

Exclusions Procedure Checklist

TGPS will refer to and follow the latest DfE Guidance in relation to Fixed Term or Permanent Exclusions

Investigation and information recorded on CPOMS following a serious incident or 2 consequence records



SLT informed and decision made



Phone call to parent/carer —————> **LAC-arrange first day provision with PBST and Wendy Holmes**

clearly stating how long the fixed term exclusion is for
and when reintegration/back to school meeting is



Letter of notification

Cancel transport (if necessary)

sent-first class post

Send/email exclusion letter to

(proof of post kept by the office)
and text regarding details of

**first day provision/SEN Section, if
EHCP**

back to school meeting



Inform staff involved of decision and update CPOMS

***Contact Ms Lois Hanson, Engagement and Behaviour Officer, Schools,
telephone number 01724 297247.***

Autumn term 2020