**Heads Report for Governors’ Discipline Committee - Single One Off Incident**

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| **Name of Pupil** |
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| **Date of permanent exclusion** |
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| Which Policies are engaged? And which section of the Behaviour/Exclusion Policy in particular? |
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| **The Exclusion**   * What was the single incident? * Why was it so serious? * Describe the incident and impact on other students and/or staff |
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| **Relevant background of those involved**   * Any information about the pupil joining the school – transition information * A summary of their time at school to the point of exclusion – any highs and lows. A couple of paragraphs at most * Home or outside school factors to be considered? E.g. bereavement or illness * Any previous behavioural sanctions * Any identified SEN or disability issues * Parental contact * Any external agencies? * Any previous fixed term exclusions * Any behavioural contract/agreements * Notes of re integration meetings |
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| **Summary Reasons for the Exclusion**   * Explain how the process of the investigation was decided upon * Who investigated and why was that person chosen? * How was the evidence collected and secured? * How were pupils managed whilst writing their statements? * How was the perpetrator(s) account taken? * Were there any changes to the statements, any revisions? * If so, why and how was this done? * Is there any CCTV? |
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| **Summary of impact on other pupils or staff (particularly if there is a victim of assault)** |
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| **The Excluded Pupil**   * Is SEND an issue? - what has been done by school? * How are interventions monitored? * Involvement of 3rd parties – ed psych, medics or other agencies – set out the advice and how school have followed it * Have parents/carers made any suggestions? * What internal pastoral support has been provided? * How has this been delivered? * How has it been monitored? * What has been the parental/carer view of the support? * Have any adjustments been made to take account of SEND? * Any bullying issues? * Who is the person in school the perpetrator gets on with best? What do they say about the current situation? * In an ideal world, where money and time was no object, what else could have been tried? * Can you cost the interventions to date – and explain how you have come to this costing. * What is the average amount of funding per pupil in this year group. * Have any external agencies been involved? Who and why? What impact or follow up? * (PROVIDE A CHRONOLGY OF INTERVENTIONS) See attached template |
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| **What strategies have been tried?**   * List them – as a bold list |
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| **Previous sanctions – persistent disruptive behaviour**   * What has behaviour been like? * Set out any previous sanctions and reasons * Distinguish between significant and minor events * Only make a chronology of significant concerns – *but* – provide a full print out of CPOMS, MyConcern or whichever behaviour log is used. * Impact of poor behaviour on school staff and on other pupils. * (Consider any impact statements) |
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| **Fixed Term Exclusion/Suspension History**   * Any F/T suspensions? * What for? * How was reintegration managed? * Were action plans with reviews and notes shared after the meeting? * How are F/T days monitored? * Does this mean that other strategies were then considered as the exclusion risk increased? * Were risk of P/X set out? * Has the LA been contacted? * Possible managed move or education off site? |
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| **Evidence gathered**   * Summary of what the key witnesses said – and refer to the statements * What did the perpetrator(s) say at the time? * Any CCTV or other types of evidence? What was it and why did it matter? |
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| **Meeting with the pupil and parents**   * Set out when the meeting was offered * Did they attend? * What did the perpetrator say to the gathered evidence? * Did the parents/carers have any comments? * Any suggestion of bias or prejudice to the pupil? |
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| **Decision Making**   * Initial decision – if it was a fixed term – why – what else had to be done what more evidence to be gathered? * How was the decision made to change or move to a P/X? * How did you weigh up the evidence? * If there are disputed facts, why was one version or account preferred over another? * Balance of probabilities test applied to any disputed evidence - set out why you chose the particular account * What other sanctions did you consider? * Why were these rejected? * Are there any SEND issues to be taken into account? * Is there anything more that school could have done? * What has been the impact on others in school? * What would be the impact on the pupil being excluded? * What would happen if the pupil returned to school? * How does this fit with the policies? * Which policies were considered? * Which parts of the policy were breached – copy and paste into this part of the report. * When was the final decision made? * When and how was it communicated |
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| **What has happened since the PX**   * Any contact from parents of either the excluded pupil or those who were affected? * Has any work been sent home? * Any out of school bullying or pressure applied? * Any additional reports or mitigation? * Any contact or approaches from the LA? * Confirm that collating this report has been a point of review. * Why you are continuing to maintain the need for a PX |
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| The decision is |
| Lawful – was the correct guidance and policy followed? |
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| Reasonable – was the decision within the range open to a reasonable decision maker |
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| Proportionate – was it over the top given the facts? |
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| Rational - is there evidence of a thorough investigation and assessment of the evidence |
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| Fair – has this been done without bias, have individuals been treated fairly? |
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| What is the final decision? |
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| Summarise the reasons for this |
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