

WEST PARK ACADEMY

Exclusion Policy



Reviewed: March 2019

Date of Review: March 2021

1.0 GENERAL PRINCIPLES

- 1.1 The Board of Trustees has determined that the school will use exclusion as its final sanction in ensuring the good order and discipline it believes is essential for effective learning to take place.
- 1.2 Exclusion will be used sparingly in response to serious breaches of school policy and discipline. It will normally be used only after other sanctions and counselling have failed to achieve the desired change in behaviour and attitude.
- 1.3 Permanent exclusion will only be used as a last resort, when all other reasonable steps have been taken and when allowing the child to remain in school would be seriously detrimental to the education and/or welfare of other pupils or teachers. The school should be able to clearly demonstrate that there has been a graduated response before making the decision to permanently exclude. However on rare occasions Permanent exclusion maybe the only possible response to a single incident of very extreme misconduct.
- 1.5 In applying this exclusion policy, the school will follow current DfE (September 2017) advice.
- 1.6 When it is necessary to exclude a pupil, parents will be contacted by telephone, if possible, at the earliest possible opportunity. The exclusion will always be confirmed by a letter which will set out the reasons for the exclusion and also inform the parents of their rights to make representations to the Board of Trustees.
- 1.7 Each incident of exclusion will be recorded in the format used by the school which will include the reason for the exclusion, the number of days for which the pupil will be excluded and when the pupil will be allowed to return.
- 1.8 Each incident of exclusion will be notified to the Chair of the Trustees with a copy of the official exclusion letter and the Local Authority via the Admissions team.

2.0 PROCEDURES FOR FIXED-TERM EXCLUSIONS

- 2.1 The Principal is the only member of staff who can decide if a pupil is to be excluded for a fixed period. The only exception will be when the Principal is absent from school when her power to exclude for a fixed period will be delegated to the Deputy Principal in their capacity as acting Principal.
- 2.2 Each case will be determined on its merit and the particular circumstances will be carefully investigated and considered. The degree of severity of the offence, the frequency of occurrence and the likelihood of re-occurrence will be taken into account, as will the pupil's previous record.
- 2.3 If a pupil is to be excluded for the first time, the length of the fixed-term exclusion will normally be 1-3 school days. Longer periods may be used for a more serious offence or for a reoccurrence of misbehaviour following an earlier fixed term exclusion. The Principal, in consultation with the class teacher, will plan full-time, offsite, educational provision for exclusions no longer than 5 days. The Principal will:
- Ensure that work is set and sent home for completion
 - Notify parents of their responsibility to ensure that their child is not found in a public place during school hours
 - If the exclusion is for 6 days or more the school will ensure suitable full time education provision is provided.
- 2.4 Fixed-term exclusion may be used for a single occurrence of serious misconduct or for persistent misbehaviour. It will not be appropriate as a response to non-attendance or truancy.
- 2.5 Fixed-term exclusion will always be considered in the case of verbal abuse towards members of staff and in cases of serious and unprovoked violence towards fellow pupils or staff. It will also be considered in cases of the bringing of dangerous objects or illegal substances on to the school premises.
- 2.6 When the Principal or the person acting Principal finds there are adequate grounds for excluding a pupil, the parents will be informed as soon as possible, by telephone if this is available. A letter will be sent to parents on the day of the exclusion. This letter will set out:
- the reasons for the exclusion
 - the length of the exclusion
 - a suggested date on which parents may meet the Principal to discuss the exclusion
 - their right to make representations to the Board of Trustees.

- 2.7 Information regarding the exclusion will be sent to:
- The Chair of Trustees and Local Authority.
- 2.8 If the parent wishes to appeal against an exclusion the Board of Trustees are responsible to take the following action:
- The Board of Trustees' Exclusions Committee (which is made up of at least three Trustees) must consider the reinstatement of an excluded pupil within 50 school days of receiving notice of the exclusion if a pupil would be excluded from school for more than five school days, but not more than 15, in a single term.
 - The Exclusions Committee must consider the reinstatement of an excluded pupil within 15 school days of receiving notice of the exclusion if it is a fixed period exclusion which would bring the pupil's total number of school days of exclusion to more than 15 in a term; or it would result in a pupil missing a national curriculum test.
- 2.9 Before the pupil returns to school, the Principal or senior member of staff will normally meet with the parents to discuss the incident, the plan in place to support the child and future conduct. The Principal or senior member of staff may decide to impose conditions on the return or to draw up a home-school contract with the parents concerning the pupil's future conduct.
- 2.10 Although it will normally not be necessary, the school reserves the right to use fixed-term exclusion up to the maximum period allowed in current legislation.

