

NOTIFICATION TO THE LEA OF AN EXCLUDED PUPIL

PLEASE COMPLETE **ALL** THE DETAILS IN THIS FORM.
ATTACH IT TO YOUR EXCLUSION LETTER¹ AND RETURN IT TO:

Earlyhelp@southwark.gov.uk (please ensure that the Central Team Locality Lead Kym Winup kym.winup@southwark.gov.uk is copied into the email)

To speak to the Kym please call her on 0207 525 2716

If Kym is unavailable please call Early Help Duty Manager on 02075253893

Is the exclusion:

Permanent

Fixed Term

Please circle above

Name of school:	
Pupil Surname:	
Forename:	
Address:	
Phone no. for family: Please include all known numbers	
Email contact for family:	
Date of birth:	
Borough of residence:	
SEN status:	
Ethnic origin ² :	
Refugee/ Asylum seeker:	
Gender	

Fixed term (no. of days)	
Date exclusion commenced:	
Total no. of days excluded this year ³ :	

¹Model letters are available in the DCFS *Guidance on Exclusion from Schools and PRUs 2007* and can also be faxed or e-mailed on request: please call the number above

²Please use codes (see p 3)

Reason for exclusion⁴

Details for Referral to a Pupil Referral Unit (PRU)

Pupil Name:

Name of school contact:	
Head of Year:	
School History: Previous schools -	
Exclusion History: Previous exclusions (permanent or fixed term) Please give reasons	
Other agencies involved: Is the pupil on the Child Protection register? Y/ N Is the child CIN? What other agencies are working with the child?	<i>Please provide the details of other professionals working with the family e.g. Education Psychologist, Social Worker, Early Help, YOS</i>
Attendance: Does the pupil have a history of poor attendance? Y/N If Y what is the current attendance? Please attach attendance record	
Social Environment: Relationships with peers	

³NB: Fixed term exclusions must not exceed 45 days in one school year

⁴Please enter only one code, (see p3):

<p>Interventions to date:</p> <p>Programme of support for the pupil e.g. referral to Summerhouse, SILS3, EP, BASS, CAMHS etc <i>(please attach any PSP or IEP)</i></p>	
<p>Attainment:</p> <p>Reading age:</p> <p>CATS scores: Verbal</p> <p>Non verbal</p>	
<p>Health:</p> <p>Does the child have any medical conditions? If so what are they?</p>	
<p>Risk Assessment for placement at PRU:</p> <p>Please indicate types of behaviour pupil displays which may indicate a possible risk to staff or other pupils:</p> <p>Please describe any intervention or adaptation that has proved effective in the past:</p> <p>Any other information related to any possible risks:</p>	

ETHNIC CODES

REASONS FOR EXCLUSION

Asian or Asian British		Bullying	BU
Bangladeshi	ABAN	Drug & Alcohol related	DA
Indian	AIND	Persistent disruptive behaviour	DB
Pakistani	APKN	Damage	DM
Any other Asian background	AOTH	Other	OT
Black or Black British		Physical Assault against adult	PA
Caribbean	BCRB	Physical Assault against pupil	PP
Ghanaian	BGHA	Racist Abuse	RA
Nigerian	BNGN	Sexual misconduct	SM
Sierra Leonian	BSLN	Theft	TH
Somali	BSOM	Verbal abuse/Threatening behaviour to adult	VA
Other Black African	BAOF	Verbal abuse/Threatening behaviour to pupil	VP

Any other Black background	BOTH	
Chinese	CHNE	
Mixed/Dual Background		
White & Black Caribbean	MWBC	
White & Black African	MWBA	
White & Asian	MWAS	
Any other mixed background	MOTH	
White		
British	WBRI	
Irish	WIRI	
Greek	WGRK	
Greek Cypriot	WGRC	
Gypsy/Roma	WROM	
Kosovan	WKOS	
Turkish	WTUK	
Turkish Cypriot	WTUC	
Traveller of Irish heritage	WIRT	
White Eastern European	WEEU	
White Western European	WWEU	
White Other	WOTW	
Any other Ethnic Group		
Japanese	OJPN	
Kurdish	OKRD	
Latin/South/Central American	OLAM	
Vietnamese	OVIE	
Any other ethnic group	OPEG	
Refused to say	REFU	
Information not obtained	NOBT	