

## Exclusions and suspensions

The team provides advice and guidance on the exclusion process to head teachers, governors, parents and colleagues for both primary and secondary schools as well as maintaining a database of all exclusions and providing exclusions data as required.

The team also deals with elective home education.

- [DfE School exclusion guidance 2017 \(gov.uk\)](#)
- [DfE School exclusion guidance 2017 - summary of changes \(pdf\)](#)
- [LA exclusion procedures - guidance for schools and governors \(word\)](#)
- [Exclusion decision letter - guidance for schools \(pdf\)](#)
- [Parent/carer guidance on suspension/ exclusion \(pdf\)](#)

### Preventing exclusions

Information about focused programmes and services 2019 – 2020 on [preventing exclusions](#). (Log in to view document)

### Updated Local Authority exclusion and suspension notification forms

The notification forms below are in word format and should be emailed to [Exclusionsteam@ealing.gov.uk](mailto:Exclusionsteam@ealing.gov.uk)

- [Key to suspension / exclusion category codes\(pdf\)](#)
- [Key for ethnic origin codes \(pdf\)](#)
- [Pupil suspension / exclusion reason codes \(pdf\)](#)
- [Permanent exclusion all schools including sixth form](#)
- [Suspension for all schools including sixth form](#)

### Exclusion letters

The following are all in word format:

[Exclusion letter templates PRU](#)

### Exclusion model letter templates for high, primary and special schools

Log in to view model letters. If needed, [register for an EGfL user account](#). For help, contact [egflwebteam@ealing.gov.uk](mailto:egflwebteam@ealing.gov.uk)

- [1 Fixed term of five school days or fewer](#)
- [1b Fixed term of five days or fewer resulting in an accumulation of 5+ days in a term](#)
- [2 Fixed term 6 - 15 days](#)
- [3 Fixed term 15 or more days](#)
- [4 Permanent exclusion](#)
- [5 Permanent exclusion of an out of borough resident](#)
- [6 Pending fixed term suspension](#)
- [6b Pending suspension – extended for more than 5 days](#)
- [7 Lunchtime suspension](#)
- [8 Governors review meeting notification](#)
- [9 Governors review meeting outcome letter upholding permanent suspension](#)
- [10 Governors review meeting outcome letter for reinstatement](#)
- [11 Governors outcome letter considering a fixed-term suspension](#)

### School to school managed move

[Protocol for school to school managed move / templates for headteachers \(word\)](#)

[MM - managed move school to school notification 2015/16 \(high\) \(word\)](#)

The completed form, as well as the managed move school-to-school offer letter to the pupil's parent/carer, should be emailed to:

[Exclusionsteam@ealing.gov.uk](mailto:Exclusionsteam@ealing.gov.uk)

### CCTV footage

[Guidance for schools when considering CCTV footage as evidence for exclusion.](#)

### Exclusion data summary reports

The reports provide a summary of exclusion data for Ealing schools, along with a comparison against data in previous years, looking at the number of exclusions by areas such as year group, reason for exclusion, post-code, SEN stage etc:

[Primary school summary and comparison 2020/21\\*](#)

[High school summary and comparison 2020/21\\*](#)

\*As a result of consultation, access is currently restricted to head teachers for the relevant phase, who have been notified of passwords via email. As always, we welcome your feedback and suggestions for future reports.

## Contact

Debby Legg, principal officer exclusions or the exclusions support officer

Ben Lundy, exclusions and elective home education support officer

Service tel: 020 8825 5070

Service email: [Exclusionsteam@ealing.gov.uk](mailto:Exclusionsteam@ealing.gov.uk)

**Related services**

[Exclusions team 2021/22](#)

[Admission appeals and exclusion/suspension review service 2021/22](#)

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- [Neutral](#)
- [No](#)

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