3.0 PERMANENT EXCLUSION

- 3.1 The Principal can only decide if a pupil is to be permanently excluded. If the Principal is temporarily absent from school and an incident occurs in which the Deputy Principal (in their capacity as acting Principal) feels that permanent exclusion may be the appropriate response, the Deputy Principal may exclude the pupil concerned for a fixed-term long enough to allow the Principal to consider the case on her return.
- 3.2 Permanent exclusion is seen as a very serious matter and will only be used as a last resort. It is likely to be applied only after all other sanctions, including fixed-term exclusion, have failed to produce the desired response in the pupil. It may, however, be an appropriate response to a single incident of extreme misconduct, for example, extreme violence towards a fellow pupil or an assault upon a member of staff.
- 3.3 The Principal will inform the parents of a permanent exclusion immediately by letter and, if possible, by telephone. The letter will give parents at least five days notice of a hearing before the Trustees Review Panel to consider the exclusion which will take place within 15 days of the exclusion. The letter will state:

- that the pupil has been permanently excluded
- the reasons for the permanent exclusion
- details of previous disciplinary measures leading up to the permanent exclusion.
- the parents right to examine the pupil's record
- the purpose of the hearing
- that the parents and pupil should attend and that they may be accompanied by a friend
- that if they do not attend the hearing it may proceed in their absence
- that if the Trustees confirm the exclusion, the parents have a right of appeal to an Independent Review Panel.

3.4 A copy of this letter will be sent to:

- The Chair of Trustees
- The Chair of the Trustees' Review Panel
- LA

3.5 The Principal will:

- During the first 5 days of the exclusion work will be sent home for the pupil to complete.

3.6 The LA will then be responsible to ensure the following is in place:

- The child has suitable full time education

3.7 The committee will meet within 15 days from the date of the exclusion and the decision of the committee will be communicated to the parents by letter on the same day.

The Trustees will decide to either:

- a Confirm the permanent exclusion
- b To order the immediate reinstatement of the pupil.

If the Trustees have decided to confirm the permanent exclusion, the letter will inform parents of their right of appeal to an Independent Review Panel.

MODEL LETTERS

Model letter 1

From Principal notifying parent(s) of a pupil of that pupil's fixed period exclusion of up to 5 school days.

Dear **[Parent's name]**

I am writing to inform you of my decision to exclude **[Child's Name]** for a fixed period of **[specify period]** days. This means that **[Child's Name]** will not be allowed in school for this period. The first day of exclusion is **[date]**.

I realise that this exclusion may well be upsetting for you and your family, but the decision to exclude **[Child's Name]** has not been taken lightly. **[Child's Name]** has been excluded for this fixed period because of the following reason:

[specify reasons for exclusion]

The following steps have been taken to avoid exclusion:

1. Staff developing strategies with pupil
2. Specific behavioural targets with structured timescale
3. Contact with carers
4. Close monitoring of behaviour
5. Internal exclusion
6. Involvement with other agencies

You have a duty to ensure that **[Child's Name]** is not present in a public place in school hours during this exclusion unless there is reasonable justification for this. I must advise 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. A failure to comply with this requirement is an offence.

Parents can be prosecuted, or may be given a fixed penalty notice of £50 if they fail to do this. The penalty payable increases to £100 if unpaid after 28 calendar days, and if this is still unpaid after 42 days the parent is subject to prosecution for the original offence). The pupil may also be removed from the public place by the police and taken to designated premises.

Your child will be expected to complete work, which may be collected from school, on the days specified in the previous paragraph as these are school days during the period of the exclusion, when you must ensure that they are not present in a public place without reasonable justification. Please ensure any work set by the school is completed and returned to us promptly for marking.

