**Permanent Exclusion Pack**

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| **School Details** |
| **Please complete all sections and return within the first 48 hours** **of the permanent exclusion** |
| **School** |  | **School DFE Number** |  |
| **School Contact** |  |
| **Phone Number**  |  | **Email** |  |
| **Student Details** |
| **Name** |  | **UPN No.** |  |
| **DOB** |  |
| **Safeguarding** |
| **Has an E-CINS referral been completed?** | [ ]  Y | [ ]  N |
| **Has an Early Help Planning Meeting taken place?** | [ ]  Y | [ ]  N |
| **Has a Webstar been completed?** | [ ]  Y | [ ]  N |
| **If the school have not referred to Early Help, please explain the reason why:** |
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| **Are there any indicators or evidence to suggest this pupil may be a victim of criminal exploitation?** | [ ]  Y | [ ]  N |
| If yes, please give details –  |
| **Has a Child Exploitation Initial Assessment Tool been completed?**  | [ ]  Y | [ ]  N |
| **Outcome of Child Exploitation Initial Assessment Tool:** | [ ]  Low[ ]  Medium [ ]  High |
| **Are there any indicators or evidence to suggest this pupil may be a victim of Substance misuse?** | [ ]  Y | [ ]  N |
| If yes, please give details –  |
| **Has a Substance Misuse Smarter Screening Tool been completed?** | [ ]  Y | [ ]  N |
| **Outcome of Substance Misuse Smarter Screening Tool:** | [ ]  Low[ ]  Medium [ ]  High |
| **Are there any indicators or evidence to suggest this pupil may be a victim of Neglect?** | [ ]  Y | [ ]  N |
| If yes, please give details –  |
| **Has a Neglect Screening Tool been completed?**  | [ ]  Y | [ ]  N |
| **Outcome of Neglect Screening Tool:** | [ ]  Low[ ]  Medium [ ]  High |
| **Exclusion Details** |
| **Date permanent exclusion commenced** (dd/mm/yyyy) |  | **Date of PDC** (dd/mm/yyyy) |  |
| **Time of PDC (24HR)** |
| **Total days excluded – this term to date** *(Including ‘lunch-time only’ exclusions)* |  | **Total days excluded – this academic year to date** *(Including ‘lunch-time only’ exclusions)* |  |
| **Date of Head’s letter to parent/carer** (dd/mm/yyyy) |  |
| **If the exclusion is drugs related, please identify the nature of the incident** |
| Possession with intent to supply |  | Possession on the premises |  |
| Consumption on the premises |  | Alcohol |  |
| Tobacco |  | Solvents |  |
| Other |  |  |
| If other, please give details –  |
| Was a weapon involved? Please give a brief description of weapon. Was the weapon used against someone? |
| Please give details of any police involvement in relation to this incident. |
| **Education Profile** |
| **National Curriculum Results/Teacher Assessment** |
| **KS2** | **KS3** |
| **English**  |  | **English** |  |
| **Maths**  |  | **Maths** |  |
| **Science** |  | **Science** |  |
| **KS4** *(To be completed for Y9, Y10 and Y11)**Please provide as much information as possible about the pupil’s chosen options, examination boards, texts studied, and any qualifications already* *undertaken along with grades obtained.* |
| **Subject** | **Exam Board** | **Predicted Grade** |
| **English** |  |  |
| **Maths** |  |  |
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| **Modules or examinations already undertaken and result** |  |
| **Please state texts studied for English qualification** |  |
| **In which subjects/activities has the pupil shown a positive interest and or achievement?** |  |
| **Education Profile (Pupil)** |
| **What protective factors are present for the pupil?** e.*g., supportive parent(s)* |  |
| **In which subjects/activities has the pupil shown a positive interest and or achievement?** |  |
| **Please give details of the pupil’s positive personal qualities and achievements** |  |
| **Please comment on the student’s interaction with peers** |  |
| **Please comment on the student’s interaction with staff** |  |
| **School Strategies (Educational & Non-Educational)****This section must be completed fully.** |
