
<https://www.gov.uk/government/publications/school-exclusion>

I confirm that I have informed the parent in writing of the exclusion and their right to make representations to the Governing Body. The exclusion has also been recorded on our SIMS software for audit purposes.

Signature of Headteacher/Principal:	
Date:	

National standard list of reasons for exclusions

Pupil suspension or permanent exclusion reason (not for nursery schools)

Code	Description
PP	Physical assault against a pupil
PA	Physical assault against an adult
VP	Verbal abuse / threatening behaviour against a pupil
VA	Verbal abuse / threatening behaviour against an adult
OW	Use or threat of use of an offensive weapon or prohibited item
BU	Bullying
RA	Racist abuse
LG	Abuse against sexual orientation and gender identity
DS	Abuse relating to disability
SM	Sexual misconduct
DA	Drug and alcohol related
DM	Damage
TH	Theft
DB	Persistent disruptive behaviour
MT	Inappropriate use of social media or online technology
PH	Wilful and repeated transgression of protective measures in place to protect public health

This list provides descriptors of reasons for exclusions. The categories should cover the main reasons for exclusions. The further detail suggesting what the descriptors cover should be used as a guide.

Exclusion Code	Pupil Exclusion Reason	Includes
OW	Use or threat of use of an offensive weapon or prohibited item	<ul style="list-style-type: none"> ● Carrying or bringing onto the school site an offensive weapon / prohibited item such as knives, sharp instruments and BB guns, ● Carrying any article that has been or is likely to be used to commit an offence, cause personal injury or damage to property ● Use of an offensive weapon
LG	Abuse against sexual orientation and gender identity	<ul style="list-style-type: none"> ● Derogatory statements about sexual orientation (e.g. heterosexual, lesbian, gay, bisexual) and gender identity (e.g. transgender) ● Homophobic, biphobic and transphobic bullying ● LGBT+ graffiti ● LGBT+ taunting and harassment ● Swearing that can be attributed to LGBT+ characteristics
DS	Abuse relating to disability	<ul style="list-style-type: none"> ● Derogatory statements or swearing about a disability ● Bullying related to disability ● Disability related graffiti, ● Disability related taunting and harassment
MT	Inappropriate use of social media or online technology	<ul style="list-style-type: none"> ● Sharing of inappropriate images (of adult or pupil) ● Cyber bullying or threatening behaviour online ● Organising or facilitating criminal behaviour using social media
PH	Wilful and repeated transgression of protective measures in place to protect public health	<ul style="list-style-type: none"> ● Deliberate breaching of protective measures such as (but not limited to): non-compliance with social distancing, causing distress such as through purposefully coughing

Exclusion Code	Pupil Exclusion Reason	Includes
		very near to other pupils or adults, or any other deliberate breach of public health protective measures which the school has adopted.
PP	Physical assault against pupil	<ul style="list-style-type: none"> ● Fighting ● Violent behaviour ● Wounding ● Obstruction and jostling
PA	Physical assault against adult	<ul style="list-style-type: none"> ● Violent behaviour ● Wounding ● Obstruction and jostling
VP	Verbal abuse / threatening behaviour against pupil	<ul style="list-style-type: none"> ● Threatened violence ● Aggressive behaviour ● Swearing ● Verbal intimidation
VA	Verbal abuse / threatening behaviour against adult	<ul style="list-style-type: none"> ● Threatened violence ● Aggressive behaviour ● Swearing ● Verbal intimidation
BU	Bullying	<ul style="list-style-type: none"> ● Verbal, physical, cyber bullying or threatening behaviour online, racist bullying, sexual bullying, homophobic, biphobic and transphobic bullying, bullying related to disability
RA	Racist abuse	<ul style="list-style-type: none"> ● Racist taunting and harassment ● Derogatory racist statements ● Swearing that can be attributed to racist characteristics ● Racist bullying ● Racist graffiti
SM	Sexual misconduct	<ul style="list-style-type: none"> ● Sexual abuse ● Sexual assault ● Sexual harassment ● Lewd behaviour ● Sexual bullying ● Sexual graffiti
DA	Drug and alcohol related	<ul style="list-style-type: none"> ● Possession of illegal drugs ● Inappropriate use of prescribed drugs ● Drug dealing ● Smoking ● Alcohol abuse ● Substance abuse

Exclusion Code	Pupil Exclusion Reason	Includes
DM	Damage to property	<ul style="list-style-type: none"> ● Damage includes damage to school or personal property belonging to any member of the school community ● Vandalism ● Arson ● Graffiti
TH	Theft	<ul style="list-style-type: none"> ● Stealing school property ● Stealing personal property (pupil or adult) ● Stealing from local shops on a school outing ● Selling and dealing in stolen property
DB	Persistent or general disruptive behaviour	<ul style="list-style-type: none"> ● Challenging behaviour ● Disobedience ● Persistent violation of school rules ● Raising of fire alarms falsely

Contact Directory

School Support Team/MAEPS

Alex Frazer- School Improvement Officer alex.frazer@northtyneside.gov.uk

Souzy Dunn- School Improvement Adviser (Primary Phase) souzy.dunn@northtyneside.gov.uk

Katharine Angus- Early Intervention Behaviour and Outreach Manager
Katharine.angus@ntsss.org.uk

To register suspensions and exclusions

exclusions@northtyneside.gov.uk

Attendance and Placement

Angela Horncastle- Team Lead APS angela.horncastle@northtyneside.gov.uk

Access Team

Val Johnson- Access Manger val.johnson@northtyneside.gov.uk

SEND Team (for pupils with EHCPS)

Contact named SEND officer or Duty SEND to find this information duty-send@northtyneside.gov.uk

Virtual School

Jane Pickthall- Virtual School Head jane.pickthall@northtyneside.gov.uk

Governor Services

Kathleen Wallace- Governor Services Co-ordinator Kathleen.wallace@northtyneside.gov.uk