



SUSPENSION & PERMANENT EXCLUSION CHECKLIST

You can use this checklist to help you gather information about your child's exclusion and decide what to do next.

	QUESTION	ANSWER
1.	What type of suspension/exclusion did your child get?	Suspension(Fixed number of days) /Permanent/Informal
2.	What date did it start? What date does it finish?	
3.	Did the head teacher/principal call you first to tell you they were going to suspend/permanently exclude your child and the reasons why?	
3.	Has the relevant paperwork (a letter from the head teacher/principal giving the reasons for the suspension/permanent exclusion, the type of exclusion and relevant dates) been received?	
4.	Has there been a previous history of suspensions ? (There is a limit of 45 days in an academic year)	



5.	Does your child have Special Educational Needs and Disability (SEND)? Yes/No. *If yes, are they on SEN Support Does your child have an EHC plan? Yes/No	
6.	Is there an up-to-date Individual Education Plan (IEP) /provision map or SEN Support plan in place?	
7.	If yes, has the above plan(see point 7) been put in to action and been reviewed by the school?	
9.	Do you feel that the suspension/permanent exclusion is a direct result of your child's SEND not being correctly supported within school?	



11.	<p>Do you feel that your child has been suspended/permanently excluded because of their SEND?</p> <p>Please make a list of the reasons why you think this is the case.</p>	
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