**Secondary: Permanent Exclusion Referral form**

**PUPIL DETAILS**

|  |  |
| --- | --- |
| **NAME:** |  |
| **DOB & YEAR GROUP:** |  |
| **MALE/FEMALE:** |  |
| **ADDRESS:** |  |
| **ETHNIC BACKGROUND CODE:** |  |
| **SEN STAGE:** |  |
| **UPN:** |  |

**PARENT/CARER DETAILS:**

|  |  |
| --- | --- |
| **NAME:** |  |
| **ADDRESS:** |  |
| **CONTACT NUMBER + EMAIL:** |  |
| **LAC:** |  |

**SOCIAL WORKER DETAILS:**

|  |  |
| --- | --- |
| **NAME:** |  |
| **ADDRESS:** |  |
| **CONTACT NUMBER + EMAIL:** |  |

**EXCLUDING SCHOOL DETAILS:**

|  |  |
| --- | --- |
| **NAME OF SCHOOL:** |  |
| **BOROUGH:** |  |
| **CONTACT NAME AND TELEPHONE NUMBER/EMAIL:** |  |
| **ADDITIONAL INFORMATION IF APPLICABLE:** |  |

**EXCLUSION DATES:**

|  |  |
| --- | --- |
| **DATE OF EXCLUSION:** |  |
| **6th DAY PROVISION DATE:** |  |

**EXCLUSION REASONS:**

|  |  |  |
| --- | --- | --- |
| **CODE:** | **Description** |  |
| **BU** | Bullying |  |
| **DA** | Drug and alcohol related |  |
| **DB** | Persistent disruptive behaviour |  |
| **DM** | Damage |  |
| **DS** | Abuse relating to disability |  |
| **LG** | Abuse against sexual orientation and gender identity |  |
| **MT** | Inappropriate use of social media or online technology |  |
| **OW** | Use or threat of use of an offensive weapon or prohibited item |  |
| **PA** | Physical assault against an adult |  |
| **PH** | Wilful and repeated transgression of protective measures in place to protect public health |  |
| **PP** | Physical assault against a pupil |  |
| **RA** | Racist abuse |  |
| **SM** | Sexual misconduct |  |
| **TH** | Theft |  |
| **VA** | Verbal abuse / threatening behaviour against an adult |  |
| **VP** | Verbal abuse / threatening behaviour against a pupil |  |

Schools must be mindful that a decision to exclude a pupil permanently should only be taken in response to:

* a one-off serious breach **or**
* persistent breaches of the school's behaviour policy;
* ***and*** *where allowing the pupil to remain in school would seriously harm the education or welfare of the pupils or staff in the school.*

Therefore, it must be made clear whether the PEX is for a single serious breach, or persistent breaches of the school's behaviour policy.

**FORM COMPLETED BY:**

**EMAIL**:

**DATE: 04/09/23**

**TELEPHONE:**