**Derby City Council Exclusions Reporting Form**

One copy of this form to should be retained by the school, **one forwarded to the address at the top of this form** and the chair of governors should be notified within 1 day of the suspension or exclusion. **Please ensure that this suspension or exclusion is recorded on your school MIS software and matches your attendance records**.

**PLEASE COMPLETE USING CAPITAL LETTERS**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **School** |  | | | |
| **Excluded pupil Surname** | |  | **Forename** |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Date of Birth** |  | **UPN** |  | **SEN** | **None** |  |
| **K** |  |
| **E** |  |

**Ethnicity**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Social worker name** |  | **Pupil Premium** | **FSM** | **AR Register** |  |

**LAC CP CIN**

**Parent/Guardian contact details:**

|  |  |  |
| --- | --- | --- |
| **Name** | **Full Address** | **Home Tel No**  **Work Tel No**  **Mobile Tel No** |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **First day of suspension / exclusion** | / / |  | **Type of suspension or exclusion** (tick one) |  |
| (including any half days) |  |
| **Date due back at school** | / / |  | **Permanent** |  |
|  |  |  | **Suspension** | **x** |
| **6th day provision arranged at:** |  |  | **Length of suspension** |  |
| **Starts on:** |  |  |  | (number of days) |
|  |  |  | Please note: A lunch time exclusion is 0.5 of a day | |

|  |  |  |
| --- | --- | --- |
| **Reason for suspension / exclusion** | **Main**  **(Only tick one)** | **Subsidiary**  **(Only tick one)** |
| Physical assault against pupil |  |  |
| Physical assault against adult |  |  |
| Verbal abuse / threatening behaviour against pupil |  |  |
| Verbal abuse / threatening behaviour against adult |  |  |
| Bullying |  |  |
| Racist abuse |  |  |
| Sexual misconduct |  |  |
| Drug & Alcohol |  |  |
| Damage |  |  |
| Theft |  |  |
| Persistent disruptive behaviour |  |  |
| Use or threat of an offensive weapon or prohibited item |  |  |
| Abuse against sexual orientation and gender identity |  |  |
| Abuse relating to disability |  |  |
| Inappropriate use of social media or online technology |  |  |
| Wilful and repeated transgression of protective measures in place to protect public health |  |  |

**Date(s) of missed examination(s) due to suspension or exclusion:**

**I confirm that I have informed the parents in writing of the suspension / exclusion and of their right to make representations to the Governing Body. The suspension / exclusion has also recorded on our attendance and MIS software for audit purposes.**

**Please complete this page if it is a permanent exclusion**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Safeguarding/Risk Assessment** | | | | | |
| **DSL School Contact Name** |  | | | **Telephone** |  |
| **Email** |  | | | | |
| **Has a pre-EHA or EHA been completed for this student?** | | | YES NO | | |
| **Does this student have a history of violence towards others?**  **If yes, to whom?**  **Please provide brief details.** | | | YES NO  Who:  Details: | | |
| **Does this student pose a significant threat of harm to others?** | | | YES NO | | |
| **Does this student have any history of substance misuse?** | | | YES NO | | |
| **Does the student have a current Risk Assessment** | | | YES NO | | |
| **Does the student currently attend mainstream lessons?** | | | YES NO | | |
| **Attendance at point of exclusion (percentage)** | | |  | | |
| **Any other significant events we need to be aware of that may impact on student behaviour.** | |  | | | |
| **Details of any other professionals working with this student/family.** | |  | | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **Briefly outline work that has been done to avoid permanent exclusion to date.** | | | |
|  | | | |
| **Programme/Strategy** | **Impact** | **Date/Duration** | **Outcome** |
|  |  |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Signed** |  | **Head teacher** |  | **Date:** |  |

**NATIONAL STANDARD LIST OF REASONS FOR EXCLUSIONS**

This list provides descriptors of reasons for exclusions and the main reason for exclusion should be recorded. The 12 categories should cover the main reasons for exclusions and the “other” category should be used sparingly. The further detail suggesting what the descriptors cover should be used as a guide.

**Physical assault against pupil**

Includes:

* fighting
* violent behaviour
* wounding
* obstruction and jostling

**Physical assault against adult**

Includes:

* violent behaviour
* wounding
* obstruction and jostling

**Verbal abuse / threatening behaviour against pupil**

Includes:

* threatened violence
* aggressive behaviour
* swearing
* homophobic abuse and harassment
* verbal intimidation
* carrying an offensive weapon

**Verbal abuse / threatening behaviour against adult**

Includes:

* threatened violence
* aggressive behaviour
* swearing
* homophobic abuse and harassment
* verbal intimidation
* carrying an offensive weapon

**Bullying**

Includes:

* verbal
* physical
* homophobic bullying
* racist bullying

**Racist abuse**

Includes:

* racist taunting and harassment
* derogatory racist statements
* swearing that can be attributed to racist characteristics
* racist bullying
* racist graffiti

**Sexual misconduct**

Includes:

* sexual abuse
* sexual assault
* sexual harassment
* lewd behaviour
* sexual bullying
* sexual graffiti

**Drug and alcohol related**

Includes:

* possession of illegal drugs
* inappropriate use of prescribed drugs
* drug dealing
* smoking
* alcohol abuse
* substance abuse

**Damage**

Includes damage to school or personal property belonging to any member of the school community:

* vandalism
* arson
* graffiti

**Theft**

Includes:

* stealing school property
* stealing personal property (pupil or adult)
* stealing from local shops on a school outing
* selling and dealing in stolen property

**Persistent disruptive behaviour**

Includes:

* challenging behaviour
* disobedience
* persistent violation of school rules

**Other**

This category should no longer be used

**Use or threat of use of an offensive weapon or prohibited item**

Includes:

* 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

**Abuse against sexual orientation and gender identity**

Includes:

* 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

**Abuse relating to disability**

Includes:

* Derogatory statements or swearing about a disability
* Bullying related to disability
* Disability related graffiti,
* Disability related taunting and harassment

**Inappropriate use of social media or online technology**

Includes:

* Sharing of inappropriate images (of adult or pupil)
* Cyber bullying or threatening behaviour online
* Organising or facilitating criminal behaviour using social media

**Wilful and repeated transgression of protective measures in place to protect public health**

Deliberate breaching of protective measures such as (but not limited to):

* non-compliance with social distancing
* causing distress, such as through purposefully coughing very near to other pupils or adults
* any other deliberate breach of public health protective measures which the school has adopted