**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**

|  |  |
| --- | --- |
| **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:  |