

Head and Investigation	Notes	Date Comp (if applic)
Name of Pupil		
Summary of incident – to include time and witnesses		
Previous – related- concerns		
Who conducted the investigation?		
If a fixed term exclusion initially the letter MUST explain that the decision will be reviewed and a further FT or a PX may still be considered <b>NB REALLY IMPORTANT</b>		
Was it persistent breach of the behaviour policy?		
A single one off incident so serious?		
What evidence to show that allowing the pupil to remain in school would seriously harm the education or welfare of the pupil or others in the school		
Have witness statements been properly obtained?		
What is the pupil's account and response to the evidence presented?		
Any SEN needs identified? If so what action has been taken to support the pupil?		
When was the decision taken to exclude?		
Reasons for this course of action?		
Were alternative sanctions considered? If so what?		

Set out the reasons in writing with reference to school policies		
<p>Notify parent in writing – letter must contain:-</p> <p>Was it persistent breach of the behaviour policy? (with reference to behaviour log)</p> <p>A single one off incident so serious?</p> <p>Does the letter explain why would allowing the pupil to remain in school would seriously harm the education or welfare of the pupil or others in the school</p>		
Does the letter contain information about the appeal process?		
If permanent, or 45 days leading to permanent when was the LA informed?		
Are copies of the policies available? (and also to parents and pupil)		
Behaviour log?		
Any other FTE and reintegration meetings and plans?		
Correspondence about the exclusion		
<b>GDC</b>		
Summary of the investigation and process by the investigator		
Copies of statements (staff names not redacted unless serious risk of harm – pupil names redacted)		
Any evidence to support the excluded pupil – their statement and any mitigating factors		

If persistent defiant behaviour explain how and attempts to modify – who was involved?		
Behaviour Policy		
Exclusion policy		
SEN policy and any other relevant policy		
Description of meetings with pupil and parent, including an opportunity to respond to the allegations made		
Any advice (not legal) from any third party		
Explanation of the decision making and factors taken into account		
What discussion has taken place with any governors (most likely to be with Chair – Chair not to discuss with anyone else)		
What are the arrangements for work to be sent home and notification to the LA.		
Is the GDC and IRP process clear (timescales to share info with school and governors) and contact details for clerk		

GDC & Clerk Checks	Notes
Meet within 15 days of PX	
Confirm what received	
Independence of current panel – no previous involvement	
Make any reasonable adjustments as required	
Confirm process	
Identify any issues of fact that are in dispute, and what is agreed	
Invite comments	
Explain notification after meeting – by letter to both school and parent	
Letter with reasons – showing what decisions were made about disputed facts, why and how the decision was made	
Letter explaining the right to go to an IRP and also the SEN adviser role – <b>TIMESCALE OF 15 DAYS MUST BE CLEAR</b>	
Also tribunal and county court options and timescales – Equality Act 6 months of the discrimination (ie date of exclusion)	
Is a note on pupil file appropriate?	
Confirm reinstatement and date or support for head's decisions	
Any actions plans needed for head to consider?	
Chair to check and confirm minutes as an accurate record	

IRP meeting (Clerk's record)	Notes
Proper constitution	
All members with appropriate training	
Confirm information received and reviewed in advance – as per other checklists	
Process outlined	
Areas of agreement and dispute identified?	
SEN expert requested?	
SEN expert involved?	
Any other third parties?	
Evidence reviewed?	
Decision making reviewed?	
Outcome considered – within the possible outcomes open to a reasonable decision maker?	
Any procedural impropriety? If yes – what was it and what was the effect on the process?	
Can the IRP proceed despite the flaw(s)? (if flaws identified)	
Review or Quashed decision?	
Presumption of return	
Outline how IRP issues addressed	
Notify LA parent and head of decision	
MUST be heard within 10 school days	
Quashed and recommendation 2 different things	
Financial readjustment - with reasons?	