You have the right to make representations about this decision to the Board of Trustees. If you wish to make representations please contact **[name of contact]** on/at **[contact details — address, phone number, email]**, as soon as possible. Whilst the Board of

Trustees 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 the 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 Special Educational Needs and Disability Tribunal (SENDIST, which is scheduled to become part of the Health, Education and Social Care Chamber of the First Tier Tribunal from November 3 2008 under the new tribunal arrangements). The address to which appeals should be sent is SENDIST, Mowden Hall, Staindrop Road, Darlington DL3 9DN.

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

For your information the following sources of information are available to you:

- Darlington Borough Council Educational Services – Melanie Dickinson, 01325 405908 Town Hall, Darlington - who can provide advice on exclusion from school.
- You may also find it useful to contact the Advisory Centre for Education (ACE) — an independent national advice centre for parents of children in state schools. They offer information and support on state education in England and Wales, including on exclusion from school. They can be contacted on 020 7704 9822 or text 'AskACE' to 68808.
- The Department for Education statutory exclusions guidance can be found at www.education.gov.uk/schools/pupilsupport/behaviour/exclusion

Yours sincerely

[Name]
Principal

Model letter 2

From Principal notifying parent(s) of a pupil of that pupil's fixed period exclusion of more than 5 school days (up to and including 15 school days) in a term.

Dear ***[Parent's name]***

I am writing to inform you of my decision to exclude ***[Child's Name]*** for a fixed period of ***[specify period]***. This means that ***[Child's Name]*** will not be allowed in school for this period. The exclusion start date is ***[date]*** and the end date is ***[date]***. Your child should return to school on ***[date]***.

I realise that this exclusion may well be upsetting for you and your family, but my decision to exclude ***[Child's Name]*** has not been taken lightly. ***[Child's Name]*** has been excluded for this fixed period because ***[specify reasons for exclusion]***.

You have a duty to ensure that your child is not present in a public place in school hours during the first 5 school days ***[or specify dates if exclusion is for fewer than 5 days]*** of this exclusion, that is on ***[specify dates]***. I must advise you that you may be prosecuted or receive a penalty notice from the local authority if your child is present in a public place on the specified dates without reasonable justification. It will be for you to show that there is reasonable justification for this.

We will set work for ***[Child's Name]*** during the ***[first 5 or specify other number as appropriate]*** school days of his/her exclusion ***[specify the arrangements for this]***. Please ensure that work set by the school is completed and returned to us promptly for marking.

[if the individual exclusion is for more than 5 days]

From the ***[6th school day of the pupil's exclusion]*** ***[specify date]*** until the expiry of his exclusion we ***[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, e.g.]*** On ***[date]*** he should attend ***[give name and address of the alternative provider]*** at ***[specify the time — this may not be identical to the start time of the home school]*** and report to ***[staff member's name]***. ***[If applicable — say something about transport arrangements from home to the alternative provider]*** ***[if not known say that the arrangements for suitable full time education will be notified shortly by a further letter]***

You have the right to request a meeting of the school's discipline committee to whom you may make representations, and my decision to exclude can be reviewed. As the period of this exclusion is more than 5 school days in a term the discipline committee must meet if you request it to do so. The latest date by which the discipline committee must meet, if you request a meeting, is ***[specify date — no later than the 50th school day after the date on which the discipline committee were notified of this exclusion]***. If you do wish to make representations to the discipline committee/management committee, and wish to be accompanied by a friend or representative, please contact ***[name of contact]*** on/at ***[contact details — address, phone number, email]***, as soon as possible.

Please advise if you have a disability or special needs which would affect your ability to attend or take part in a meeting at the school. Also, please inform **[contact]** if it would be helpful for you to have an interpreter present at the meeting.

You should also be aware that if you think the 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 Special Educational Needs and Disability Tribunal (SENDIST, which is scheduled to become part of the Health, Education and Social Care Chamber of the First Tier Tribunal from November 3 2008 under the new tribunal arrangements). The address to which appeals should be sent is SENDIST, Mowden Hall, Staindrop Road, Darlington DL3 9DN.