| **Name of strategy** | **Date strategy was put in place** | **What was the impact** | **Reason for not referring or implementing** |
| Modified Timetable/ PLP |  |  |  |
| Personalised Learning Centre/Hub |  |  |  |
| Pastoral Support/Mentoring |  |  |  |
| Time out cards |  |  |  |
| School Nurse |  |  |  |
| Early Help Process |  |  |  |
| Pupil Planning Meeting with Local Authority |  |  |  |
| Application for an EHCP |  |  |  |
| Application for GSP |  |  |  |
| Isolations/Detentions |  |  |  |
| Suspensions/Exclusions |  |  |  |
| On Report |  |  |  |
| Access to Alternative Provision or similar |  |  |  |
| **Other Educational Strategies/Agencies** |
| Education Psychology Service |  |  |  |
| Woodlands Outreach |  |  |  |
| Spectra |  |  |  |
| Other (please provide details) |  |  |  |
| **Non-Educational Strategies/Agencies** |
| CaMHS Involvement / BEEU |  |  |  |
| Targeted Youth Service |  |  |  |
| We are with you |  |  |  |
| Steer Clear |  |  |  |
| West Mercia Constabulary/ YOS |  |  |  |
| Enhance |  |  |  |
| Climb |  |  |  |
| BEAM/ Kooth/ other support for SEMH (please provide details) |  |  |  |
| Other (please provide details) |  |  |  |
| **Agency Involvement Contact Details** |
| **Agency** | **Workers Name** | **Telephone** |
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| **Behaviours** |
| **What behaviours are causing concern? In rank order.** |
| **Behaviour** | **Frequency and severity** *(Per lesson/day/week)* |
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| **What usually happens BEFORE an incident – describe any patterns.** |
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| **What usually happens AFTER an incident – describe any patterns.** |
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| **What do you think the pupil gains by this behaviour?***e.g. Domination within peer group, work avoidance, being sent home, attention seeking.* |
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| **Behaviour in lessons** |
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| **Behaviour during social/ break times** |
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| **Any known issues outside of school or in the community** |
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| **Any known social/ emotional concerns** |
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| **Risk Assessment** *(Please tick as appropriate)* |
| **Risk** | **No Risk** | **Small Risk** | **Medium Risk** | **High Risk** | **Notes** *(If medium or high risk)* |
| Persistent defiance |  |  |  |  |  |
| Persistent refusal to follow reasonable instructions |  |  |  |  |  |
| Inappropriate comments towards staff |  |  |  |  |  |
| Threatening behaviour towards staff |  |  |  |  |  |
| Threatening behaviour towards peers |  |  |  |  |  |
| Physical aggression towards peers |  |  |  |  |  |
| Physical aggression towards adults |  |  |  |  |  |
| Verbal aggression towards peers |  |  |  |  |  |
| Verbal aggression towards adults |  |  |  |  |  |
| Substance Misuse |  |  |  |  |  |
| Alcohol Misuse |  |  |  |  |  |
| Absconding |  |  |  |  |  |
| Truancy |  |  |  |  |  |
| Damage to property |  |  |  |  |  |
| Arson |  |  |  |  |  |
| Bullying - Verbal |  |  |  |  |  |
| Bullying - Physical |  |  |  |  |  |
| Sexually inappropriate behaviour towards others |  |  |  |  |  |
| Theft |  |  |  |  |  |
| Dangerous behaviour in the environment |  |  |  |  |  |
| Possession of a weapon/tool that can be used as weapon |  |  |  |  |  |
| Has exhibited racist behaviour |  |  |  |  |  |
| Unpredictable behaviour |  |  |  |  |  |
| Irrational behaviour |  |  |  |  |  |
| Physical Intervention required |  |  |  |  |  |
| **Do you consider the pupil to be suitable for mainstream?** | [ ]  Y | [ ]  N |
| **Please explain the reason(s) why you think the pupil is or is not suitable for mainstream** |
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| **What would have to change for the pupil to re-integrate successfully into mainstream school?** |
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