

How to review suspensions and exclusions

Evidence pack for an Exclusion Review Panel

The evidence in the pack will vary depending on the circumstances but here is a list of what it might contain.

It is important that the pack is organised in a logical order and clearly numbered so that information referred to during the panel meeting is easy to locate. It is also important to ensure that any sensitive information about other staff or pupils is redacted.

| Section | Contents | Comments |
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| 1 | Index Agenda | Organising evidence in agenda order is helpful. Agenda should state venue, time, order of the meeting and the names of all those attending. If appropriate the pupil should be encouraged to attend. |
| 2 | Policies | Behaviour and Exclusions policy/s |
| 3 | Evidence on behalf of the school | <ol style="list-style-type: none">1) Details of the reason for the exclusion (and where relevant, previous exclusions)2) A timeline of actions taken to support the pupil prior to the exclusion:<ul style="list-style-type: none">• calls and meetings with parents, school specialists, the LA and outside agencies• interventions and support• the school meeting its obligations under the Equality Act 2010.3) Relevant contextual information about the pupil i.e. LAC, SEND, extenuating home circumstances, records of strategies or interventions used to support the pupil, reports from external agencies, previous exclusions etc.)4) Behaviour log for the pupil5) Attendance records to ensure procedures have been followed6) Actions taken after the exclusion, including<ul style="list-style-type: none">• the letter sent to parents following the exclusion• a thorough and unbiased investigation involving all parties including the pupil within the timelines set out in the policy• signed and dated witness statements7) Copies of all correspondence relevant for the exclusion not otherwise listed above8) Any CCTV or video footage |
| 4 | Evidence on behalf of the parent | The parents should be encouraged to send in any evidence in support of their child: <ul style="list-style-type: none">• the pupil's version of the incident/s that led to the exclusion, especially if the pupil is not attending in person• details of how they feel the school has not met the pupil's needs, especially in relation to SEND or other needs• witness statements that support the pupil |