**NOTIFICATION OF EXCLUSION FORM**

Section 5 of The School Discipline (Pupil Exclusions and Reviews) (England) Regulations 2012 requires all state-funded schools, including academies and free schools, to notify the local authority of all permanent and fixed term exclusions.

PLEASE COMPLETE ALL RELEVANT SECTIONS OF THIS FORM

The completed form should be sent, along with a copy of the exclusion letter, to Croydon Council either by email to [exclusions@croydon.gov.uk](mailto:exclusions@croydon.gov.uk) or by post to

Exclusion Notification, Croydon Council,

Floor 2 (Zone D), Bernard Wetherill House, 8 Mint Walk, Croydon, CR0 1EA

|  |  |  |
| --- | --- | --- |
| Name of school: | Tel: contact e-mail: | |
| Date Pupil joined school: |  | |
| Pupil name: | First name Surname | |
| Address: |  | |
| Borough of residence: |  | Phone no. for family: |
| Date of birth: |  | Year group: |
| UPN |  | Gender: |
| SEN status:   * No SEND * School Support * EHCP | (Please also specify primary SEND need) | |
| Ethnic origin: |  | Child looked after: **Y/N** |
| Free School Meals: | Y/N | Asylum Seeker: **Y/N** |
| Parent/carers name |  | |

|  |  |
| --- | --- |
| Suspension (no. of days) | Permanent: **Y/N** |
| Date exclusion commenced:  Date exclusion ended: |  |
| Total no. of days excluded this year: |  |

**Reason for Exclusion (Please tick of highlight):**

* **Physical assault against a pupil**

*Includes: fighting, violent behaviour, wounding, obstruction and jostling*

* **Physical assault against an adult**

*Includes: violent behaviour, wounding, obstruction and jostling*

* **Verbal abuse/threatening behaviour against a pupil**

*Includes: threatened violence, aggressive behaviour, swearing, homophobic abuse harassment, verbal intimidation,*

* **Verbal abuse/threatening behaviour against an adult**

*Includes: threatened violence, aggressive behaviour, swearing, homophobic abuse and harassment, verbal intimidation,*

* **Bullying**

*Includes: verbal, physical, homophobic bullying, racist bullying*

* **Racist abuse**

*Includes: racist taunting and harassment, derogatory racist statements, swearing that can be attributed to racist characteristics, racist bullying, racist graffiti*

* **Sexual misconduct**

*Includes: sexual abuse, sexual assault, sexual harassment, lewd behaviour, sexual bullying, sexual graffiti*

* **Drug and alcohol related incidents**

*Includes: possession of illegal drugs, inappropriate use of prescribed drugs, drug dealing, smoking alcohol abuse, substance abuse*

* **Damage**

*Includes: damage to school or personal property belonging to any member of the school community: vandalism, arson, and graffiti*

* **Theft**

*Includes: stealing school property, stealing personal property (pupil or adult), stealing from local shops, on a school outing*

* **Persistent disruptive behaviour**

*Includes challenging behaviour, disobedience, persistent violation of school rules*

* **Other**

*Includes: incidents which are not covered by the categories above but this category should be used sparingly*

* **Possession of an offensive weapon**

Croydon Council will process any information shared in line with the provisions of the General Data Protection Regulation. Any personal information will be held in confidence and shared only where necessary. This data will be removed from council records after 25 years from the date of the child or young person’s date of birth. Under the General Data Protection Regulation, you have the right to make a formal request to the Council for access to personal data held about you or your child.

Croydon Council has a duty under the Children’s Act 2004 to work with partners to provide and improve services to children and young people. Information provided will be shared with schools as necessary to arrange suitable provisions for your child. Croydon Council may also use this information for other legitimate purposes and may share this information where required with other bodies responsible for administering services to children and young people.

To view our full Privacy Statement please visit:

<https://www.croydon.gov.uk/democracy/data-protection-freedom-information/privacy-notices/education-youth-engagement-service-privacy-notice>