**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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