**NOTIFICATION OF PERMANENT EXCLUSION**

**To be fully completed and returned on the day of the permanent exclusion to:**

**exclusions@croydon.gov.uk**

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| **Name of School** |  | **Dfe No** |  |
| **Contact Person/ Position**  |  | **Contact Tel: Number/ Email:** |  |

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| **Pupil Details** |
| **Surname** |  |
| **First Name** |  | **Middle Name** |  |
| **Address** |  |
| **Postcode** |  |
| **UPN** |  | **Gender**  | Male [ ]  | Female [ ]  |
| **Date of Birth** | DD/MM/YY | **Year Group** |  | **Ethnicity** | Choose an item. |
| **Is the pupil in receipt of Free School Meals?** | Yes [ ] No [ ]  | **Does the pupil attract Pupil Premium?** | Yes [ ] No [ ]  |

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| **Parent/Guardian/Carer Contact Details** |
| **Parent/Guardian/Carer Details** | Parent [ ]  | Guardian [ ] (e.g. Grandparent)  | Carer [ ]  |
| **Title** | Mr/ Mrs / Miss /Ms |
| **Surname** |  |
| **First name** |  |
| **Telephone No** |  |
| **Full Postal Address (if different from above)** |  |
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| Are there any issues with home visiting this family that you are aware of?  |  Yes [ ]  No [ ] Please provide any relevant details. |

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| **Please provide details of any other person with Parental responsibility** |
| **Parent / Guardian / Carer Details**  | Parent [ ]  | Guardian [ ] (e.g. Grandparent) | Carer [ ]  |
| **Title** | Mr/ Mrs / Miss /Ms |
| **Surname** |  |
| **First name** |  |
| **Full Postal Address (if different from above)** |  |
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| **Telephone No** |  |

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| **Permanent Exclusion Details** |
| Date of Permanent Exclusion Notification | Click here to enter a date. |
| **Exclusion Reason (Please select one box)**  |
| **PP****PP** | Physical assault against a pupil |[ ]  **SM** | Sexual misconduct |[ ]
| **PA** | Physical assault against an adult |[ ]  **DA** | Drug and alcohol related |[ ]
| **VP** | Verbal abuse/threatening behaviour against a pupil |[ ]  **DM** | Damage |[ ]
| **VA** | Verbal abuse/threatening behaviour against an adult |[ ]  **TH** | Theft |[ ]
| **BU** | Bullying |[ ]  **DB** | Persistent Disruptive Behaviour |[ ]
| **RA** | Racist Abuse |[ ]  **OT** | Other |[ ]
| **Brief description of incident(s) leading to exclusion:** |
| **Have the Police been informed/involved in connection with this Permanent Exclusion?**  |
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| **Attendance Data** |
| Attendance % for the current academic year  |  % |
| Is the learner punctual? |  Yes [ ]  No [ ]  |
| Has there been any EWO involvement this academic year? |  Yes [ ]  No [ ]  |

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| **Pupil Needs** |
| **Is the Pupil a looked after child?****If yes, please note the responsible local authority** | Yes [ ]  | No [ ]  | **Detail:** |
| **Is the pupil a Child in Need or on a Child Protection Plan? If yes, please provide the social workers name and email address**  | Yes [ ]  | No [ ]  | **Name:****Email:** |
| **Does the Pupil have SEND****Please specify SEND type:** | Yes [ ]  | No [ ]  | **Detail:** |
| **Does the pupil have an EHCP?****If yes, please provide the Name and email address of the lead contact** | Yes [ ]  | No [ ]  | **Name:****Email:** |
| **Does the pupil currently receive in class support?**  | Yes [ ]  | No [ ]  | **Detail:**  |

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| **Agency Involvement** |
| **Agency** | **Contact Name / Outcome/ Details**  |
| YOS |  |
| Safer London |  |
| CAMHS |  |
| Educational Psychologist |  |
| Early Help |  |
| Other – Please specify |  |

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| **Education History (Previous schools)** |
| School/Provider: Pastoral Contact:Contact Number: Dates:Reason for Leaving: |  | School/Provider: Pastoral Contact:Contact Number: Dates:Reason for Leaving: |  |
| **KS2 SAT’s** | **Predicted Grades** | **Actual Results** | **KS4 GCSE’s** | **Predicted Grades** |
| **English** |  |  | **English** |  |
| **Maths**  |  |  | **Maths** |  |
| **Science** |  |  | **Science** |  |
| **KS4 Additional Information**  |
| **Subject** | **Exam Board** | **Course work completed to date (Please forward)** | **Predicated Grades** |
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| **Additional Information** |
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| **School’s Checklist – Please include the following information/documents with this form.**  |
| PSP/IEP Plan (if applicable) | Yes [ ]  No [ ]  |
| EHC Plan (if applicable) | Yes [ ]  No [ ]  |
| Pastoral Support Plan or Behaviour Plan (if applicable) | Yes [ ]  No [ ]  |
| Most recent school report | Yes [ ]  No [ ]  |
| Attitude to learning questionnaire  | Yes [ ]  No [ ]  |
| Copy of exclusion letter sent to parents/carers | Yes [ ]  No [ ]  |

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| **ATTITUDE TO LEARNING** |
| **Where 8 is ‘Excellent’ and 1 is ‘Completely Disengaged and/or Extremely Disruptive’, please score the learners *AVERAGE*** |
| **1** | **2** | **3** | **4** | **5** | **6** | **7** | **8** |
| **POSITIVE CONTRIBUTION’S TO THE SCHOOL COMMUNITY (i.e. School council, sport, gifted & talented, performing arts)** |
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| **BEHAVIOUR CONCERNS (Please select)** |
| **Refusal to Comply** |[ ]  **Disruption (learning centred)** |[ ]  **Disruption (outside of lesson time)** |[ ]
| **Work Avoidance** |[ ]  **Absconding** |[ ]  **Verbal Abuse (Peers/ Staff)** |[ ]
| **Uniform**  |[ ]  **Physical Abuse (Peers/Staff)** |[ ]  **Dangerous/Risky Behaviour** |[ ]
| **Other(s):** |
| **BEHAVIOUR TRIGGERS (i.e. Times of day/week, subject, staff, peers, social, family, emotional, learning etc.)** |
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| **KNOWN RISK (i.e. Criminality, Gang association/affiliation, Missing episode, CSE, Trafficking, FGM etc.)** |
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| **BEHAVIOUR INTERVENTIONS (Action taken specifically to reduce behaviour concerns)** |
| **Date** | **Behaviour** | **Intervention**  | **Outcome** |
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| **EXCLUSIONS (Current academic year)** |
| **Date** | **Specific Reason(s)** | **FTE (Days)** | **Perm** |
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