**School Inclusion - Supporting People - London Borough of Camden**

**SCHOOL REPORT ON A FIXED TERM OR PERMANENT EXCLUSION**

All Camden’s maintained primary and secondary schools should complete this form in respect of every fixed term, lunchtime and permanent exclusion. **Please attach the completed form to a copy of the Headteacher’s exclusion letter and return as soon as possible to:** [**exclusions@camden.gov.uk**](mailto:exclusions@camden.gov.uk)

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **School/Academy** | |  | | | | | | | |
| **Pupil details** | | | | | | | | | |
| **Surname:** | | **Forename:** | | | | | | | |
| **UPN** | |  | | | | | | | |
| **Date of birth** (DD/MM/YYYY): | | **Year group:** | | | | **Gender:** | | | |
| **Ethnic code** | | **Choose an item.** | | | | | | | |
| **Pupil’s home borough** | |  | | | | | | | |
| **Pupil Premium** | | Yes | | | | No | | | |
| **Special Educational Needs** | | (N) **None** | | (K) **SEN Support** | | | | | Exceptional Needs Grant **(ENG)** |
| (E) EHC Plan | | OTH Other Difficulty/Disability to be applied in exceptional circumstances where the primary type of need has not yet been established | | | | | |
| **Is this young person in Public Care at the point of exclusion?** | | | | | | Yes | | No | |
| **Is the pupil currently subject to any of the following plans/orders/services?** | | Child In Need | | | |  | | | |
| Child Protection Plan | | | |  | | | |
| Looked After Child | | | |  | | | |
| Youth Offending | | | |  | | | |
| External Agencies – e.g. CAMHS | | | |  | | | |
| **Type of exclusion** | | | | | | | | | |
| Fixed-term | Lunchtime | | | | Permanent | | | | |
| **Number of days:** | | **First day of exclusion:** | | | | | | | |
| **Exclusion reason** **(please put the primary reason for exclusion)** | | | | | | | | | |
| Bullying | | Damage | | | | | Drug and alcohol related | | |
| Physical assault against adult | | Physical assault against pupil | | | | | Persistent disruptive behaviour | | |
| Racist abuse | | Sexual misconduct | | | | | Theft | | |
| Verbal abuse/threatening Behaviour against pupil | | | Verbal abuse/threatening Behaviour against adult | | | | | | |
| other *(only to be applied in exceptional cases when the reason cannot be categorised using the codes above)*  Please Specify: | | | | | | | | | |