Meeting to review Permanent exclusion by Governors

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| When parents were notified about the exclusion was statutory guidance followed including all parents as defined by legislation? |  |
| Did the parents receive contact prior to meeting to arrange a date and time convenient to them? |  |
| Was evidence sent to parents and all others parties at least 5 days prior to the meeting? |  |
| Were parents informed they could be accompanied by a friend and their son or daughter should be encouraged to attend? |  |
| Did the LA and the Governors receive notification of the permanent exclusion with the reasons? |  |
| Is there at least three governors on the committee? |  |
| Was the exclusion the last resort and a serious breach or persistent breaches of the schools behaviour policy and where allowing the pupil to remain in school would seriously harm the education or welfare of themselves or others? |  |
| Does pupil have SEN, and if so were reasonable adjustments made? |  |
| Has everything been done to support the pupil and if the pupil has a statement of EHCP was a review called to see if an alternative placement could be found? |  |
| Did the school in partnership with others consider additional support? |  |
| Are there any contributing factors, e.g. bereavement, has there been mental health issues, bullying, etc.? |  |
| Was the exclusion lawful, reasonable, fair and proportionate? |  |
| Were the pupils views captured? |  |
| Does the exclusion breach the relevant school policy? |  |

Other considerations that could be considered:

* Was support offered via an Early Help referral or a multi-agency meeting such as a FSP?
* Is the pupil a Looked after child? If so, were all reasonable steps carried out to avoid a permanent exclusion?
* Did the school use documented support plans, such as a Pastoral Support Programme, Individual Education Plan or a Behaviour Support Plan?
* Have these been regularly reviewed, involving parents were possible?
* A Risk Assessment and Risk Management Plan?
* Application for a place at a Specialist Resource Base?
* Has support/advice been accessed from others, e.g. S2S or the SSSfN?
* Has support/advice been sought from CAMHS or Ed Psych Service, if appropriate?
* Was consideration given to a managed move?

The definition of parent is laid down in Section 576 of the Education Act 1996 which defines 'parent' as

* all natural parents, whether they are married or not
* any person who, although not a natural parent, has parental responsibility for a child or young person
* any person who, although not a natural parent,  has care of a child or young person (having care of a child or young person means that a person with whom the child lives and who looks after the child, irrespective of what their relationship is with the child, is considered to be a parent in education law).