Making a claim would not affect your right to make representations to the discipline committee.

[Optional paragraph for reintegration interview]

You **[and your child or name of pupil]** are invited to attend a reintegration interview with me **[alternatively, specify the name of another staff member]** at **[place]** on **[date]** at **[time]**. If that is not convenient, please contact the school before your child is due to return to arrange a suitable alternative date and time. The purpose of the reintegration interview is to discuss how best your child's return to school can be managed.

You have the right to see and have a copy of, your child's school record. Due to confidentiality restrictions, you must 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.

For your information the following sources of information are available to you:

- Darlington Borough Council Educational Services - Melanie Dickinson, 01325 405908 Town Hall, Darlington - who can provide advice on exclusion from school.
- You may also find it useful to contact the Advisory Centre for Education (ACE) — an independent national advice centre for parents of children in state schools. They offer information and support on state education in England and Wales, including on exclusion from school. They can be contacted on 020 7704 9822 or text 'AskACE' to 68808.
- The Department for Education statutory exclusions guidance can be found at www.education.gov.uk/schools/pupilsupport/behaviour/exclusion

[Child's Name]'s exclusion expires on **[date]** and we expect **[Child's Name]** to be back in school on **[date]** at **[time]**.

Yours sincerely

[Name]
Principal

Model letter 3

From Principal notifying parent of a fixed period exclusion of more than 15 school days in total in one term.

Dear ***[Parent's Name]***

I am writing to inform you of my decision to exclude ***[Child's Name]*** for a fixed period of ***[specify period]***. This means that ***[Child's Name]*** will not be allowed in school for this period. The exclusion begins/began on ***[date]*** and ends on ***[date]***.

I realise that this exclusion may well be upsetting for you and your family, but the decision to exclude ***[Child's Name]*** has not been taken lightly. ***[Child's Name]*** has been excluded for this fixed period because ***[reason for exclusion]***.

You have a duty to ensure that your child is not present in a public place in school hours during ***[the first five school days of exclusion or specify dates]***, unless there is reasonable justification for this. I must advise you that you may be prosecuted or receive a penalty notice from the local authority if your child is present in a public place on the specified dates. It will be for you to show that there is reasonable justification.

We will set work for ***[Child's Name]*** during the ***[first five school days or specify dates]*** of his/her exclusion ***[specify the arrangements for this]***. Please ensure that work set by the school is completed and returned to us promptly for marking.

[if the individual exclusion is for more than 5 days]

From the ***[6th school day of the pupil's exclusion]*** ***[specify date]*** until the expiry of his exclusion we ***[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, e.g.]*** On ***[date]*** he should attend ***[give name and address of the alternative provider]*** at ***[specify the time — this may not be identical to the start time of the home school]*** and report to ***[staff member's name]***. ***[If applicable — say something about transport arrangements from home to the alternative provider]*** ***[if not known say that the arrangements for suitable full time education will be notified shortly by a further letter]***

As the length of the exclusion is more than 15 school days in total in one term the Board of Trustees must meet to consider the exclusion. At the review meeting you may make representations to the Board of Trustees if you wish. The latest date on which the Board of Trustees can meet is ***[date here — no later than 15 school days from the date the Board of Trustees is notified]***. If you wish to make representations to the Board of Trustees and wish to be accompanied by a friend or representative please contact ***[name of contact]*** on/at ***[contact details — address, phone number, email]***, as soon as possible. You will, whether you choose to make representations or not, be notified by the Clerk to the Board of Trustees of the time, date and location of the meeting. Please advise if you have a disability or special needs which would affect your ability to attend or take part in a meeting at the school. Also, please inform ***[contact]*** if it would be helpful for you to have an interpreter present at the meeting.

You should also be aware that if you think the 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 Special Educational Needs and Disability Tribunal (SENDIST, which is scheduled to become part of the Health, Education and Social Care Chamber of the First Tier Tribunal from November 3 2008 under the new tribunal arrangements). The address to which appeals should be sent is SENDIST, Mowden Hall, Staindrop Road, Darlington DL3 9DN.

Making a claim would not affect your right to make representations to the Board of Trustees/management committee.

