

Information for schools and academies regarding young people excluded from a Nottinghamshire school.

PERMANENT EXCLUSION

Before issuing a permanent exclusion notification form, please contact the Education Partnership Team Manager for your area to discuss alternatives to permanent exclusion.

South Locality Team Manager
(Gedling, Rushcliffe, South Broxtowe and SHENK)

Alison Blackmore

Tel: 07824 544832

Email: alison.blackmore@nottscc.gov.uk

North Locality Team Manager
(Ashfield, Bassetlaw, Newark & Sherwood and Mansfield)

Tracy Ayers

Tel: 07795 801820

Email: tracy.ayers@nottscc.gov.uk

For KS1 or KS2 children at risk of Permanent Exclusion, please contact your partnership SEMH Team member or speak to either of the team managers above.

If you have any general queries please contact the local authority using the following e-mail address:
exclusions.ed@nottscc.gov.uk

NOTIFICATION

The excluding school should complete the local authority exclusions form within 24 hours of permanent exclusion through the link below

<https://secure.nottinghamshire.gov.uk/learningandwork/schools/information-for-schools/permanent-exclusion-form/>

or send directly to the local authority generic permanent exclusions email address;

exclusions.ed@nottscc.gov.uk

SCHOOL ROLE

The School or Academy will

- notify parents immediately by telephone followed by the proforma letter
 - notify their Governing Body/Management Committee
 - enter details onto their SIMS system ensuring exact details as notified to the local authority
 - arrange provision for first 5 days of permanent exclusion (unless student is in public care when local authority is responsible for providing provision from day 1)
 - convene a Discipline Committee Meeting, to be held by the 15th school day of exclusion
 - write to all parties, including the local authority, confirming Discipline Committee meeting date
 - circulate Head Teacher's report and other information, including witness statements, to attendees of Discipline Committee Meeting at least 5 days prior to the meeting
 - Following Discipline Committee Meeting parents should be informed of the decision in writing
- * Note:- School must **not** remove student from school roll until notification received from the Local Authority. For the first 5 days of the exclusion the school register will be marked 'E'. From Day 6 registers in school and the local authority should be marked D until the exclusion becomes effective. Learners will be offered provision commissioned by the local authority. Inform parents of their right to an independent review panel (in the case of an academy). The Local Authority will inform parents in the case of maintained schools.

LOCAL AUTHORITY COMMISSIONING TEAM (on receipt of notification)

- Identifies Area/Partnership/Catchment School based on home post code
- Identifies date of 6th school day from issue
- notifies local authority officers of permanent exclusion
- notifies home authority if learner does not live in Nottinghamshire

PARTNERSHIP TEAM MANAGERS

(supported by EOTAS professional practitioners)

- Supports School Partnerships to find alternatives to permanent exclusion
- Requests information (and liaises with) from excluding school
- Arranges to meet young person
- Identify appropriate alternative provision for excluded young person
- Attend Discipline Committee meetings (if invited)
- Monitor progress of individual students attending alternative provision

FIXED TERM EXCLUSION

NOTIFICATION

The excluding school should complete the local authority Fixed Term Exclusions form through the link below

<https://secure.nottinghamshire.gov.uk/learningandwork/schools/information-for-schools/fixed-period-exclusion-form/>

or send directly to the local authority generic fixed term exclusions email address;

fixedterm.exclusions@nottsc.gov.uk

If you have any general queries please contact the local authority using the following e-mail address:

fixedterm.exclusions@nottsc.gov.uk