

### Exclusion Checklist

School:		
Staff member completing form:		
Date:		
Name of pupil:	Name/s of other involved:	
Have records been made by members of staff?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Have witnesses been taken from all involved?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Have all view points been considered?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Has any comments by the pupil been recorded?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Are all relevant statements attached?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Have any anomalies in statements/perspectives been explored with the various parties?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
What is the outcome of those explorations?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Background information on students must be taken in to account - the student's needs and any other circumstances (ie: SEND, Disadvantaged)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If student is SEND, then has SENCO been informed.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Is the student being supported by any outside agencies? If so, have they been consulted	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Has Equality and Diversity been considered?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
What is the previous behaviour record like – positives and negatives? (Print off and present with statements)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Number of days for FTE		
Have the parents/carers been informed?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Has work been given to the student to complete over the FTE?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Has admin been informed to send letter to parents and County?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If the incident could potentially lead to a permanent exclusion, the fixed term letter must state: <b><i>"in the first instance pending further enquiries."</i></b>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Who is best person to lead the reintegration meeting?	Name:	
Reintegration meeting set?	Date:	
Will there be any conditions for re-entry? Behaviour plan or IE = Internal Exclusion	Note:	