[Optional paragraph for reintegration interview]

You **[and your child or name of pupil]** are invited to attend a reintegration interview with me **[alternatively, specify the name of another staff member]** at **[place]** on **[date]** at **[time]**. If that is not convenient, please contact the school before your child is due to return to arrange a suitable alternative date and time. The purpose of the reintegration interview is to discuss how best your child's return to school can be managed.

You also have the right to see and have a copy of **[Child's Name]**'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 **[Child's Name]**'s school record. I will be happy to supply you with a copy if you request it. There may be a charge for photocopying.

For your information the following sources of information are available to you:

- Darlington Borough Council Educational Services – Melanie Dickinson, 01325 405908 Town Hall, Darlington - who can provide advice on exclusion from school.
- You may also find it useful to contact the Advisory Centre for Education (ACE) — an independent national advice centre for parents of children in state schools. They offer information and support on state education in England and Wales, including on exclusion from school. They can be contacted on 020 7704 9822 or text 'AskACE' to 68808.
- The Department for Education statutory exclusions guidance can be found at www.education.gov.uk/schools/pupilsupport/behaviour/exclusion

[Name of Child]'s exclusion expires on **[date]** and we expect **[Name of Child]** to be back in school on **[date]** at **[time]**.

Yours sincerely

[Name]
Principal

Model letter 4**From the Principal of a primary, secondary or special school notifying the parent(s) of that pupil's permanent exclusion.**

Dear **[Parent's Name]**

I regret to inform you of my decision to permanently exclude **[Child's Name]** with effect from **[date]**. This means that **[Child's Name]** will not be allowed in this school unless he/she is reinstated by the Board of Trustees/the discipline committee.

I realise that this exclusion may well be upsetting for you and your family, but the decision to permanently exclude **[Child's Name]** has not been taken lightly. **[Child's Name]** has been excluded because **[reasons for the exclusion — include any other relevant previous history]**.

[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 the first 5 school days of this exclusion, i.e. on **[specify the precise dates]** unless there is reasonable justification. You could be prosecuted or receive a penalty notice if your child is present in a public place during school hours on those dates. It will be for you to show reasonable justification.

[For pupils of compulsory school age]

Alternative arrangements for **[Child's Name]**'s education to continue will be made. For the first five school days of the exclusion we will set work for **[Child's Name]** 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 school day of the exclusion onwards — i.e. from **[specify the date]** the local authority **[give the name of the authority]** will provide suitable full-time education. **[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.]**

[For pupils of compulsory school age 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 **[his/her]** education from the sixth school day of exclusion. You can contact them at **[give contact details]**.

As this is a permanent exclusion the Board of Trustees must meet to consider it. At the review meeting you may make representations to the Board of Trustees if you wish and ask them to reinstate your child in school. The Board of Trustees have the power to reinstate your child immediately or from a specified date, or, alternatively, they have the power to uphold the exclusion in which case you may request a review of their decision by an Independent Review Panel. The latest date by which the Board of Trustees must meet is **[specify the date — the 15th school day after the date on which the Board of Trustees was notified of the exclusion]**. If you wish to make representations to the Board of Trustees and wish to be accompanied by a friend or representative please contact **[name of contact]** on/at **[contact details — address, phone number, email]**, as soon as possible. You will, whether you choose to make representations or not, be notified by the Clerk to the Board of Trustees of the time, date and location of the meeting.

Please let us know if you have a disability or special needs which would affect your ability to attend the meeting. Also, please inform **[contact]** if it would be helpful for you to have an interpreter present at the meeting.

You should also be aware that if you think the 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 Special Educational Needs and Disability Tribunal (SENDIST, which is scheduled to become part of the Health, Education and Social Care Chamber of the First Tier Tribunal from November 3 2008 under the new tribunal arrangements). The address to which appeals should be sent is SENDIST, Mowden Hall, Staindrop Road, Darlington DL3 9DN.

You have the right to see a copy of **[Name of Child]**'s school record. Due to confidentiality restrictions, you must notify me in writing if you wish to be supplied with a copy of **[Name of 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.

For your information the following sources of information are available to you:

- Darlington Borough Council Educational Services – Melanie Dickinson, 01325 405908 - who can provide advice on exclusion from school.
- You may also find it useful to contact the Advisory Centre for Education (ACE) — an independent national advice centre for parents of children in state schools. They offer information and support on state education in England and Wales, including on exclusion from school. They can be contacted on 020 7704 9822 or text 'AskACE' to 68808.
- The Department for Education statutory exclusions guidance can be found at www.education.gov.uk/schools/pupilsupport/behaviour/exclusion

Yours sincerely

[Name]
Principal

Model letter 5

From the clerk to the Board of Trustees to parent upholding a permanent exclusion.

Dear ***[Parent's name]***

The meeting of the Board of Trustees at ***[school]*** on ***[date]*** considered the decision by ***[Principal]*** to permanently exclude your son/daughter ***[name of pupil]***. The Board of Trustees, after carefully considering the representations made and all the available evidence, has decided to uphold ***[name of pupil]***'s permanent exclusion.

The reasons for the Board of Trustees's decision are as follows: ***[set out reasons for the decision in sufficient detail to enable all parties to understand why the decision was made and how they arrived at that decision]***

You have the right to a review of this decision by an Independent Review Panel. If you would like to request a review, please notify Darlington Borough Council Educational Services – Melanie Dickinson, 01325 405908. You must set out the reasons for requesting a review in writing and send this notice of appeal to Children, Families & Learning Darlington Borough Council, Town Hall, Darlington, DL1 5QT by no later than ***[specify the latest date — the 15th school day after receipt of this letter]***. If you have not requested a review by ***[repeat latest date]***, you will lose your right to a review. Please advise if you have a disability or special needs which would affect your ability to attend the hearing. Also, please inform Rachel Kershaw or Melanie Dickinson if it would be helpful for you to have an interpreter present at the hearing.

Your review will be heard by an Independent Review Panel. A three-member panel will comprise one serving, or recently retired (within the last five years), Principal, one serving, or recently serving, experienced governor member and one lay member who will be the Chairperson. The review panel will rehear all the facts of the case — if you have fresh evidence to present to the panel you may do so. The panel must meet no later than the 15th school day after the date on which the review request is lodged. In exceptional circumstances panels may adjourn the hearing until a later date.

Following its review the panel can decide to:

- uphold your child's exclusion;
- recommend that the Board of Trustees reconsiders their decision, or
- quash the decision and direct that the Board of Trustees considers the exclusion again.

You have a right to request the attendance of a Special Educational Needs (SEN) Expert at the review, regardless of whether the school recognises that your child has SEN. The SEN expert's role is to provide impartial advice to the panel about how SEN could be relevant to the exclusion and does not include making an assessment of your child's special educational needs. There is no cost to yourself for this service but you must make clear that you wish for a SEN expert to be appointed in any application for a review.

You may at your own expense, appoint someone to make written and/or oral representation to the panel or bring a friend to the review.

As stated above you have the right to apply for an independent review panel. In order to assist you to make an informed decision on whether, and if so, how to seek a review please see the information at the end of this letter.

You should also be aware that if you think the 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 Special Educational Needs and Disability Tribunal (SENDIST, which is scheduled to become part of the Health, Education and Social Care Chamber of the First Tier Tribunal from November 3 2008 under the new tribunal arrangements). The address to which appeals should be sent is SENDIST, Mowden Hall, Staindrop Road, Darlington DL3 9DN.

A 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 the pupil was excluded.

For your information the following sources of information are available to you:

- Darlington Borough Council Educational Services - Melanie Dickinson, 01325 405908 - who can provide advice on exclusion from school.
- You may also find it useful to contact the Advisory Centre for Education (ACE) — an independent national advice centre for parents of children in state schools. They offer information and support on state education in England and Wales, including on exclusion from school. They can be contacted on 020 7704 9822 or text 'AskACE' to 68808.

The Department for Education statutory exclusions guidance can be found at www.education.gov.uk/schools/pupilsupport/behaviour/exclusion

The arrangements currently being made for **[pupil's name]**'s education will continue. **[specify details here]**.

Yours sincerely

[name]

Clerk to the Board of Trustees